

**Meeting of the Shapinsay Development Trust  
held on 13<sup>th</sup> June 2012 at 8.00pm  
in the Music Room**

**Present:** Sheila Garson (Chair), Graham Rendall, David Holmes, John Rodwell, Julian Tait

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

**Apologies:** None

**Minutes of the Meeting held on 23<sup>rd</sup> May 2012**

The minute was proposed by JR and seconded by DH.

**Matters Arising**

**Community Bus**

**Community Transport**

AM passed around a paper outlining the proposals for the Minibus Service. It was decided to run the pilot for 3 months but JR mentioned that there was a need for tighter control over the bookings in the light of some problems that had arisen. DH also said that we should take it slowly and that the lead time for booking had to be longer. There were 10 volunteer drivers but we needed paid drivers too. The permit for Sect 19 was in place and Sect 22 was applied for.

AM asked if the Directors consider a pool of volunteer drivers, and have the organisation applying for the bus to make their arrangements. After discussion it was agreed that this would be a disadvantage and some drivers would be called upon too often.

There were enough volunteers for MIDAS training and AM would arrange this for them.

AM then asked the Board about payment by the Lunch Club, it was decided to use the half day rate for the trips already taken. AM to speak to JB.

GR asked if there were any problems with the use of the garage. AM had not heard any but said that there was an agreement with JP that if drivers needed transport to and from the bus he would provide this which would stop the need for cars to be kept on the premises. DH asked re garaging and AM said they had a 6 mth contract.

It was agreed to advertise for drivers then start the pilot.

MIDAS would be arranged for Drivers

Board were happy with the rates and notices would be issued in the Newsletter with the proposals.

**Growing Community Assets**

The Questionnaire was due to be delivered to the Community. AM would be arranging a series of meetings with SORTON to gauge the feeling of Community Groups, Youth and Businesses.

Once this was pulled together a document would be delivered to the Trust by SORTON.

### **Distribution of Turbine Funds SWAP**

The launch of the SWAP had gone well and AM, DS and KJ were to process applications.

SG said that the SRL had agreed to place 10k in the SDT funds for this purpose. If the uptake was good then a further amount could be asked for.

All Grant papers were available online and in paper form.

### **Newsletter**

KJ explained that she had been looking to improve the newsletter and give more space for more content. She passed around ideas for new layout and the Board agreed to go ahead with the new look.

### **SRL Report – Turbine Operation.**

SG informed the Directors that the turbine was generating well and we had hit our annual budget on 9<sup>th</sup> June. SG told the board that DM was resigning from the TOPS post and that it had been decided to extend JP's contract through the summer to cover this. This would be reviewed in the winter and increased if necessary.

The turbine opening event had been postponed but there was discussion about having a day event for the whole island in September. AM had asked DH for ideas for gifts for the opening. AM passed around a pendant that was made from the clay taken from the base of the turbine. The board were in agreement that this was a good idea

SG told the board that a further 5 hours had been allocated to DS for work with the SRL Board.

### **CDO Report**

KJ handed out her report.

### **PQASSO/AFO Report**

DS handed out her report.

### **Accounts**

Copies of the Accounts had been circulated to the Directors. DS said that all sets of Accounts were now with Orcadia.

### **Correspondence**

None

### **AOB**

Further to discussions at the last Board meeting it was asked that paid staff responsibilities be set formally. DS had prepared a flow chart and guidelines for the responsibilities. It was decided the Directors responsible for overseeing the staff were SG and GR. The Board agreed that the guidelines would form the basis of the paid staff responsibilities.

SG asked the Board to discuss the requirement for extra hours for the paid staff.

A paper was circulated to Directors setting out proposals and at this point DS, AM and KJ left the room for discussion by the board.

On the paid staff return it was decided that in general the Board were happy with the proposal but required more detail and costing of the proposal.

SG then asked the Board to consider the Co-opting of JT to the Board. This was agreed and SG welcomed JT.

**Date of Next Meeting**

It was decided that the next meeting would be preceded by a visit to the turbine. Board Members would meet at the site on 18<sup>th</sup> July at 8pm and the meeting would be concluded at the community centre at 8.30pm.

At this point SG thanked the Directors for their input and closed the meeting.