

Stronsay Development Trust

Company Number SC271553
A Scottish Charity, Charity Number SC038888

**Board Meeting on Saturday 9 November 2013
in the Community Hall at 4 pm**

MINUTES

PRESENT

Tracey Boler
Carole Cotterill (Vice Chair)
Raymond Dennison
Christopher Evans

Valerie Stone Lucas
Stephen Weaver
Yvonne Weaver

IN ATTENDANCE

Lisa De Geer (Company Secretary)
Andrew Rose (Member)

1. APOLOGIES

Viv Erdman

2. WELCOME BY VICE CHAIR

The Vice Chair welcomed everyone and thanked them for attending.

3. RESIGNATION OF CHAIR

NOTED

Paul Glaze has resigned as Chair and Director from 29 October 2013. He has been asked by the Board members to reconsider, but has declined. The Board stressed that Paul Glaze has done well as Chair during a difficult period for the Trust.

ACTION POINT 1

Carole Cotterill is to write a draft letter of thanks to Paul Glaze that will be presented at the Board meeting 20 November before being posted.

4. APPOINTMENT OF CHAIR

(i) *Offer from SREL Chair*

NOTED

The Trust has received an offer from the Chair of the subsidiary SREL, Julia Crocker, to step in as Chair of SDT up until the next AGM if none of the current Directors can take up the role at present.

Andrew Rose was asked to leave the meeting

RESOLVED

The Board agreed not to take the offer from the SREL Chair, since the Director Carole Cotterill was willing to stand as Chair.

ACTION POINT 2

Carole Cotterill is to send a letter of thanks to the SREL Chair for the offer.

(ii) Appointment of Chair

RESOLVED

Valerie Stone-Lucas proposed, Christopher Evans seconded, all agreed and Carole Cotterill was appointed Chair.

(iii) Appointment of Vice Chair

RESOLVED

Carole Cotterill proposed, Valerie Stone-Lucas seconded and Christopher Evans was appointed Vice Chair.

5. APPOINTMENT OF TREASURER

RESOLVED

Carole Cotterill proposed, Stephen Weaver seconded, and Valerie Stone-Lucas was appointed Treasurer.

6. APPOINTMENT OF LINE MANAGERS

RESOLVED

Christopher Evans proposed and Stephen Weaver seconded and Carole Cotterill was appointed line manager for Roger Dart (Admin and Finance Support Officer), Jacqueline Dennison (Community Development Officer) and Anthony Withers (Project Officer).

Yvonne Weaver proposed, Carole Cotterill seconded and Viv Erdman was appointed line manager for Lisa De Geer (Company Secretary).

7. ANY OTHER BUSINESS

(i) Breach of Confidentiality

NOTED

Christopher Evans raised his concerns that Directors do not respect confidentiality. The other Board members confirmed that they have noted that confidential information has reached the community.

RESOLVED

The Board stressed the duty of the Directors to respect confidentiality and that no confidential information is to be shared outside the Board.

(ii) Update of Policies and Procedures

RESOLVED

The Board agreed to contract Sorton Partners to update/write all needed policies and procedures.

ACTION POINT 3

The Chair is to write to Sorton and ask for a quote.

(iii) Letter from Valerie Stone-Lucas to OSCR

NOTED

Director Valerie Stone-Lucas has written a letter to OSCR raising her concerns regarding the voting process 2012, discrimination and the Board not adhering to the M&As.

Valerie Stone-Lucas confirmed that she had only sent the letter to OSCR.

Valerie Stone-Lucas was willing to retract the letter.

The Board stressed that the letter should not be retracted if the content was correct.

The Board found no grounds for the accusations in the letter.

RESOLVED

Valerie Stone-Lucas retracted her letter and the Board made these following points:

- No Board member is to contact a stakeholder on behalf of the Trust without Board approval.
- If a Director has concerns, he or she should address this at a Board meeting.

ACTION POINT 4

Valerie Stone-Lucas is to write to OSCR and retract her letter.

ACTION POINT 5

The Company Secretary is to write to OSCR and DTAS and inform about the outcome of this Board meeting.

(iv) Bank Signatories for Community Fund Co-op Bank Account

NOTED

There is a need for two new signatories for the Community Fund Co-op Bank account.

RESOLVED

Carole Cotterill proposed, Christopher Evans seconded and Stephen Weaver and Tracey Boler were appointed signatories for the Co-op Community Fund Bank Account.

[This decision was removed at the Board meeting 20 November since it should have been for the RBS account. LDG]

(v) Encouraging of the Community Fund Applicants

NOTED

The Board noted that there have been members of the community who have felt they have been discouraged from applying for Community Fund grants.

RESOLVED

Applicants to the Community Fund are to be given all possible help and encouragement even when their applications do not immediately fit the criteria.

ACTION POINT 6

The Chair is to inform the staff about encouraging applicants when approached.

14. DATE OF NEXT MEETING

Wednesday 20 November 2013, 7 pm.

15. CLOSE OF MEETING – 21.50

LDG

November 2013