

**Minutes of the SDT Meeting  
held on the 19<sup>th</sup> December 2012  
in the Club Rooms at 7.30 pm**

**Attending:** John Rodwell, Sheila Garson, Graham Rendall, Julian Tait, David Holmes, John Phillips and Steve Bacon

**In Attendance:** Kasha Jarosz and Debbie Sarjeant

**Apologies:** none

JR opened the meeting and asked if there were any conflict of interests. DH and JP both declared interest agenda items 6 and 5 respectively.

**Minute of 21.11.12** - Minute proposed by SG and GR.

**Confidential Minute of the 21.11.12** - Approved by the Board.

**Special Minute of 5.11.12** - Approved by the Board. All action points were agreed.

**Matters Arising** – JR asked if the action point raised by SB at the previous meeting needed to be discussed regarding the purchase of a second vehicle. It was agreed that this would be carried forward and be explored by SB and KJ.

### **Staffing**

JR said that he had been in discussion with David Knight and had received job descriptions which could form the basis of our requirements. These would be discussed under the Employment Sub Group and brought to the next meeting.

KJ and DS had met to discuss the on-going projects which would need support until the post was covered. KJ passed out a hand out with projects identified. After discussion, Hub, Training lockers and bikes were added to this list.

SG asked if we required more than one post. DS and KJ had also discussed the possibility of splitting the full time post into 2 part time posts with different remits which would cover the projects better and help formalise the remit of the additional staff member/s. It was also suggested that a transport manager and a specific post to carry forward the Elderly/Hub project would be more beneficial. KJ and DS had also explored additional funding to engage a Youth Worker who could oversee the Youth project.

Discussion regarding the definition of the roles and where to split were to be decided along with the job description/s for posts in the sub group and there was a note that the Big Lottery would require firm decisions on all projects by the end of February.

### **Transport**

John Phillips left the meeting while this item was discussed.

### **Bus**

JR said that the Garage contract which was up review had been discussed with JP who had decided to withdraw the offer of transport to and from the bus for drivers. This was partly to save costs to the trust which were incurred through mileage allowance. It was noted that most employees were responsible for getting to and from the place of employment. It was also agreed that the bus would be cleaned once a week under the contract and at times when required would be charged. It was agreed that cars could be left at Lingarra whilst driver

was on duty. JR had spoken to the drivers and it was noted that they were not entirely happy with the situation.

DS passed round the revised zone structure for the routes and discussion was held. It was agreed that further investigation into the route and fares would need to be conducted. It was also agreed that whilst recommendations could be considered from the drivers it was the Boards responsibility to make the overall decisions regarding the operation of the bus.

Until this was decided it was agreed to stay with the original zoning and the agreement of the single fare structure.

DS had circulated detailed costing for the bus together with a breakdown of fares and runs. It was noted that the funding was stretched and after the last drawdown for the service was received from the big Lottery then we would need to make a decision if it was funded from turbine funds or if a variation of grant was required. The Board discussed the measures required to bring the service under a more cost effective plan.

It was also recommended that the procedure whereby the drivers to charge by the hour should be reduced to increments of 15 minutes. JR and DS would speak to the drivers regarding this change.

GR asked if the bus could become more profitable if it were promoted better and also undertook specific tasks. Perhaps group bookings/ hires for returns from the Gatehouse which would boost the number of users. It was also asked by DH if the routes could solely be driven by volunteers. DS said that the volunteer pool had 9 people but availability was limited because of commitments during the day and DS thought they would be hard pushed to cover the service on goodwill by volunteers.

JR mentioned that he had been approached by the coordinators to ask if the Board could consider reviewing the wages due to the additional work created by the bus and also the additional work they have been undertaking with the increase in the ferry. JR said this would be given to the Sub Group for a discussion, decision and report to the Board.

JR asked if the Board would make a decision if the bus would operate over Christmas and it was decided not to operate on 25<sup>th</sup>, 26<sup>th</sup> Dec 1<sup>st</sup> and 2<sup>nd</sup> Jan. DS to inform drivers and coordinators and issue posters and notifications. DS asked if discussion could be held on charges for the playgroup trip. GR declared an interest and left the meeting. It was approved that the additional charges incurred by the group would be waived for this occasion. The Board were in agreement. At this point JP and GR re-joined the meeting.

### **OOH Ferry**

Detailed costing of the ferry was also circulated and DS said that the operating costs did not reflect the changes instigated at the last meeting. It was hoped that by keeping the service to two runs per evening this would make savings. It was also discussed to speak to the contractor to negotiate cost of return fares which did not carry passengers against ones that carried passengers both ways. It was hoped that an in between fare could be negotiated to make the cost of the service more acceptable.

It was asked if the use of the corn slip incurred any cost to the contractor. It was understood that a berthing charge was levied.

It was also discussed to tender the service and invite competition.

KJ had attended a meeting with HIE, report circulated, and it was advised that HIE were in favour of giving advice but would not fund a full consultation.

The suggestion to promote this service to ensure more passengers per run would also be an advantage. It was decided to leave the operation of the ferry as it was until dialogue had been entered into with the contractor. JR and DS to action.

