

# Stronsay Development Trust

Board Meeting on 16 January 2013 at the Community Hall 19.30

## Approved Minutes

**Present:** Viv Erdman Roger Neville-Smith Stephen Weaver  
Cora Goodram (Treasurer) Yvonne Weaver  
Paul Riley (Chair)

**Apologies:** Malcolm Addison (Vice Chair), Julia Crocker (AFO), Nina Glead, Karen Griffin

**In Attendance:** Lisa De Geer (Company Secretary), Paul Glaze (SDT member),  
Alexander MacLean (SDT member), Leo Martini-Brown (SDT member),  
Colin McAlpine (SDT member), Andrew Rose (SDT member),  
Anthony Withers (CDO/TDO)

## Action

### 1. Welcome by the Chair

Paul Riley welcomed everyone, and thanked them for attending. The Chair gave a special thanks to Julia Crocker for personally financing the meal and Anthony Withers for the drinks, after the meeting with SREL 9 January. The board also thanked Paul Riley for his financial contribution.

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

#### 2.1. Minutes of the meeting 12 December 2012

Paul Riley asked if the board agreed that the minutes of the meeting on 12 December 2012 were a true account. Viv Erdman asked for it to be noted that Bruce Fletcher is to print the contact list for the organisations in Stronsay; the Trust will gather the information. Roger Neville-Smith proposed, Viv Erdman seconded and the minutes were formally approved.

### 3. Matters Arising

#### 3.1. Development Plan

There is a need to update the Development Plan.

Action - Anthony Withers will do an update of the development plan together with the new CDO, Julia Crocker and Lisa De Geer before he ends his employment as TDO. The updated development plan will be presented for approval at the board meeting in February.

**JC, LDG,  
AW**

#### 3.2. Contact List for the Organisations of Stronsay

Paul Riley has collected the information needed apart from a couple of more entries. The list will contain 30-35 different organisations.

Action - The list will be published in the Limpet at the latest in the February issue.

**PR**

*The members in attendance were asked to leave the meeting at 7.15 since confidential material was to be discussed. Colin McAlpine asked for the agenda to be altered to discuss all the confidential issues at the end of the meeting in order for the visitors not having to wait outside. Paul Riley declined his request. Colin McAlpine questioned the decision and a short discussion followed.*

*Paul Glaze, Alexander MacLean, Leo Martini-Brown, Colin McAlpine and Andrew Rose left the meeting.*

The board again briefly discussed Colin McApline's request and it was agreed that the agenda should be slightly amended, particularly in regard to the inclement weather.

#### **4. Correspondence**

##### *4.1. Letter from Val Stone-Lucas*

The board has received an accusatory letter from Val Stone-Lucas.

Action – Paul Riley is to send a letter of acknowledgement.

**PR**

##### *4.2. Letter from Julie Andrew regarding Community Transport*

Julie Andrew has written a comment on the SDT website. It is to be noted that it is Don Peace who runs the Stronsay Taxi and Car Hire. She would like to express her concern of the impact on Don Peace's business from any future community transport. Action – Lisa De Geer has written a reply apologising if SDT had incorrectly written about Stronsay Taxi and Car Hire, and informed her that the impact on existing businesses would be included in a feasibility study. Her email is to be kept for future reference.

##### *4.3. Letter from Julie Andrew regarding Exercise on Prescription*

Julie Andrew would like the board to consider funding exercise on prescription with community funding. Roger Neville-Smith has in his capacity as GP contacted OIC and NHS to see if there is funding available. OIC do not have funds and he is waiting for a reply from NHS.

Resolution – The Trust does not have capacity funding to fund this project, but would like to advise Julie Andrew that this is in accordance with the M&As and that an individual or a group could apply to the Community Fund.

#### **5. Chair's report**

##### *5.1. Letters from Leo Martini-Brown*

Leo Martini-Brown has written one letter addressed to Paul Riley and one letter addressed to the board. The board has also been informed that a letter of complaint has been sent to the accountant Alan Long.

Action: To send a letter of acknowledgement to Leo Martini-Brown.

**PR**

##### *5.2. Burness Paull & Williamsons LLP*

Stephen Weaver proposed, Cora Goodram seconded and all were in favour of contacting the solicitor at Burness Paull & Williamsons LLP to represent the Trust in a number of areas regarding confidential matters.

**LDG**

##### *5.3. Employee's Timesheets*

The employees of the Trust have spent more time lately on dealing with questions on governance and procedures of the Trust.

Action – The Chair asked the employees to hand in their timesheets in time, and especially note how much time has been spent on these extra duties.

## **6. Secretary's Report**

### *6.1. Request for the Register of Members*

The Trust has once more received the request for the register of members, this time with more details. This was still not a complete request since it was lacking names and addresses of the people with whom the register will be shared. The Company Secretary has replied and asked for additional information.

