

Minutes of Shapinsay Development Trust

Board Meeting

2nd March 2014

Present – John Rodwell (Chair), Nic Thake, Andy Spence-Jones, Steve Bacon

In attendance – Andy Makin (Minute Taker)

Apologies – Steven Bews

1. Validation of 6th March Meeting Minutes.
 - a. Accounts were not recorded in the minutes. **Action DS**
 - b. JR is in discussion with DS with regards to developing an improved income and expenditure report. **Action JR & DS**
 - c. NT requested clarification if JR had discussed the proposal of NT representing SDT at the Local Access Forum with the Community Council. **Action JR**
 - d. ASJ requested clarification on the whole SWAP processes. **Action AM**
 - e. Membership list to be distributed. **Action DS**
2. Validation of 12th March Meeting Minutes. Agreed for accuracy. **No further action**
3. Declarations of interest.
 - a. NT advised that he has accepted a request to mount COPLA equipment on his property that offers him some benefits. He therefore requested advice from the board with regards to his continuance with SDT's involvement with the CBS project. The board were also advised that Steven Bews had circulated an email, also advising that he had accepted a COPLA request to install equipment of his property.

The board unanimously agreed that "At present no conflict of interest is present however, the board will consider developing a policy, based on the recording of de minimis boundaries, to address such occurrences in the future."
 - b. AM advised that he had received a SWAP application from Katrina Chetwyn of the Orkney Chocolate Company. AM's wife is a partner of the company.
 - c. General discussion on the potential conflict of interest if SDT needed to discuss matters relating to SRL, it's wholly owned trading subsidiary, when SDT has two SRL directors present. JR agreed to discuss this and other SDT/SRL relationship matters. **Action JR**
4. Staffing – The board met with Robert Allen to develop a future staffing strategy. The board are required to give Robert Allen a directive and plan to meet separately to discuss this. To assist the board, JR and asked the AFO and AA to produce a paper, describing their role in relation to their job descriptions. **Action DS & EP**
5. PM Update and handover – AM tabled an incomplete paper, that gives details of current projects, points of contact and certain priorities. AM agreed to electronically circulate the paper. The board and staff team are requested to review the paper and offer comment by 8th April. **Action All**

NT suggested that the next newsletter could receive a summary of the current projects, accompanied by a diagram of the proposed EV charging point and a summary of the identified themes of the Community Engagement Exercises.

AM offered SDT some additional time, post departure, to follow up on the recent OIC announcement giving permission to allow a pontoon. AM advised that he had been in discussion with OIC, Orkney Marinas Ltd and Varis Engineering and it would be advantageous for the project if AM was to provide coverage until someone else could be fully appraised. It was agreed that AM could provide this coverage, to be reviewed in 1 month's time. JR would discuss with the board and identify a director who would work with Andy during the forthcoming weeks. **Action JR & AM**

6. Premises – JR recorded that SDT took title of the boathouse and land on the 24th March. DS has been asked to look into buildings and public liability insurances, that also incorporates the proposed EV charging point. **Action DS**

It was noted that Haughland house had recently come on the market. It was agreed that the properties present a significant facility for the island and its loss would be regrettable. The layout of the properties could be conducive to development but prior to any further discussion the board will clarify what the CE feedback offers in the way of future project development.

7. Community Engagement – JR has asked AM to develop a summary of feedback from all community engagement exercises that could be developed within the Community Centre and which needed development of a new premise. Information that was identified through the CE processes gave indication that no OIC imposed restrictions are apparent that would preclude the development of some of the suggestions. **Action AM**

It was also suggested that a closer relationship could be developed with the Community Association and perhaps an informal, information sharing joint meeting with all local organisations could be developed. **Action JR**

NT and ASJ agreed to meet 6th April at 7pm to consolidate the CE feedback. **Action NT & ASJ**

8. SWAP – 1 application received which is to be discussed at the next board meeting. AM to re-circulate the SWAP criteria and grid. **Action AM**

9. SRL Productivity – No report received. **Action DS**

10. Finance Report – incomplete report received NT had sought clarification with DS prior to meeting. DS to re-circulate. **Action DS**

11. Correspondence – none received

12. AOCB:

a. Office keys to be issued to all directors. **Action DS**

b. The board recognised that the March Newsletter was delivered much earlier.

c. The board expressed some concerns regarding the relationship with SRL and the level of information being offered. Sensitivities were noted and JR advised that he is in discussion with the SRL chair to address these. JR suggested that the SDT board needs to be appraised of the partnership history and development of the two organisations. **Action JR**

d. DS had highlighted to AM a previous project proposal with the Orkney Business Ring which could result in lower fuel oil prices for the community. The board requested that the proposal be updated and resubmitted. **Action DS**

e. AM requested feedback on the proposal of who to use the £3330 granted through the EDRTI. This is to be carried forward to the next board meeting. **Action AM**

f. Care and Repair – AM requested feedback on the draft SLA that had being developed to provide an enhanced C&R service, featuring fuel poverty issues on the island. Some small corrections were suggested and a re-circulation was requested to be discussed at the next board meeting. AM wished to note that Michelle Koster, of REWDT had put considerable work into developing the paper between her organisation and C&R which AM had adapted for SDT's purposes. It was agreed that the board needs to discuss developing a budget for this proposed project. **Action AM**

13. DONM 16th April to be clarified as this may clash with a Community Council Meeting

Post meeting comment, this indeed does clash with the Community Council meeting.