

**Minutes of the joint SDT and SRL Meeting
held on the 3rd September 2014
in the Dining Hall, Community Centre at 6.15 pm**

Present: John Rodwell (JR), Steven Bews (SBw), Steve Bacon (SBn), Andrea Spence-Jones (ASJ), Sheila Garson

In Attendance:

Debbie Sarjeant (DS), Nic Thake (NT) and Doris Hutcheson (DH) (Orcadia)

1. Apologies: George Muir and Graham Rendall.

JR opened the meeting and welcomed everyone. This pre meeting to the general business of the SDT was called to discuss the Accounts prior to the AGM.

DH explained in detail the SDT, SRL and Consolidated accounts. Points raised were as follows:

It was requested that JR produce a Directors Report
The SDT would require to submit a Reserves Policy
Interpretation Boards fund is to be removed from the Financial Statement and the balance covered by unrestricted funds.

Copies of Photo ID should be sent to Orcadia for each Trustee.
Gift Aid and Rental payments were also discussed.

Comments were viewed that the accounts would be available at the AGM but were not available for circulation prior to the AGM

At this point JR closed this part of the Meeting and SG left.

**Minutes of the SDT Meeting
held on the 3rd September 2014
in the Dining Hall, Community Centre at 8pm**

1. Apologies: Simon Meason

The meeting was resumed after a short break and JR welcomed NT to his first Board Meeting as Service Manager.

2. Minute of 4 June 2014.

Accuracy. ASJ noted that under item 7 Newsletter the title for the item would read Situations Vacant and not Job Vacancies.

Proposed SBn. and Seconded SBw.

3. Declarations of Interest: SBw wished it noted that he had a declaration of loyalty regarding the conversion of the boatshed. It was agreed that all correspondence and items be withheld from SBw.

4. Matters Arising. SWAP application from previous meeting was discussed and DS gave an update that the enquiry would require to be placed on an application form before it was marked. It was also discussed that a circulated minute from the previous application indicated that the applicant could apply again for the second year of funding. It was agreed that feedback including how the grant had given benefit to the island would be asked for prior to a decision being made for the second application.

5. Projects Update.

a) Broadband

NT gave a brief update of the position with Orkney Connects intention to cease cover of broadband to residents of Shapinsay. It was identified that NT would reopen conversation with Community Broadband Scotland.

b) Pontoon

Following an update by JR it was previously identified that the pontoon project could be progressed with funding from HIE and OIC. Approaches by Andy Makin to another funder had been in discussion but the outcome of these discussions were rejected and it was suggested that further work on this project would now be brought in house. It was requested that a letter of thanks be sent to Andy Makin for his contribution.

It was suggested the NT would take this project forward although as NT time is limited discussion would be held to identify priorities.

c) IIF Low Carbon Marine Transport

DS reported that the first phase report was now on the website and that Aquatera were on schedule to progress to the next stage – financial costing. Further report to follow.

d) IIF Charging Point

DS informed the Board that the next stage would progress as soon as SSE had contacted the contractor and confirmed a date for commencement of work.

e) Service Provision-Boatshed

This item was deferred to the end of the meeting

6. Premises.

Following the vacancy of the school house DS had contacted OIC Housing Management to ask if the property might be leased to the Trust on a short term lease. Update to Board at next meeting.

7. SWAP – No items

8. Accounts.

DS gave verbal update to Board regarding the involvement of VAO in guidance for financial reporting.

9. SRL Report.

DS reported verbally regarding curtailment issues. The Turbine Managers report would be circulated to the Board in due course.

10. Special Resolution SRL Articles.

Prior circulation of the special resolution prepared by Lows was discussed and the Board agreed that this resolution should be approved, signed and sent to Companies House and the Coop Bank.

11. Correspondence. – none.

12. AOB.

ASJ commented that the communication regarding the Boat and Minibus should be reviewed as several people had misunderstood the piece in the newsletter. It was agreed that a Policy document would need to be in place.

At this point SBw. left the meeting

5.

e) Boatshed

Following plans from Mr Groundwater discussion was held on the use and area identified in the plans. Comments were raised regarding the area for housing the bus and office space within the same building and also the current layout being too small for office space. Alternative carport area was discussed and NT was asked to progress this.

Date of Next Meeting: The next meeting would be after the AGM on the 24th September. This meeting would be to elect the Office Bearers and deal with any urgent business only.

At this point the meeting was closed.