The member has now sent a request to inspect the register of members to see that it complies with the requirements of the Companies Act 2006 and that it accurately records the necessary details.

Action – The Company Secretary has made an appointment for the member to inspect the register Thursday 17 January.

### *6.2. Voting Process at the AGM and the Review of the M&As*

Julia Crocker contacted the Development Trust Association Scotland (DTAS) and OSCR before the AGM 2012 and had the voting process of Directors confirmed as correct. DTAS has advised the Trust to review its M&As.

Action – To employ Burness Paull & Williamsons LLP for a quote to review the M&As and to confirm the process for the voting of Directors in writing.

### *6.3. Annual Report*

Lisa De Geer will send the draft Annual Report to the Directors for comments before the next board meeting so it can be altered in time to be approved at the meeting.

**LDG**

*Paul Glaze, Alexander MacLean, Leo Martini-Brown, Colin McAlpine and Andrew Rose entered the meeting. Paul Riley informed the members in attendance that the order of the Secretary's report had been change to save them from leaving the meeting again.*

*Lisa De Geer informed that all information from the Secretary, the Admin and Finance Officer and the Turbine Development Officer had been given in writing and handed out in advance to enable the meeting to finish on time. All information given in writing would be minuted.*

### *6.4. Resignation of Director*

Allen Cooke has resigned as Directors as he has moved from the island. On behalf of the board, the Company Secretary thanked him for the time on the Trust.

### *6.5. Updating the Register of Members*

The Company Secretary has amended the register of members to comply with the Companies Act 2006 since resigned members should be in the register for 10 years after their resignation.

### *6.6. New Full Membership Form*

The Company Secretary has amended the Full Membership Form as advised by DTAS's (Development Trust Association Scotland) solicitor at Burness Paull & Williamsons LLP to comply with the Companies Act 2006.

Action – All were in favour and the board approved the alteration.

### *6.7. Information about Companies Act 2006*

It has been confirmed by Burness Paull & Williamsons LLP that The Trust is obliged by Companies Act 2006 to provide the register of members for inspection or to give out a copy. The Companies Act is very clear on what information is needed from the

person/organisation requesting.

**Action**

The Trust is also bound by the Companies Act 2006 to make sure that the information it hands out is going to be used with a proper purpose. If in doubt, the Trust should ask a solicitor to submit the question to court who makes the decision.

### 6.8. Full Member Applications

The Trust has received four full member applications for the board to consider.

Action - Three new members were welcomed as new members, and one was asked for more information regarding eligibility to vote. Total number of members is now 80, including the three applications.

## 7. Admin and Finance Report (paper circulated)

### 7.1. Financial Report

#### 7.1.1. Capacity Funding

The payments from SDT capacity funding during December 2012 were as follows:

Payee	Amount	Notes
Secretary/Admin salary gross	468.33	
J Holland Haulage of stabs and fencing	12.60	To be charged to EZ
Total	480.93	

### 7.2. Recruitment of Project Officer

Project Officer post: interviews will be during week commencing 21 Jan.

### 7.3. Setting up of Community Interest Company

The purpose of the Community Interest Company has been agreed with Alan Long from the Long Partnership, and the draft M&As has been sent back to him with comments. The documents will be presented to the board at the next meeting.

**JC**

### 7.4. PQASSO

No action has been taken in December. Julia Crocker is presently working on the correspondence/communication/complaints policy and the Stronsay Community Fund review policy. Drafts should be presented to the board at the February meeting.

## 8. Stronsay Community Fund

### 8.1. Applications

The Trust has received one expression of interest for small grants.

The application from Parent Council for £23,000 Community Funds has been withdrawn. It is with regret that the Trust has to note that the Parent Council was offered help on numerous occasions but chose not to accept any.

### 8.2. External auditors / reviewers of the Community Fund

The last Community Power Orkney (CPO) meeting, 13 Dec, covered fund management and a process of review is to be considered using Community Energy Scotland as the Trust's auditors/reviewers. This is not quite an appeal process but will give the Trust a review process if there are complaints/issues raised by the applicant/community. Action - JC to draft a proposal by 14 Jan

**JC**

**9. TDO report** (paper circulated)*9.1. Enterprise Zone Update**9.1.1. Drawings for the redevelopment of the Lobster Pond*

The architect Peter Finnigan has produced initial drawings for the redevelopment of the Lobster Pond following the site meeting on the 26<sup>th</sup> September. The drawings were shown to the board.

*9.1.2. Information Article in the Limpet about the Enterprise Zone*

Anthony Withers has drafted an article to update the community on the Enterprise Zone for January's Limpet. It has not been possible to do so before as the yard purchase was not completed until late October and the drawings have only just been made available.

