

Stronsay Development Trust

Company Number SC271553

A Scottish Charity, Charity Number SC038888

Board Meeting held at 7.30pm on Thursday 3rd August 2017

At the Community Hall

MINUTES

In Attendance

Carole Cotterill (Chair)
Simone Kirk
Richard Seeber
Kevin Kent

David Bourn-Fernley
Julie Andrew
Raymond Dennison

Welcome by the Chair

The Chair welcomed everyone to the meeting.

Approval of Minutes and Confidential Minutes of the 23rd June 2017 Board Meeting

Julie Andrew proposed, David Bourn-Fernley seconded, all in approval.

Correspondence

Two applications have been received for full membership of the Trust. Carole Cotterill proposed, Julie Andrew seconded, all in approval.

The Chair read out a letter of thanks from Ian Cooper, Chair of Stronsay Community Council giving an update of CC projects that have been supported by the Trust:

- The refurbishment of the Slaughterhouse is now complete,
- A baby changing table has been fitted in the easy access shower room at the Fish Mart,
- The planters are now in place outside the Harbour Office and have been planted out thanks to Viv Erdman,
- The scheme to promote Stronsay – it is anticipated that the Stronsay website will be up and running very soon, along with the launch of a new tourist brochure.

An email enquiry was made by Dianne Riley regarding the workshops being held at Craftship Enterprise. Moved to confidential.

Company Secretary & Operations Manager Post

Ratification of the salary for the post of £15,000 plus ancillary costs of £2,000 (HMRC, training). Kevin Kent proposed, Richard Seeber seconded, all in approval.

Housing Needs - Questionnaire

148 questionnaires were delivered by SDT to householders and 37% were filled and returned which the organisers felt was a reasonable return, although some islands registered a higher response.. SDT would like to thank everyone who took part in this survey.

Housing Needs – Forthcoming Presentation

A community presentation and consultation on the purpose built housing for the older residents is to be arranged by the CDO. This will be an opportunity for the community to share their views. It will aim to outline the proposed housing development with maps, building plans and photos of the sites which have been offered to the community. OIC`s Housing Manager Luke Fraser has accepted an invitation to attend the presentation.

Enterprise Zone

Electricity supply - SSE have failed to progress the metering. Consequently the Trust has had to remind them of the urgent need for an electrical connection now that the cable is in place.

Office and Meeting Room Furnishings/Equipment – since SREL will be sharing use of the office and meeting room they have offered to meet 50% of the setting up costs. The Trust thanks SREL for this consideration.

Meeting Room Furnishings – ratification of decision to purchase 1 table and 8 chairs at £354.00 (incl. VAT) plus shipping quote of £276.00 (incl. VAT). Raymond Dennison proposed, Kevin Kent seconded, all in approval.

Office Equipment – quotes to be collected by Carole Cotterill from 3 suppliers for 3 office chairs, 3 desks with lockable filing cabinets, desk lamps and bookcases. Professional advice/assistance to be taken regarding purchase/installation of 2 PCs, 1 laptop, 1 printer.

Tenders: quotes received from John Dunne.(1) for grass cutting and weed control - £110.00 per month (2) clearing and reseeded far side of bank - £100.00. Julie Andrew proposed, Richard Seeber seconded, all in approval.

Lease for Units - lease still not forthcoming from Drever & Heddle. Carole Cotterill will verify situation and if necessary request a quote from Herd Law Practice.

THAW

THAW are now recruiting for full-time staff for their Wellbeing Project. Posters have been delivered to shops, Fish Mart and circulated online with thanks to Bruce Fletcher.

8.50pm The Community Development Officer entered the meeting

The CDO gave her monthly report and presented the applications for grant assistance from the Community Fund. Moved to confidential.

Payments

The Orcadian – advert for Company Secretary & Manager post - £301.56
Carole Cotterill proposed, David Bourne Fernley seconded, all in approval

VAO – annual payroll charge - £99.00

Kevin Kent proposed, Raymond Dennison seconded, all in approval

From Big Lottery Account:

Highland Industrial Supplies – weedkiller for EZ - £62.59

Kevin Kent proposed, David Bourn- Fernley seconded, all in approval

David Fernley – gardening work at EZ - £34.11

Carole Cotterill proposed, Kevin Kent seconded, all in approval

Wakefield Office Supplies, meeting table plus 8 chairs - £354.00

Simone Kirk proposed, Raymond Dennison seconded

CDO Report

Anna Bliss -Davis will be providing digital copies of her monthly report to the Company Secretary and Chair prior to Board Meetings. It will then be attached to the public Minutes which go up in the shops and online.

Other Business

EZ Keys – spare keys for all units have been purchased and received this month. (Invoice from Ution-Lock to be presented at next Board Meeting with payment to be ratified in the minutes for that meeting).

Meeting ended 10.30pm.

