

**Meeting of the Shapinsay Development Trust
held on 30th November 2011 at 8.30pm
in the Club Rooms**

Present: Sheila Garson, Julian Tait, Graham Rendall, Jan Buchanan and David Holmes.

In Attendance: Kasha Jarosz (CDO), Alan Manzie (TDO), Debbie Sarjeant (AFO).

Apologies: None

Minutes of the Meeting held on 12.10.11

Approved by JB and seconded by JT.

At this point SG informed the Board that she had received a letter of resignation from Angela Barr. This resignation was accepted and SG had returned correspondence to Angela with the Boards sympathy and regards.

Matters Arising: None

Community Bus and Growing Community Assets

AM explained that there had been little progress on these matters. He had contacted the Big Lottery but a decision had not yet been reached.

AM was due to be in Glasgow on business and had made arrangements to visit the Big Lottery Headquarters and speak with David Knight about our applications.

Further to the enquiries regarding the Hub we had received confirmation that the Steve Omand could carry out a survey on the property. The cost of the survey would be covered by Big Lottery.

AM would arrange a suitable day for this and a visit to the property by the Board.

Distribution of turbine funds

The arrangement to hold an informal meeting to discuss the next step in the process of the distribution of turbine income had been cancelled but it had been re arranged for 14th December at 7pm in the Club Rooms. This meeting would include a presentation from DS and informal discussion to find a way forward in granting money to the community.

CDO Report

KJ handed out her report to the Board. Due to annual leave the report was limited. She had no further information regarding the School House or Elwick Bank.

KJ mentioned that she had been approached regarding a hire cost for the projector but after discussion the board decided to waive a charge.

SRL Report

SG mentioned that the minutes of the last meeting had been circulated. AM then told the Board of the progress, these were as follows:

The Turbine went live on 21st October.

Turbine was handed over to the trust on 8th November.

Turbine Operators had started employment on 10th October.

Some problems with communications had been identified but AM was confident that meetings with SSE, BT and relevant bodies would resolve this problem.

We had lost operational income for 3 days whilst Enercon carried out the 300 hour maintenance, but the turbine had produced well in excess of the 31% production to fulfil the financial model and we were in fact running at 70% production.

AM had prepared a piece for the newsletter informing the Community of the achievements and also the income we had generated so far.

Accounts/ Admin and Finance Officer

DS circulated the accounts and indicated that the cash flow issues were now resolved and finance from HIE had now been paid into the account. Further funding had been received from SUS it out. Although there was a number of Ring Fenced pots which were not transferable the amounts for running costs were enough to keep the Trust operating.

DS said that the Pqasso accreditation had not yet started but plans were to meet with VAO and other trusts on a regular basis and work through the process to deliver and ensure the Trust is compliant with OSCAR and Companies house and fulfils its duty under charity regulations.

Work on the Handbook and Mem and Arts would be included in the process and SG mentioned that all Directors and Staff would be included in the accreditation.

SG said that the benefits of the Finance and Admin post had greatly reduced her workload and felt that the incoming Chairs post would be less onerous.

DS asked if the board would endorse Internet Banking. The Board agreed.

Turbine Opening Event

SG asked the Board their views on holding an opening event in the spring when the weather would be more suitable. It was discussed and all agreed to visit this again and arrange something for May.

AOB

AM had attended a meeting with Harvey Groat regarding Community Transport and the Trust financing boat runs to Kirkwall at reduced rates. It was discussed by the board and decided that AM would approach Big Lottery and if funds were forthcoming then we would consider running a pilot scheme. It was decided that if this was to go ahead then admin support would be given to the scheme to ensure that coordination with booking was successful.

AM asked if there were any plans for the staff and Directors to meet on a social standing before Christmas. SG said that she had no problem with members of the Trust meeting for a social event prior to Christmas. It was

decided that if this went ahead it would not be at the Trusts expense but would be for individual members to decide and pay for the event. SG did mention that there would be refreshments at the informal meeting to discuss the turbine income on the 14 December.

Correspondence

SG had received information that Mentoring for the next Chair was available. SG asked if any Director had considered taking forward the project as Chair. GR said that at this point his workload would stop him from undertaking the post. JT also reflected these sentiments and the board then discussed co-opting a new Director with the view to mentor as Chair. This was agreed and SG said she would approach the nominated person to see if there was any scope for this.

This concluded the meeting.

At this point SG thanked the Board for their attendance.

The next meeting would be on the 18th January at 8.30pm.