*9.1.3. Purchase of Site Hut*

A site hut and site toilet has been ordered. The cost of the cabin is £2500+VAT and the site toilet is £1700+VAT. The cost of the transport is to be confirmed. The cost of these cabins is being met out of the Trust's GCA EZ grant funding. These cabins have a high resale value and could be sold or put to further use once the project has been completed.

The site hut will become a temporary staff work place and board room. It will be known as Unit 1, Wood's Yard. Once the actual units are complete the SDT/SREL Office will become Unit 1. The Post Office has been asked to register the address.

*9.2. Slipway*

The Trust is still waiting for a reply from OIC Marine regarding the proposed slipway. Action. There will be a meeting with OIC in February. The slipway needs a board approval by OIC because of the responsibility of maintenance.

*9.3. Fuel Poverty Grant Scheme*

Anthony Withers handed out a proposal for a grant scheme to reduce the fuel poverty on the island, to be funded by the Community Fund.

Action – Comments should be sent to Anthony Withers and the item will be discussed at the February board meeting.

*9.4. Hall Heating Lottery*

David Knight (BIG Lottery), Damian Stout (Chair Stronsay Community Association) and the Trust has decided to start the process over and get three new quotes for the heating of the Stronsay Community Hall. The Community Association must accept the quote David Knight (BIG Lottery) considers to be the best quote.

**10. Project Reports***10.1. Wind Turbine*

There is a risk that SREL will be curtailed and it is predicted to be a 20% less net income. SREL is looking into the possibility to use the power that cannot be sold to be used locally.

*The greenhouse, eco club and youth greenhouse report was moved to after Any Other business to spare the members in attendance any more waiting.*

## **11. Any Other Business**

### *11.1. Site hut*

Colin McAlpine asked if planning permission had been applied for to have a temporary office in the site hut. Paul Riley said that he believed planning permission had been applied for. Colin McAlpine said that he had contacted Orkney Island Council regarding this and that according to them the Trust doesn't have a planning permission for a temporary office.

Paul Glaze questioned why SDT was to buy a site office since it in his experience would be the contractor's responsibility. Anthony Withers informed that since it is a SDT project the Trust is responsible for the site hut.

### *11.2. Written Information for the Meeting*

Paul Glaze expressed his dissatisfaction regarding the written reports for the meeting. Lisa De Geer confirmed that everything in written reports always is minuted.

Colin McAlpine asked if the information about the expenditure from the Capacity Fund would be minuted. He was informed that ever since it was requested at the last AGM, monthly expenditure from Capacity funding was in all the minutes.

### *11.3. Community Heating Project*

Colin McAlpine asked for an update on the Community Heating Project. Anthony Withers informed that David Knight, Lottery Grant Officer, has decided that the process should begin again and has asked for three new quotes (not from Patersons). The new Chair of the Community Association is happy to proceed on this basis.

### *11.4. Exercise on Prescription*

Andrew Rose asked what had been decided regarding exercise on prescription. Information about what was discussed in his absence was given.

### *11.5. Questions by Leo Martini-Brown*

Leo Martini-Brown asked when the board decided to sign the accounts 2010/11 since the date on the accounts was not a date for a meeting, and it had not been minuted. Explanation that the accounts had been approved and signed outside a board meeting was given.

Leo Martini-Brown requested the chair's private email address for communication. Paul Riley declined his request, but Leo Martini-Brown insisted. Paul Riley said that it would be his decision to whom he gives his private email. Leo Martini-Brown said that it is not Paul Riley's decision, but that it is up to the members.

Leo Martini-Brown carried on asking questions without leaving room for answer. Paul Riley had to interrupt him to offer to answer his questions after the meeting. After a short discussion it was agreed for Leo Martini-Brown and Paul Riley to meet directly after the meeting.

*Paul Glaze, Alexander MacLean, Leo Martini-Brown, Colin McAlpine and Andrew Rose left the meeting at 21.00.*

## **12. Project Reports**

**Action**

*12.1. Greenhouse Group - none*

*12.2. ECO Club*

Roger Neville-Smith will circulate material regarding the future of the ECO Club in order for a decision to be made at the next meeting.

**RNS**

*12.3. Youth Greenhouse Project*

Roger Neville-Smith informed about the Burns night event that is to be held together with SOS (Support Our School) Committee.

Lisa De Geer informed the board about the legal requirements for a charity when advertising and handing out written material (i.e. that name and charity number should be stated on the advert/document). She also informed that Award for All require their logo to be on any material about a project funded by them.

Action – The posters for the Burns Supper needs to be altered on Thursday 17 January so that the Awards for All logo and the Trust's charity details are included.

## **13. Date of next meeting**

Next board Meeting; Wednesday 13 February at 7.30 p.m. in the Community Hall.

**Meeting Closed at 21.30**