

Stronsay Development Trust

Company Number SC271553
A Scottish Charity, Charity Number SC038888

Board Meeting on Wednesday 13th August at 7.30 in the Community Centre

MINUTES

PRESENT

Carole Cotterill (Chair)

Christopher Evans (Vice Chair)

Julie Andrew (Treasurer)

Mike Erdman

Robin Graham

Raymond Dennison

Valerie Stone-Lucas

APOLOGIES

Tracey Boler

WELCOME BY CHAIR

MINUTES FROM PREVIOUS MEETING

Board Meeting 25th June 2014

Julie Andrew proposed and Raymond Dennison seconded and all approved the minutes of 25th June 2014.

MINUTES FROM PREVIOUS MEETINGS

Board Meeting 21st and 27th May 2014

The Company Secretary has supplied a photocopy of the notes taken by her in the Minute Book for the first part of the May Board Meeting held on 21st May 2014. Mike Erdman proposed and Valerie Stone-Lucas seconded that the Minutes for 21st May were a true account. All in favour.

ACTION POINTS AND MATTERS ARISING

Action point from the Board Meeting 19th February 2014

AP25 – The P O and AFO to present a paper regarding the Community Fund review for the Board Meeting in June. Removed

Action Points from the Board Meeting 19th april 2014

AP 47 – The Project officer to order laminate plaques from BIG Lottery. Ongoing

Action Points from the Board Meeting 21st and 27th May

AP - The Agenda to be on display 7 days prior to the next Board Meeting. Resolved

AP – Chris Evans to approach Neil Hearn of ORKTECH to obtain a quote to transfer SDT files from an SREL computer to an external hard drive. Ongoing

NOTED Neil Hearn has returned the hard drive to the Trust for the time being.

Action Point from the Board Meeting 25th June 2014

AP – The Company Secretary to be requested to return the broken SDT computer to see if it can be repaired. The Company Secretary has informed the Board that the SDT computer has been destroyed.

CORRESPONDENCE

The Board considered the email correspondence from Leo Martini-Brown concerning restricted and unrestricted Funds and the lack of Minutes for the last Board Meeting. The Chair informed the Board that she had apologised for the delay in publishing the Minutes, explaining that it was due to staff ill-health.

STAFF RESTRUCTURING

Due to financial constraints following the severe curtailment of the Community Turbine the Board had regretfully taken the decision to terminate the contract for the Administration and Finance Officer, Roger Dart, with the effect that his employment with the Trust ceased at the end of July.

The Chair to write to Roger Dart on behalf of the Board and thank him for all his hard work in putting the Trust's finances in good order over the past year.

ENTERPRISE ZONE

OIC Investigation

The Chair updated the Board on the investigation by OIC into the unauthorised depositing of waste material at the Council tip and The Ayre of Myres.

Remedies

The Chair informed the Board that all the 'remedies' required by the OIC's Department of Planning and Environment and SEPA had been complied with.

Site Security

The conditions of the Trust's insurance policy for the EZ site require that the site is fully secured and the entrance padlocked when work is not in progress. The Trust has ensured that this condition is being complied with.

Notice

A notice has been displayed in the shops and Post Office and in the Limpet informing the Community of the outcome of the OIC's investigation.

Investigation by the Trust into the Site Management of the Enterprise Zone

Moved to the Confidential part of the Meeting

Board Decisions to be Ratified

The Board was asked to ratify the following decisions taken in respect of the Enterprise Zone at a Special Board Meeting at Ebenezer on 7th July 2014.

The Board was asked to ratify the email decision taken on 11th July 2014 to ask WRC Construction to return to site as Principal Contractor and complete the groundworks. Proposed by Mike Erdman and seconded by Robin Graham. All in agreement.

The Board was asked to ratify the decision taken at a Special Board Meeting at the Community Centre on 4th August 2014 to accept the quote of £212,000 from WRC Construction for the build of the Enterprise Zone to the revised specifications, to include the groundworks which were already in progress. Proposed by Carole Cotterill and Seconded by Mike Erdman. All in agreement.

Registration for VAT

Following discussion with the Trust's accountant, Alan Long, Valerie Stone-Lucas proposed and Chris Evans seconded a motion to register the Enterprise Zone building for VAT. All in agreement.

Architect's fees

The Board approved a quote of £400 – 500 from Peter Finnigan to alter the plans for the Enterprise Zone building to the revised specifications. Proposed by Robin Graham and seconded by Mike Erdman. All in favour.

SHEARWATER

The Chair confirmed that as part of the 2014 Science Festival the Trust had agreed to support a performance of Shearwater which would be held at 7.30 pm on Thursday 4th September 2014 in the Community Centre. Posters would be displayed in the shops and Post Office well in advance of the day.

ANY OTHER BUSINESS

Chris Evans informed the Board that he has asked for a quote for external wall insulation from Firefly and has been informed that WRC Construction would be the contractor for the work.

Meeting ended at 9.45pm

Next Meeting : 17th September 2014

CC August 2014