## **Turbine Funds**

### **SWAP Grant - DH left the meeting at this point**

Copies of the additional information required for the Swap grant for the Wind Pump project were circulated prior to the meeting. The Board felt that the issue regarding the land ownership, public access, details and breakdown of work in kind and the lack of additional funding contributions were discussed.

Further correspondence would be sent to DH to ask for additional breakdown of work in kind, confirmation of the land ownership, access and public safety information regarding if the site was to have free access or if the access was to be accessed under guidance by the owner. DS to pass on comments in letter to DH.

### **Scoring Matrix**

KJ had prepared a Matrix in draft form for approval by Directors. SB asked if he could have sight of the original funding application package. DS would action. It was also requested that KJ prepare one or two worked until all Directors had seen the original then no decision could be made. It was also noted that some reference needed to be made to match funding in the application and guidance notes to encourage people to look at other funding streams rather than expect 100 % funding from the SWAP.

## **BLF Outcomes Update**

### **Internet, Broadband and Wifi**

KJ had circulated the report prepared by Cybermoor and noted that a decision was not required today as to which way the island wanted to proceed but KJ said that if we could agree to stay included in the project then this would not hold us to a financial commitment but would pool our resources similar to the CPO, The Board agreed to this request. Further consideration would be required at a later date as to what involvement we wanted. The main project would be aiming for funding through the Scottish Govt incentive into broadband and upgrading of networks in rural areas.

### **Services for the Elderly and Vulnerable**

DS had made enquiries to Age Concern regarding working on a consultation paper aimed at the Elderly and the Hub Project. This would follow up on the SORTON report which was circulated to the Board previously. SB and JP are to be forwarded the report. Sue Ward from Age Concern has agreed to this proposal and has forwarded details of costs for the Board to consider.

JR said that the Trust had been approached by a member of the Community to provide a service to the residents of Millbank and Helliard View to grit the paths leading from the door to the road. Where the Trust were sympathetic to the request they could not provide this service but would look into the possibility if other bodies who provided this service (e.g. Age Concern) were available. At this

point in time there were no services we could engage therefore the request was untenable at this time.

### **Employment Sub Committee**

JR reported that the Sub Group had drafted a Terms of Reference (circulated to Directors) and asked for its ratification. This was agreed. SG said that the Board of the SRL were also happy with the concept. This agreement constituted the Sub Group. Notes from two meetings were also circulated and further employment issues would be dealt with by this Sub Group.

### **Access to Shared Files - Drop box**

The need for using a Cloud system for files was discussed and the Board were in agreement that this form of sharing papers was not as secure as it should be and all decided to keep the current position of circulating papers via email. KJ and DS said that this resource could be useful for template documents and this could be used as a staff aid. No decision documents or delicate papers would be stored on Drop box.

### **Staff Reports**

#### **AFSO and CDO Reports**

These reports were given to the Board with information on current working projects etc. for the CDO and AFSO.

#### **SRL Report / Turbine Operation**

SG informed the Board of AMs resignation from the SRL post. It was also reported that the interviews for the vacant T Op post would be held at the end of the week.

The SRL Board had agreed to buy in help from the CPO staff to cover the TDO post until they could employ another person to carry forward the Health and Safety and Operation of the turbine.

SG said she was in negotiation with an operative and would report back when negotiations were complete.

SB asked if this would incur additional costs. JR said that there was funding still in place from HIE which could cover some of this expenditure. SG passed around the latest generation figures; these indicated that we had generated 77.8% of expected income for this financial year.

JR thanked SG for the report.

### **Accounts/ Internet Banking**

DS had circulated the Accounts. There were no concerns regarding these. A paper for Internet Banking was discussed and it was proposed that we should decide between CAF and Lloyds. Directors asked for Bank Charges for both and DS would circulate these.

### **Correspondence**

JR said he had received a letter from the Community Council asking for representation on a Sub Group to look into the restoration of the Douche. It was indicated that the Board would require knowing if the involvement would cover sourcing funding or if it was for the Trust to fund this project. It was felt that if the resource of using the CDO to look for funding was viable then this would be

acceptable. The CC was asking for 3 representatives, the Board felt that they could send one Director and one staff member for this group. Some concerns were raised to the structure of the group. It was agreed that SG and KJ would participate on this Sub Group.

DS to inform the CC of the decision.

JR had also been contacted by Luke Fraser from the Development and Infrastructure Committee. They were planning a visit to Shapinsay on the 9<sup>th</sup> Jan to hold a public meeting. They had asked to meet with the Development Trust and it was asked that DS could prepare a short presentation along the lines of the AGM presentation.

JR would respond to the request.

GR had been asked by Stephen Clackson if he could submit a monthly report in the Shapinsay Newsletter. It was discussed and the Board felt that they would not endorse any political content in the newsletter. DS to reply.

### **AOB**

KJ had attended the Care for Energy Meeting and a paper was distributed. It was decided that at this point in time we did not have enough staff resources to carry this forward.

### **Date of Next Meeting**

It was agreed the next meeting would be held on the 16<sup>th</sup> Jan in the Kirk Meeting Room.

At this point the meeting was brought to a close.