

**Minutes of the SDT Meeting
held on the 23rd April 2014
in the Office at 7.30 pm**

Present: John Rodwell, Graham Rendall, Steven Bews,(SBw) Nic Thake and Andrea Spence- Jones

In Attendance:
Debbie Sarjeant

- 1. Apologies:** Steve Bacon and Simon Meason

JR opened the meeting and welcomed everyone.

- 2. Minute of 2nd March 2014.** Approved ASJ Seconded SBw.

- 3. Declarations of Interest:** It was noted that SBw, GR and NT had an interest in the Broadband project. GR and SBw declared an interest regarding SRL.

- 4. Matters Arising.**

NT would like it noted that item 1b was inaccurate and should read JR and not NT.

NT also requested that item 6 that NT did not produce a schedule for Haughland House. The minute should be amended to reflect this.

GR asked about Item 5 under newsletter. After discussion it was agreed that reference to NT and SBn be deleted from the minute. GR also asked about Office Keys. Considerable discussion led to an inconclusive outcome.

After a short break the meeting reconvened. It was noted that GR had left the meeting.

- 5. Staffing – Ongoing Projects.**

Following AMs departure, JR mentioned that AM would continue in a voluntary capability to progress the Pontoon project.

It was agreed by all Directors to waive the repayment of the relocations costs for AM.

It was agreed that the AFO and AA would forward to JR a breakdown of the duties involved in each position.

The Board took an overview of all current projects and noted the following: Pontoon Project would be progressed by AM but presently we were waiting confirmation that it would progress past stage one. DS would provide admin support as requested.

Broadband – NT would be covering this project although recent developments had indicated that the project was unlikely to progress although other options could be available which were discussed and noted.

6. Other Projects IIF

Low Carbon Marine – DS would lead this although the requirement at present was not onerous. Data from the SRL had been passed to CES.

7. Board Training

It was agreed to implement Trustees training for the new Directors. It was noted that DS would arrange a date suitable.

There would also be a presentation from the SRL to the Board of the SDT to outline the process and responsibilities of documents held by the SDT. DS to arrange.

8. Future Service Provision.

It was agreed after the public consultation to publish details for the community. SBn had indicated he would produce a piece from the notes taken but had not been able to meet the deadline. It was decided that NT would prepare a draft document and JR would put the document into a final version for the newsletter.

9. MOU – Here to Help

The MOU between Age Concern and the Trust had been amended and the Board were happy with the agreement and this could be signed off. DS to Action.

10. Premises

Details of the charging point installation and hard standing had been progressed as far as planning. Insurance for indemnity and building including the charging point had been asked for from 2 companies and DS would action this when the second quote was received.

11. Transport

Following a grant from OIC the Board agreed that for a trial period of 6 months all transport via the EV and Bus would be free. Notice to be placed in newsletter. It was also agreed that Group Bookings would still incur a charge and that the free transport would only be available to residents.

12. SWAP

Following the SWAP application from Katrina Chetwyn for Training in conjunction with the 'Orkney Chocolate Company' it was agreed to fund £275 for REHIS training but the funding for Membership and Licensing was rejected.

13. Accounts

DS explained the new format for the reporting of the accounts. It was agreed that this would be used in future.

14. SRL Report

The report was passed to Directors. It was noted that a presentation would be given to Board Directors at a date to be advised.

15. Correspondence.

None

16. AOB.

Following a request from an OIC councillor, it was agreed to include a reportage in the newsletter forwarding people to external links rather than publish the article in the Newsletter. It was also suggested that the newsletter could be developed further by engaging with a young person to cover news stories etc.

It was agreed that the consultation review which would be in the newsletter would contain relevant pieces in the newsletter and copies of the newsletter and Development Plan be placed in the shop and on the Boat. Suggestion boxes would also be available.

Date of Next Meeting: 14th May 2014

At this point the meeting was closed.