

# Stronsay Development Trust

Company Number SC271553  
A Scottish Charity, Charity Number SC038888

**Board Meeting on Wednesday 22 January 2013 in the Community Hall at 7 pm**

## **AGENDA**

### **Confidential part of the meeting 7 pm – 8 pm**

#### **1. APOLOGIES**

#### **2. WELCOME BY CHAIR**

#### **3. CONFIDENTIAL MINUTES FROM PREVIOUS MEETINGS** (paper circulated)

(i) *Board Meeting 20 November 2013*

#### **4. ACTION POINTS AND MATTERS ARISING FROM CONFIDENTIAL MEETINGS**

(i) *Action Points from the Board Meeting 9 November 2013*

(ii) *Action Points from the Board Meeting 20 November 2013*

(iii) *Any other matters arising*

#### **5. CHAIR'S REPORT**

(i) *Confidential minutes from previous meetings*

(ii) *Pay Rises*

#### **6. AFSSO REPORT**

(i) *Home Office Expenses*

#### **7. CORRESPONDENCE**

(i) *Letters from Julie Andrew*

#### **8. COMMUNITY FUND**

(i) *Educational and Skills Training Bursary*

a. *Approval made electronically to be minuted*

b. *New applications*

(ii) *Applications*

(iii) *Expressions of Interest*

#### **9. ANY OTHER CONFIDENTIAL BUSINESS**

### **Open part of the meeting 8 pm – 9 pm**

#### **10. DECISIONS MADE ELECTRONICALLY TO BE MINUTED**

(i) *Agreement with Business Initiatives Stronsay CIC to Manage the Build of the Enterprise Zone*

(ii) *Approval of the Draft Articles of Association*

(iii) *Approval of Assigning the AFSSO to arrange a meeting with Accountant and SREL Board in January 2014*

#### **11. MINUTES FROM PREVIOUS MEETINGS** (paper circulated)

(i) *Board Meeting 20 November 2013*

## **12. ACTION POINTS AND MATTERS ARISING**

### *(i) Action points from the board meeting 12 March 2013*

AP 1 - Drafting of Director's Code of Conduct

### *(ii) Action Points from the Board Meeting 17 April 2013*

AP 2 – Visit from the Curry Brothers regarding Slipway

AP 3 – Agreement between the Greenhouse Group and SDT

### *(iii) Action Points from the Board Meeting 22 May 2013*

AP 12 – Installation of Electricity to Site Hut at the Lobster ponds

### *(iv) Action Points from the Board Meeting 29 May 2013*

AP 2 – Date of EGM for voting on amendments of Articles of Association

AP 3 – Review of Correspondence Policy

AP 5 – Information Meeting about the Lobster Ponds and the Enterprise Zone

### *(v) Action Points from the Board Meeting 19 June 2013*

AP 2 – The Company Secretary to present the final draft at the Board meeting in December.

AP 3 – The PO to order plaques for Trust and Community Fund funded projects

### *(vii) Action Points from the Board Meeting 20 November 2013*

AP 1 – The Company Secretary to fill in the forms for a new website with the input from the staff.

AP 2 – Quote for a new website to be presented to the Board by the Company Secretary

AP 3 – AFSS to register with PVG

AP 4 – AFSSO to contact the Eco Club volunteers for PVG checks.

AP 5 – PO to advertise for members to bring forth items for agenda for the open meeting / work shop about housing for elderly.

AP 6 – PO to organise an open meeting / work shop about housing for elderly in March 2014

AP 7 – PO to inform the Greenhouse group of SDT point of contact.

AP 8 – AFSSO to liaise with Sorton Partners regarding people management policies and procedures and present a quote to the Board.

AP 9 – PO to order scanner and filing locker.

AP 10 – AFSSO to ensure written agreement between SDT and OIC for the use of the Healthy Living Centre for the GP referral scheme.

AP 11 – The Board to seek advice from Stephen Philips about the legal aspects of Paul Riley's resignation as Director of the SDT Board.

AP 12 – Director S Weaver to contact P Riley to confirm if he wishes to remain as Director of the Trust.

AP 13 – The Company Secretary to request contributions for the Annual Report.

AP 14 – The Company Secretary to liaise with accountant Alan Long and the Community Association to arrange a date for the AGM.

### *(viii) Any Other Matters Arising*

## **13. CORRESPONDENCE**

## **14. CHAIR'S REPORT**

*(i) Staff Review*

*(ii) Scottish Climate Challenge Fund*

*(iii) Scottish Community Development Centre*

- (iv) Letter to OSCR from Valerie Stone-Lucas*
- (v) Update on Director status of Paul Riley*

**15. SECRETARY'S REPORT**

- (i) Full Member Applications and resignation*
- (ii) Update of Contact List of Directors and Staff*
- (iii) Draft Articles of Association*
- (iv) General Meeting for Approval of draft Articles of Association*
- (v) Annual Report*
- (vi) AGM*

**12. ADMIN AND FINANCE SUPPORT OFFICER'S REPORT**

- (i) Code of Conduct of Directors*
- (ii) Accountancy Fee for Audit and End of Year Accounts*

**13. COMMUNITY DEVELOPMENT OFFICER'S REPORT** (papers circulated)

- (i) Stronsay Tourism Group*
- (ii) HIE Marinas/pontoon Meeting*
- (iii) Annual Event Weekend – Stronsay Fest*
- (iv) Ranger Post Funding Application*

**14. PROJECT OFFICER'S REPORT** (paper circulated)

- (i) Enterprise Zone*
- (ii) Community Greenhouse*
  - a. Reported Damage*
  - b. General Authorisation of Expenditure for smaller Repairs of the Greenhouse.*
- (iii) Survey to establish the need for Housing for Elderly on Stronsay*
- (iv) Community Hall Heating*
- (v) Slipway*

**15. PROJECT REPORTS**

- (i) SREL Wind Turbine project*
  - a. Joint Financial Meeting with SREL*
  - b. Predicted Drop in Income from the Turbine*
- (ii) BIS CIC*
- (iii) Greenhouse Group*
  - b. Agreement between SDT and the Group*

**16. ANY OTHER BUSINESS**

**17. DATE OF NEXT MEETING**

**18. CLOSE OF MEETING**

*LDG*  
*January 2013*