

# Stronsay Development Trust

Board Meeting on 20 June 2012 at the Community Hall 19.30

## Approved Minutes

**Present:** Allen Cooke Roger Neville-Smith Ian Stevenson  
Nina Gleed (Treasurer) Stephen Weaver  
Marion Macleod Paul Riley (Vice Chair) Yvonne Weaver

**Apologies:** Malcolm Addison (Chair), Cora Goodram, Karen Griffin, Adrian Miller.

**In Attendance:** Lisa De Geer (Company Secretary), Julia Crocker (AFO),  
Anthony Withers (CDO/TDO)

### Action

The meeting was scheduled for 19 June, but had to be postponed to 20 June due to lack of attendants.

### 1. Welcome by Vice Chair

Paul Riley welcomed everyone, and thanked them for attending.  
The board would like to send it's condolences to Malcolm Addison on accord of the loss of his wife.

### 2. Minutes of previous meeting (paper circulated)

#### 2.1. Minutes of the meeting 16 May 2012

Paul Riley asked if the board agreed that the minutes of the meeting on 16 May 2012 were a true account. Nina Gleed proposed, Roger Neville-Smith seconded and the minutes were formally approved.

### 3. Matters Arising - none

### 4. Correspondence

#### 4.1. Comment on the Web Site regarding Stronsay's Taxi Service

Julie Andrew had posted a comment on the web site asking the Trust to put the telephone number for the Taxi service on the island on any public telephone list. Lisa De Geer has asked Bruce Fletcher to update the web site and the Limpet.

Julie Andrew also asked if the Trust could help with seeking out if NHS would fund Taxi transport to the surgery. Dr. Roger Neville-Smith, the local GP, gave the board information about the current legal situation. It was agreed that it was not within the Trust's remit to help in this matter, but to advise Julie Andrew to contact the NHS and Surgery with a business proposal. Lisa De Geer will draft a reply and send it to Roger Neville-Smith and Paul Riley before sending it to Julie Andrew.

**LDG**

**5. Chair's report***5.1 HIE – Directors Development Programme*

Chessa Llewellyn-White (HIE) has asked the board members for feedback regarding courses held to improve Director's skills. It was agreed that it would be difficult to attend courses in Kirkwall, but there was an interest in evening courses on Stronsay. Paul Riley encouraged everyone to read the mail again, and he will reply.

**PR****6. Secretary's Report***6.1 Director's Roles and Responsibilities*

Lisa De Geer suggested to the board that the document 'Director's Roles and Responsibilities' should be signed by all Directors to confirm that they had read the document and understand what is expected of them as directors. Everybody agreed. Lisa De Geer will send out the new document by e mail, and the Directors should reply within one week.

**LDG***6.2. Change of Layout of the Web Site*

Following comments from the members at the AGM it was agreed to change the layout of the web site regarding the Agendas and Minutes and put them together in the same folder.

**LDG***6.3 Contact between Secretary and Directors*

Lisa De Geer reminded the Directors of their duty to answer emails and to let her know in good time if they are able to attend meetings.

**7. Admin and Finance Report***7.1 Community Fund*

The work shop on 13 June was productive and work was done on the Community Fund Policy. It was decided that there should be an Awards Panel of employees instead of the previously discussed Awards Committee. The main reason is the difficulty in getting enough volunteers from the size of population that is on Stronsay. Even with a Committee of volunteers, the employees would still have to do the main part of the work. One positive outcome of having employees would be that they can process applications when received, and would not be limited to four meetings per year. When appropriate, the Award Panel will consult experts.

*7.2. PQASSO**7.2.1. Employment Policy and Recruitment Process*

The board approved the Employment Policy and Recruitment Process without any comments.

*7.2.2. Visit by Edwina Cook (VAO)*

Edwina Cook (Voluntary Action Orkney) will pay the Trust a visit to help with the progress regarding PQASSO. The board agreed that September would be a suitable time, and it was decided that there would be a lunch when the board members would have the opportunity to meet with her.

**JC***7.3. Financial Report**7.3.1. Shortage in Bank Account*

There is a shortage in the bank account at present due to a delay of grant funding and lack of Capacity funding from OIC. It was agreed to negotiate with SREL for £10,000 of the subsidiary loan to be paid back to the Trust.

**JC**

### 7.3.2. Insurance Policy

The terms of the insurance policy to cover all our requirements, including the greenhouse, have been agreed with Clark Thomson Insurance Brokers. It was decided to accept the offer. Marion Macleod asked for separate figures for the Greenhouse and the ECO club.

### 7.3.3. Capacity Fund

Julia Crocker gave a breakdown of the Capacity Fund's expenses during May 2012 as requested at the AGM. Please see below;

Payee	Amount	Notes
VAO payroll charges	£153	
Secretary/Admin salary/SSP (gross)	£434.30	50% admin salary to be claimed back from SREL
DTAS annual membership fee	£75	
J Holland Haulage	£11.52	£3.34 to be claimed back from TDO funding
Data protection. Information Commissioner annual fee	£35	
VAO annual subscription	£15	
Stronsay Hotel	£46.75	Accountant

## 8. CDO report

### 8.1. Enterprise Zone

#### 8.1.1. Lobster Ponds

The Coastal Community Fund has invited the Trust to stage two in the application process.

#### 8.1.2. Purchase of Woods Yard

The Trust hasn't received any reply from Jim Holland regarding the revised offer.

### 8.2. Policy of Using Local Tradesmen

There was a discussion whether or not the Trust should have a written policy to let local tradesmen bid first on contracts for the Trust. The board agreed to a written policy since this would be within the Trusts objectives about relieving poverty. Julia Crocker will update the financial policy and ad this principle.

### 8.3. Community Heating Project

The project is moving ahead, with a planned start to improve the heating in the community Centre, in September, and will be funded by our Big lottery grant

### 8.4. Project Role of the CDO

Anthony Withers clarified the CDO role. The CDO will help with application forms, but will only work with SDT projects (like the Enterprise Zone). Other community groups will need to do any work themselves and should always include a project

worker in their grant application when needed.

**Action**

## **10. Project Reports**

### *10.1. Wind Turbine*

The wind turbine is working well with no unplanned interruptions.

### *10.2 Greenhouse Group*

Keder will come to Stronsay in July to do improvements when they put up the new greenhouse for the Youth Greenhouse Project.

A fundraising event is planned for September.

The ECO club has been running well over the winter.

### *10.3. Youth Greenhouse Project*

The board thanked Marion Macleod for all help with the Youth Greenhouse Project.

*Marion Macleod left the meeting 20.30.*

**RNS**

The board noted the timeline for the project and the recruitment of the Project Worker. The board agreed the advertisement. Roger Neville-Smith will be in charge of the recruitment process. There was a discussion of who should be in the interview panel.

## **11. Any Other Business - none**

### **11. Date of next meeting**

Next board meeting; Wednesday 11 July at 7.30 p.m. in the Community Hall

**Meeting Closed at 21.10**