

Stronsay Development Trust

Board Meeting on 12 December 2011 at the Community Hall 19.30

Approved Minutes

Present: Malcolm Addison Karen Griffin Paul Riley
(Treasurer) (Vice Chair) Yvonne Weaver
Cora Goodram

Apologies: Julia Crocker (AFSO), Helen Garside, Nina Gleed

In Attendance: Marion Macleod, Lisa De Geer (Secr.), Anthony Withers (CDO/TDO)

Action

1. Welcome by Company Secretary

Lisa De Geer welcomed everyone and thanked them for attending.

Lisa De Geer gave, on behalf of the board, a special thanks to Julia Crocker for all the hard work as Chair and welcomed her as Admin and Finance Support Officer (AFSO). (Julia Crocker stepped down from the post as Chair on 21 November when her employment for the Trust started.)

2. Appointment of Director

Lisa De Geer asked if the board agreed for Paul Riley to become an appointed Director until the election at the AGM. Yvonne Weaver proposed, Cora Goodram seconded and Paul Riley was formally taken on the board.

3. Appointment of Chair

Lisa De Geer asked if anyone would like to stand as Chair. Malcolm Addison volunteered to stand as Chair. Yvonne Weaver proposed and Cora Goodram seconded. Nina Gleed confirmed by IT-link at time of election, and Malcolm Addison was formally elected as Chair.

Lisa De Geer handed over to Malcolm Addison to chair the meeting.

4. Decision to Carry on with the Meeting

There were not enough Directors present at the meeting to form a quorum and under the terms of the M&As only the appointment of Director and Chair could be agreed since one Director was present via IT link. The board decided to carry on with the meeting to discuss the matters on the agenda, and to postpone any decisions to the next meeting.

5. Appointment of Treasurer

Since Malcolm Addison took on the role as Chair, there is a need for a new Treasurer. The election of a Treasurer will be held at the next meeting. Malcolm Addison will carry on and cover the treasurer's duties up until then.

6. Minutes of previous meeting (papers circulated)

The minutes of the meeting on 3 November 2011 will be approved at the next meeting.

Action

7. Matters Arising - none

8. Correspondence

8.1. Letter from Mr and Mrs Cook, Owners of Stronsay Hotel

Mr. and Mrs. Cook, owners of the Stronsay Hotel, have approached the Trust asking if SDT would be interested to purchase the Hotel as a community enterprise. The matter will be brought up at the next meeting.

9. Chair's Report - none

10. Secretary's Report

10.1. Letters Sent to Invite Co-opted Directors

Letters inviting co-opted Directors have been sent to Stronsay Community Association, Stronsay Parent Council, Swimming Pool Committee, Stronsay's Silver Darlings, SWRI, the Green House Group and the Companions.

10.2. Date of AGM

Suggested date for the next AGM is week commencing 16 April 2012. Accountant Alan Long will be invited to explain the accounts and a simple meal will be served as last year. Lisa De Geer will contact Alan Long to confirm a date.

LDG

10.3. Board Meeting with Accountant Alan Long

Lisa De Geer will contact the Accountant Alan Long to invite him to a board meeting w/c 13 February for an explanation of the accounts to the board.

LDG

10.4. Annual Report

Lisa De Geer, Anthony Withers and Malcolm Addison will make a draft Annual Report to be finished before the board meeting with Alan Long in February.

**MA, LDG,
AW**

10.5. Possible Change of Registered Address for the Office

There was a discussion about the possibility to have a PO Box address for the Registered Office. Lisa De Geer will contact Companies House and OSCR and Malcolm Addison will contact RBS. The matter will be brought up at the next meeting.

MA, LDG

10.6. Information to the Public about Change of Chair

Anthony Withers will write a notice for the Limpet with information about SDT having a new Chair.

AW

11. CDO's Report

11.1. Enterprise Zone

11.1.1. Enterprise Zone Trading Subsidiary Board

There were three volunteers for the EZ Trading Subsidiary Board. The matter will be brought up at the next meeting.

11.1.2. Purchase of the Haulage Yard

Lows have been given instructions to make a formal offer to Jim Holland for the Haulage Yard. No reply at the time of the meeting.

