

# Stronsay Development Trust

Company Number SC271553  
A Scottish Charity, Charity Number SC038888

**Board Meeting on Wednesday 19 February 2014 in the Community Hall at 7 pm**

## **AGENDA**

### **Confidential part of the meeting 7 pm – 7.30 pm**

#### **1. APOLOGIES**

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

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

(i) *Board Meeting 22 January 2014*

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

(i) *Action Points from the Board Meeting 22 January 2014*

AP 16 – CDO to request a new quote for a Community Fund Application

AP 17 – AFO to confirm if an application will fulfil the criteria of the Community Fund

(ii) *Any other confidential matters arising*

#### **5. CORRESPONDENCE**

(i) *Letters from Julie Andrew*

#### **6. COMMUNITY FUND**

(i) *Educational and Skills Training Bursary*

(ii) *Applications*

(iii) *Expressions of Interest*

#### **7. ANY OTHER CONFIDENTIAL BUSINESS**

### **Open part of the meeting 7.30 pm – 9 pm**

#### **8. MINUTES FROM PREVIOUS MEETINGS**

(i) *Board Meeting 20 November 2013*

(ii) *Board Meeting 22 January 2014*

#### **9. 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) Action Points from the Board Meeting 22 January 2014*

AP 15 - The Chair is to send flowers from the Board to Valerie Stone-Lucas and discuss with her if she would consider stepping down as Treasurer up until the AGM.

AP 18 - The Company Secretary is to circulate the list via email and the Directors and employees are to confirm that their respective contact details are correct.

AP 19 - The Board is to read the draft Code of Conduct for Directors and contact the AFSSO if they have any questions or comments.

AP 20 - The AFSSO is to bring an application to the Community Fund for the contingency reserve of £42,000 for the Enterprise Zone Project at the February meeting.

AP 21 - The Company Secretary is to write to SREL and confirm the Board's preferred choice of the fixed repayment method.

*(ix) Any Other Matters Arising*

**10. CORRESPONDENCE**

*(i) Letter from Paul Riley*

*(ii) Letters from the Chair of Business Initiatives Stronsay CIC*

*a. New Director of Stronsay Renewable Energy Ltd and Business Initiatives Stronsay CIC*

*b. Agreement for Business Initiatives Stronsay CIC to Manage the Build of the Enterprise Zone*

## **11. CHAIR'S REPORT**

- (i) Staff Review*
- (ii) Scottish Climate Challenge Fund*
- (iii) Scottish Community Development Centre*
- (iv) Update on Director Status of Paul Riley*
- (v) Enterprise Ready Fund*
- (vi) Community Development Alliance Scotland*
- (vii) Video footage for HIE 'Strengthening Communities' Conference*

## **12. SECRETARY'S REPORT**

- (i) Full Member Applications*
- (ii) Update of Contact List of Directors and Staff*
- (iii) General Meeting for Approval of draft Articles of Association*
- (iv) Amendments of approved minutes*

## **13. ADMIN AND FINANCE SUPPORT OFFICER'S REPORT**

- (i) Code of Conduct of Directors*
- (ii) Home Office Expenses*
- (iii) Application to Stronsay Community Fund for Contingency Fund for the Build of the Enterprise Zone*
- (iv) Financial Report*
- (v) Application to Stronsay Community Fund for March pending Staff Review*
- (vi) Expenditure to be minuted*
  - a. Extra Hours for Staff*
  - b. Burness, Paull and Williamson LLP*
  - c. Sorton Partners*

## **14. COMMUNITY DEVELOPMENT OFFICER'S REPORT**

- (i) Meetings attended*
  - a. CPO*
  - b. Staff Review with Sortons*
  - c. Orkney Disability Forum*
  - d. Empowering Communities*
- (ii) Stronsay Fest Report*

## **15. PROJECT OFFICER'S REPORT**

- (i) Housing for Elderly on Stronsay*
- (ii) Stronsay Community Fund Review*
- (iii) Community Hall Heating*
- (iv) Slipway*
- (v) Community Power Orkney – High Speed Broadband*

## **16. PROJECT REPORTS**

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

## **17. ANY OTHER BUSINESS**

## **18. DATE OF NEXT MEETING**

## **19. CLOSE OF MEETING**

*LDG, February 2014*