

Stronsay Development Trust

Company Number SC271553
A Scottish Charity, Charity Number SC038888

Board Meeting on Wednesday 16 April 2014 in the Community Hall at 7.30 pm

AGENDA

Confidential part of the meeting 7.30 pm – 8 pm

1. APOLOGIES

2. WELCOME BY CHAIR

3. CONFIDENTIAL MINUTES FROM PREVIOUS MEETING (papers circulated)

(i) Board Meeting 21 August 2013

(ii) Board Meeting 31 August 2013

(iii) Board Meeting 14 September 2013

(iv) Board Meeting 19 March 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

(ii) Action Points from the Board Meeting 19 February 2014

AP 22 - The CDO is to write to an applicant and give an update on the progress of her application.

(iii) Action Points from the Board Meeting 19 March 2014

a. CDO to write to Bursary and Skills Training Applicant to Inform of Request for the Application to be Brought forward to the Next Board Meeting.

b. CDO to Write to Applicant of Refusal of Grant

(iv) Any other confidential matters arising

5. COMMUNITY FUND

(i) Educational and Skills Training Bursary

(ii) Applications

(iii) Expressions of Interest

(iv) Accepted Grants

(v) Clarification on Personal and Communal Benefit

6. ANY OTHER CONFIDENTIAL BUSINESS

Open part of the meeting 8 pm – 9 pm

7. MINUTES FROM PREVIOUS MEETINGS (paper circulated)

(i) Board Meeting 19 March 2014

8. ACTION POINTS AND MATTERS ARISING

(i) Action Points from the Board Meeting 29 May 2013

AP 3 – Review of Correspondence Policy

(ii) Action Points from the Board Meeting 19 June 2013

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

(iii) 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 9 – PO to order a filing locker.

(iv) Action Points from the Board meeting 19 February 2014

- AP 24 - The Chair is to proceed to arrange an open meeting / work shop about housing for elderly on Stronsay.
- AP 25 - The PO and AFO to present a paper regarding the Community Fund review for the Board meeting in March.
- AP 27 - The Company secretary is to liaise with SREL and the accountant to arrange a suitable date for a joint financial meeting.
- AP 28 - All Directors are to sign and return a copy of the Code of Conduct of Directors to the Company Secretary by the next Board meeting in March.
- AP 37 - The AFO is to seek confirmation on how approved minutes can be amended

(v) Action Points from the Board meeting 19 March 2014

- a. The Chair to reply to Leo Martini Brown to his offer to sell a building to the Trust.
- b. The CDO to contact Howie Firth regarding Donation towards the Science Festival
- c. Project Officer to Investigate Funding for Bringing Better Broadband to Stronsay
- d. To Clarify the Meaning of Personal versus Community Benefit to the Members when the Community Fund Review is Due.
- e. the Chair to Write and Thank the Resigned Directors for the Time given to the Trust
- f. The Chair to Write to the Community Council Asking if They would Like to have a Co-opted Director to Represent them on the Trust Board

(vi) Any Other Matters Arising

9. COMMUNITY DEVELOPMENT OFFICER'S REPORT

10. PROJECT OFFICER'S REPORT (paper circulated)

- (i) Stronsay Community Fund Review**
- (ii) Community Hall Heating**
- (iii) Slipway**
- (iv) Housing for Elderly**

11. PROJECT REPORTS

- (i) SREL Wind Turbine project**
- (ii) BIS CIC**
 - a. Off Grid Solutions
 - b. Enterprise Zone
- (iii) Greenhouse Group**

12. CORRESPONDENCE

- (i) Letter from David Bourn-Fernley**

13. CHAIR'S REPORT

- (i) Staff Review**
- (ii) LEADER/FLAG Community Business Consultation** (paper circulated)

14. JOINT FINANCIAL MEETING WITH SREL/BIS 15 APRIL 2014

- (i) Approval of Financial Accounts for the Year Ending 31 August 2013**
- (ii) Any other Matters Arising from the Joint Financial Meeting**

15. SECRETARY'S REPORT (paper circulated)

(i) Articles of Association

(ii) Annual Report

(iii) Directors stepping down at the AGM.

(iv) Audit and Annual Accounts

(v) AGM

(vi) Nominations of Directors for the Election at the AGM

16. ADMIN AND FINANCE SUPPORT OFFICER'S REPORT (paper circulated)

(i) Financial Report March 2014

(ii) Annual Financial Forecast

(iii) Policy/Procedures Review

17. ANY OTHER BUSINESS

18. DATE OF NEXT MEETING

19. CLOSE OF MEETING

LDG

April 2014