11.1.3. Lobster Pond

The Trust is waiting for Leo Martini-Brown to give the name of his solicitors to accept his offer to sell the Lobster Pond. The Lobster Ponds will be held as an asset of the Trust and will become part of phase two of the Enterprise Zone for future projects.

11.2. Climate Challenge Fund and Award for All

The Trust didn't submit the application for the Climate Challenge Fund in time due to a misunderstanding about submission dates. It was however very unlikely that the Trust would get funding a second time. The Trust will apply instead for funding from the Lottery Award for All towards youth training linked to the Eco Club and related projects.

11.3. Edward Marshall Trust

The Trust has received a notification from the Edward Marshall Trust that the application and supporting documentation has been accepted for consideration. They give assistance for projects that involve the design and fit out of community spaces. The application is for the funding of the design and fit out of the SDT office and training area to be built in the Enterprise Zone. Short listing will take place during December.

11.4. Anthony Withers Resignation from the Community Council

Anthony Withers informed the board that he has resigned as member of Stronsay Community Council due to a potential conflict of interest when the Council needed the CDO to apply for funding of proposed projects.

12. Treasurer's Report**12.1. Cash Books to the Accountant**

The cash books for 2010/11 have been sent to the accountant.

12.2. Signatories at RBS

Due to change of Chair and Treasurer the Trust needs to change the signatories for RBS. Decision will be made at the next meeting.

13. Admin and Finance Support Officer's Report**13.1. Revenue from the Turbine Project****13.1.1. New Bank Account**

Julia Crocker suggested to the board that all gift aided revenue from the Turbine should be paid into a separate bank account and she proposed that it would be called Stronsay Development Trust Community Fund. Decision will be made at the next meeting.

13.1.2. Launch of the Application Process for Community Funding

Considering that SREL accounting year 2011/2012 ends 30 August 2012, Julia Crocker suggested the Trust to launch the application process for the community fund at the end of November 2012. By then the Trust needs to have leaflets, forms, sub group and the process in place. The matter was discussed and a decision will be made at the next meeting. The board agreed to have a work meeting regarding the process in January 2012. Date is to be confirmed with Julia Crocker.

13.2. *Accounting Package*

There is a need of an accounting package for the AFSSO and the book keeper. The accountant Alan Long recommends Liberty, an on-line accounting program which could be £15-£20 per month. This could be funded by AFSSO overheads budget. The matter will be brought up at the next meeting.

13.3. *Filing Cabinet*

The AFSSO needs a filing cabinet for storage of files and this would be AFSSO funded. The matter will be brought up at the next meeting.

13.4. *PQASSO Training in Kirkwall*

Julia Crocker is to go to PQASSO training in Kirkwall and someone from the board should join her for this. The board will make a decision on who will accompany the AFSSO to the training after getting some more information about PQASSO from Julia Crocker.

14. Project Report

14.1. *Turbine update*

The Turbine is now operating.

14.2. *Greenhouse Group*

Marion Macleod from the Greenhouse Group attended the meeting and gave information about the Eco Club and the Greenhouse.

14.2.1. *Eco Club*

The Trust has received £297 from the Stronsay Community Council towards the Eco Club insurance.

Marion Macleod asked if the Trust could apply for funding for the running costs of the Eco Club (material, person organising etc.). The CDO will include this in an application to Award for All.

14.2.2. *Greenhouse Improvements*

Marion Macleod informed the board about the damage on the Greenhouse due to the severe weather. The damage has been repaired, and it is not worth claiming for from the insurance. It would be advisable to make some improvements to limit the possible damage on the green house during severe wind. Marion Macleod has been in contact with Keder (the manufacturer of the greenhouse) and they have advised her of changes that could be made. The financial details will be circulated to the board prior to the next meeting when the matter will be brought up.

15. Any Other Business

15.1. *AFSSO's Attendance at Board Meetings*

The board agreed that it would be beneficial for the Trust if the AFSSO could be present at the board meetings.

16. Date of next meetings

Thursday 16 January 7.30 p.m.

Meeting Closed at 21.45