

**Minutes of the SDT Meeting
held on the 19th June 2013
in the Music Rooms at 7.30 pm**

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

In Attendance: Debbie Sarjeant, Kasha Jarosz and Andrew Makin

JR opened the meeting and welcomed Andrew Makin (Project Manager) to the Trust.

1. Apologies: none

2. Minute of 22.05.2013.

SG highlighted 3 points for accuracy. Section 4, 11 and 14. DS to action the following errors: omit 'will this then' from line 4; amend Turbine Operator to Turbine Manager and delete and to read any on line 4.

The minute was approved by SG and seconded by JP.

3. Conflict of Interest

None recorded

4. Matters Arising:

Varying views were expressed about the time capsule event which had taken place in conjunction with the Community Council Fun Day. It was acknowledged that aspects of the day went well and the Badges made by DH were appreciated by all concerned.

JR told the board that the submission on behalf of the Tourism Group regarding the Pontoon had passed the first stage and could now be taken forward. It was agreed that as part of KJ's remit she would help prepare the 2nd stage application with the help of AM. GR and JR offered support.

5. Transport

5a. Bus

Proposals by LH which were circulated at the last meeting were discussed, AM had met to discuss proposal with LH and had identified that the service could be operated during August as a trial for 6 weeks. Using a paid driver it was proposed that the cost of running every Tuesday on a route to pick up and drop off visitors and residents (not door to door) could cost £75 to run. It was suggested that fares for the service were set at £5-£7 and could operate on a booking service but also if spaces then people who turned up could also use the service. It was necessary to advertise this well and it was agreed that AM would investigate further and report back to the next meeting.

JR said he had received a serious complaint from a member of the public. JR read out the letter to the Board and made clear that confidentiality was a serious issue and that there was a need to be professional at all times with

regard to Trust Business. JP asked if the incident could have come from outwith the Trust and not necessarily from within the organisation. JR stated that there was insufficient evidence to identify the source but that it was likely to be an internal matter. SG stated that board papers were only available to certain people and that previous board members had worked hard to give the Trust a good name and this should be upheld.

5b Electric Vehicle.

JR mentioned that following an article on our Facebook page, Radio Orkney had visited Shapinsay to report on the EV. SG said the interview was positive and that the piece was very good.

DH asked if any decisions had been agreed on how the vehicle was to be used. JR said that the last minute hadn't clarified the use of the vehicle but now that AM was in post he would take this forward and report back to the Board at the next meeting. GR said that he would be happy to get this project off the ground and would be happy if it was used straight away rather than wait for the next meeting. It was agreed that AM should initiate a way to get as many people as possible to have test drives.

6. SWAP

Following a request from a Group of People who were organising a 'Made in Shapinsay' event at The Venue it was agreed to award £50 towards the hire of window space to promote Shapinsay.

7. Server

SB told the Board that the Server was now ready to use and he handed out passwords and login details to all Board and Staff members. DS would circulate a booklet which set out the responsibilities of users of the system and would require confirmation that the booklet was read and adhered to. The document would be reviewed by the Board in due course and agreed as a policy document. Board members were asked to review the booklet and report back.

8. Staff Reports

AFSO and CDO Reports

Both DS and KJ handed out staff reports

AM told the Board that he was working on some projects and would book a place at the Shapinsay Show to let the residents know what the trust is doing. The Community bus had received Logos on the doors to advertise the Trust. Both JR and AM were undertaking training under Leadership and Growth through HIE.

AM had also attended Radio Orkney for an interview which was broadcast on Monday.

9. SRL Report / Turbine Operation:

SG handed out a report from MK the Turbine Manager. It was agreed that the report would be sent prior to the meeting in future in order for the board to

read. SG mentioned that funding was available and Aquaterra were in the process of a study into using excess electricity. SG mentioned the turbine garden had not been a success due to the harsh environment and that a tender had been agreed for seeding and grass cutting. DH asked about this decision and SG said that this was not a decision for this board but was for the SRL Board.

10. Accounts

DS had circulated project balances for SDT and BIG accounts. Funding had been received from Big Lottery for the PM and Transport fund and DS would bring an update to the next meeting regarding the running costs of the Transport.

11. Correspondence

The Shapinsay School had sent a thank you letter to the Board for the SWAP grant for the Birsay Trip.

JR had received an email from the Orkney Camera Club for an Exhibition and this had been passed to the Shapinsay Camera Club. It was agreed that the SCA should be advised with the possibility of helping with this.

12. AOB

KJ asked if the Board agreed that some of the money left over from the Play Park be used to paint the fence and gate, it was approved on the basis that KJ asked OIC for permission first.

GR asked if it was advisable to take down the plaque from the entrance as it was placed there for the previous donations for the tiles. Perhaps this could be given to the Heritage Trust.

DH asked if he could reintroduce the question about funding a swimming pool. JR said that we should not rule anything in or out in order to maintain the interest of that community in ongoing planning. However, it was pointed out that a swimming pool was not included in the 2011 island plan. AM said that if there was sufficient demand for this and any other potential projects he could look into revising the plan.

SB asked if the Trust should comment on the 3 islands council statement into seeking more autonomy. JR and SG said that we had to be careful how we used our lobbying role and to exercise caution to reflect our charitable objectives.

JR said that we required to make the members aware of the forthcoming vacancies on the board after September. It was agreed to put something in the next newsletter. JR also asked if we could not fill vacancies for representative directors, should we think about changing the Mem and Arts? Discussion noted that the board can always co-opt members and that this should be looked into.

It was also discussed that the availability of the music room meant that the room was not available and JR asked if anyone had objection to using either the Kirk meeting room or the SRL Office. It was agreed that the office should be used for the next meeting to see if it was suitable.

At this point the meeting was brought to a close and JR thanked the Directors for their attendance

Date of Next Meeting:

This was scheduled for 24th July in the SRL Office