

Stronsay Development Trust

Board Meeting on 7 February 2012 at the Community Centre 19.30

Approved Minutes

Present: Malcolm Addison Cora Goodram Paul Riley
(Chair) Nina Gleed Yvonne Weaver
Helen Garside Roger Neville-Smith
(Treasurer)

Apologies: Marion Macleod

In Attendance: Julia Crocker (AFO), Lisa De Geer (Secr.), Anthony Withers (CDO/TDO)

Action

1. Welcome by Chair

Malcolm Addison welcomed everyone and thanked them for attending.

2. Minutes of previous meeting (paper circulated)

2.1. *Minutes of the meeting 16 January 2012*

Malcolm Addison asked if the board agreed that the minutes of the meeting on 16 January 2012 were a true account. Roger Neville-Smith proposed, Cora Goodram seconded and the minutes were formally approved.

3. Matters Arising

3.1. *Appointment of Treasurer*

Roger Neville-Smith volunteered to become Treasurer. Yvonne Weaver proposed, Paul Riley seconded and Roger Neville-Smith was formally appointed.

3.2. *Signatories at Royal Bank of Scotland*

Malcolm Addison will contact RBS to add Roger Neville-Smith as signatory.

MA

4. Correspondence

4.1. *Letter from MP Alistair Carmichael and MSP Liam McArthur*

The Trust has received an invitation to an open meeting 15 February 15.00-17.15 about the poor access to digital services in the northern islands. The matter was discussed. Anthony Withers and Cora Goodram will attend the meeting. Julia Crocker will write a reply to the MP with some of the issues we experience on Stronsay, and also to mention the inconvenience of the chosen time for a meeting for people travelling from the isles.

AW, CG

JC

4.2. *E-mail from Mr. Neil Hern*

Lisa De Geer has received a couple of queries from Mr. Neil Hern regarding the Trust's accounts, constitution and employees. She has directed him to all relevant information available on the web site. Mr. Hern's questions showed areas where the Trust can improve the website.

LDG

Action

4.3. *Reply from the Parent Council*

The Parent Council would like Marion Macleod to represent them on the board. Since she is already a Director, she doesn't need to be appointed. Lisa De Geer will write a reply.

LDG

4.4. *Reply from the Community Council*

The Stronsay Community Council would like Adrian Miller to represent them on the board as co-opted Director. Adrian Miller is employed by SREL as a part time turbine technical assistant, and the Board discussed if it would be in accordance with our governance to co-opt him. The Community Council was approached for the first time several years ago with an invitation for them to be represented with a co-opted Director, and this is the first time they have asked for a representative. Due to the importance of an effective working relationship between the Trust and the Community Council, no conflict of interest or financial benefit from the Trust it was decided to appoint Adrian Miller. Roger Neville-Smith proposed, Nina Gleed seconded and all were in favour. Lisa De Geer will write a reply.

LDG

5. Chair's Report – none

6. Secretary's Report

6.1. *Annual Report*

Lisa De Geer informed the board about when the draft Annual Report will be ready, and stressed the importance for all board members to read it before the next meeting.

6.2. *Island Info Pack*

Roger Neville-Smith informed the board about the work up to date.

6.3. *Directors Welcome Pack*

Lisa De Geer asked the board if they would approve of having the Directors Welcome Pack on the website for easy access. All agreed.

LDG

7. PQASSO

7.1. *Training Course in Kirkwall*

Julia Crocker and Lisa De Geer have attended a day's training course with Edwina Cook, hosted by HIE. Julia Crocker gave a short review of the event.

7.2. *Self Assessment*

Julia Crocker and Lisa De Geer will start the work with PQASSO by doing the initial Self Assessment.

JC, LDG

8. AFO's Report

8.1. *Community Fund for Turbine Revenue*

8.1.1. *Date of Work Meeting*

The work meeting on 2 February to discuss distribution of funds from the turbine revenue had to be postponed. The new date is Thursday 8 March.

8.2. *Financial Report*

8.2.1. *The Limpet*

The board discussed the layout of the Limpet to decrease the costs of printing. Bruce Fletcher has given some suggestions on how to improve the Limpet.

JC

8.2.2. *TDO post funding*

Julia Crocker explained the funding for the TDO post. Since Anthony Withers is both CDO and TDO, we have not been able to pay him for the extra hours that he has worked towards the turbine build and his overheads can be split between the two posts, so the TDO funding has been underspent. One option to make good use of the funding is to extend the TDO contract by 6 months in order for the TDO to project manage the Enterprise Zone, this being one of the Lottery grant agreed outcomes. The board asked Julia Crocker to draft a business case for HIE requesting the TDO contract to be extended by 6 months to 27 Dec 2012. The chair will need to approve and sign on behalf of the board.

JC

8.3. *Director's Role Description*

The Director's Role Description has been circulated to the board. The board had no comments on the document.

8.4. *Accounting Package*

HIE/LEADER are willing to fund the on line accounting package as part of the AFO overheads. Julia Crocker will go ahead and order Liberty.

JC

9. CDO's Report

9.1. *Enterprise Zone*

9.1.1. *Purchase of the Lobster Ponds*

The purchase of the Lobster Ponds has been agreed with Leo Martini-Brown. The board discussed possible uses and the importance of consulting the community.

9.1.2. *Purchase of the Yard*

Jim Holland has accepted the Trust's offer verbally. Completion of the purchase will be arranged as soon as the clearance of the yard has been completed.

9.1.3. *EZ Final Drawings*

Anthony Withers has had a meeting with Leslie Burger who will submit the final building specifications of the EZ to Orkney Island Council.

9.1.4. *Insurance of the yard*

The board agreed for Anthony Withers to get a quote for insurance of the property.

10. Treasurer's Report - None

11. Project Report

Action

11.1. *Turbine update / Stronsay Renewable Energy Ltd*

We are still waiting for BT to finish the installation of the ordered telephone lines which are needed for the supervision of the turbine.

From the meeting in April onwards there will be a financial report regarding SREL.

11.2. *Greenhouse Group*

The application to Award For All is to be submitted w/c 13 February.

AW, MM

12. Any Other Business

12.1. *Stronsay Hotel*

Paul Riley said that he has been approached by Alan Cooke, owner of the Stronsay Hotel, regarding the Trust's decline of the offer to purchase the Hotel. The board agreed that the decision has now been made, however if the proprietors of the hotel would like to present further information they should do so in writing.

PR

13. Date of next meetings

Monday 5 March at 7.30 p.m.

Meeting Closed at 21.50