

**Meeting of the Shapinsay Development Trust
held on 23rdth May 2012 at 7.00pm
in the Music Room**

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

In Attendance: Sorton Consultancy (Euan Smith and Sarah Tait), Kasha Jarosz (CDO), Alan Manzie (TDO), Debbie Sarjeant (AFO)

Apologies: Julian Tait

Presentation by Sorton

Feasibility Study on Hub/Community Questionnaire

Sheila Garson opened the meeting and welcomed Sorton Consultancy to the meeting. SG asked if the business for the evening could be conducted after the presentation from Sorton. The Board agreed. SG handed over to Euan Smith.

Papers for discussion were circulated prior to the meeting and Board members were directed by Euan to the timeline for an overview of how they saw the process progressing. Discussion was directed to the fact that the Hub project and outcomes were last visited in the community in 2008. This prompted the Directors to revisit the project and gain information from the community as to where the needs lie. SG said that the Board were aware that ideas had changed and so had needs and we wanted to make sure the Trust delivered something that was a benefit to the Community.

Sarah explained that the process had been started with talks with SG, AM, KJ and DS to identify the basis for the questionnaire and this had been shaped into a consultation paper for discussion by the Board.

Sarah said the aim of the questionnaire was not to steer the community but to enable them to give input to their needs.

Ideas were discussed regarding Hostel/ B& B accommodation and archive facility, which would hold Community Groups Archives. This was specified as Minutes etc. but not an archive such as a Historic Archive.

The Board went over the proposals for the questionnaire and agreed to withdraw Community Garden, add Storage facility for records, B&B, the rewording of section 2 to read 'in turn might benefit and support the care of the other members of the community' agreed to remove market garden and also add a comment box for additional requests.

The Board then discussed the added bonus of an incentive scheme to encourage as wide a response as possible by adding the benefit for a free charter hire for every questionnaire returned.

GR asked if we required a % of returns to validate this as with the turbine questionnaire. The Board were happy this would generate a good return.

The Board agreed to the proposals and Sorton would send a finalised copy of the questionnaire for approval. After approval it was agreed that the

information would be given to the public in the next newsletter outlining the forthcoming questionnaire and then the questionnaire would be sent as soon after completion by 25th June 12.

SG thanked Sarah and Euan for their attendance and information and the meeting was adjourned at 8.15pm.

After a short adjournment the meeting was reconvened.

Minutes of the Meeting held on 29th Feb 12

The minute was proposed by DH and seconded by GR.

SG welcomed John Rodwell to the Board as a Co-opted Director.

Matters Arising

Newsletter content: KJ had received an email from Stephen Clackson asking to contribute to the Shapinsay Newsletter. After discussion SG said that the inclusion of an article would not be appropriate as we did not wish to be seen as political. The Board agreed.

It was decided that KJ would draft a reply for SG for her approval.

Turbine Funding

Draft copies of the proposed funding papers had been sent to Directors for approval. SG asked if there were any comments. JR mentioned that we should be prepared to amend and modify the forms if required after the initial pilot.

SG mentioned that AM and SG had attended the turbine outcomes meeting with other Trusts and had noted that the other trusts had different ideas for the funding package. Some of the funding packages were very detailed.

The Trust decided to discuss the naming of the fund and these options were considered.

Shapinsay Futures Fund

Wish Fund (Whirly Investing in Shapinsay)

SWAP (Shapinsay's way ahead programme)

FISH

Make a Difference.

It was agreed that we adopt SWAP.

It was agreed that initial prints would be made and directions on website would be issued.

SG agreed to announce this in the next newsletter together with the announcement of the intention to start the programme.

AM mentioned the turbine opening event and the possibility to tie this into the picnic. AM and GR agreed to attend the upcoming meeting to discuss the Trust sharing the event with the picnic. The meeting was on 30 May.

It was also decided to have a stand at the picnic and commemorative merchandise to give to everyone. AM and DS agreed to speak to Una Hurst re this.

SG asked if we should also have a commemorative item for Directors old and new who had been involved with the project.

AM said that he had thought about taking people up to the site in the minibus. GR suggested that the trips to the turbine could take place before teatime.

It would also be good to donate some money to the catering of the event. SG suggested £200.

After discussion with the Board it was decided to Gift Aid 10k down to the Development Trust for the pilot of the SWAP.

Community Transport

OOH Ferry

AM told the Directors that the new timetable was in force on the OOH Ferry service and that the 2 Coordinators were in post. Robert had struggled with the process and Lynsey was yet to start. AM had arranged a meeting with both Robert and Lynsey for the 24th.

AM mentioned the need to reword the notices for the ferry to highlight the deadlines for bookings . AM and DS would action.

It was noted that Harvey would require a second driver for the ferry if the demand continued.

DH asked why there was a need for these additional jobs and why the paid staff couldn't be responsible for this. AM mentioned that the pilot had been run by the paid staff on a voluntary basis and no cost was incurred to the trust for this. SG said that in order for the Trust to function productively it was impossible for all decisions to be made by Directors and that paid staff were employed to make decisions, which fell under the Mem and Arts and Development Plan. JR suggested we had a document which gave the Board the decision making process. DS would address this

GR said it was impossible for the Directors to oversee every decision and responsibility should lie with the Staff managed by Operational Director (Chair).

Minibus

AM outlined the proposal for the drivers and fares for the Minibus. There were 3 areas:

- Community Group Hire
- Schedule Runs
- Dial a Bus Service

There would be a mixture of voluntary drivers and paid drivers.

It was suggested the same format as TOPS with 2 drivers on a retained basis. AM would circulate a copy of the overview of the service with charges etc. to the Board.

Discussion took place regarding the routes and the possibility of a scheme to take and return commuters to and from the first and last boats. AM mentioned that this would need additional costing.

It was suggested the transport coordinator would be covered by AM, DS and KJ under the pilot scheme.

SG asked if the board were happy to advertise for drivers. The Board agreed.

AOB

SG said she had received a resignation letter from Jan Buchanan. The Board decided to send an acknowledgement letter to JB for her contribution to the Trust. SG to action.

DS asked if approach should be made to the SCA and Heritage to fulfil the Co-Opted spaces on the Board.

This was agreed and DS to action.

The date for the next Meeting was to be decided.

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