

**Minutes of the SDT Meeting
held on the 11th February 2015
in the Office at 7.30 pm**

Present: John Rodwell (JR), Steve Bacon (SBn), and Steven Bews(SBw)

In Attendance:

Nic Thake (NT) and Debbie Sarjeant (DS)

1. Apologies: Simon Meason (SM) and Andrea Spence-Jones (ASJ).

JR opened the meeting and welcomed everyone. JR explained that the invitation for David Taylor to attend a Board Meeting had been extended to him but unfortunately he was unable to attend this meeting.

JR mentioned that the meeting was quorate but that some items may need to be carried over if a decision was not reached.

2. Minute of the 15th January 2015

The minute was proposed by SBn and seconded by JR.

Minutes of the Budget meeting on 20th January 2015

The minute was proposed by Sbn and seconded by JR

3. Declarations of Interest: SBw for Item on Boathouse budgets which would be held to the end of the meeting.

4. Matters Arising.

4a. IT paper – circulated separately.

The following actions had been taken to establish a temporary resolve to the problems caused by the lightning strikes and damage to the IT Equipment.

5 email addresses had been arranged for the staff and Chair using google apps.

Backup of files were recovered to the Synology drive

Regular backups would be made on external hard drives which would be kept away from the office for safety and backed up regularly by NT and DS.

These steps had enabled the staff to carry on with the business but allowed no remote access. The following was resolved:

The Synology drive should be monitored for age and renewal issues.

Laptops with relevant information could be used remotely rather than using a cloud system.

D and D IT should be engaged on an AdHoc basis for any IT Issues.

4b. Finance Sub Group – Risk Assessment

Following on from the last meeting DS had received information on Risk Management Plan and would circulate this to the Board.
It was agreed this would be dealt with by the Finance Sub Group who would report back to the Board after their next meeting.

5. Financial Report

Circulation of the Profit and Loss (P&L) sheets were circulated prior to the meeting.

JR asked about the Subordinated Loan amount which is passed to the Trust and DS would report back on the figure and when it would be in the SDT account.

Points on the headings of the P & L sheet were also discussed but due to the proposal for a new software change to the accounts this point was deferred until this was reviewed by the Board.

DS and NT were aware of the requirements for the Statement of Recommended Practice (SORP) which would have implications for the End of Year Accounts including a Trustees report which would need to reflect the financial position. The requirement for full accounts to be accessible on the OSCR was also discussed.

A meeting with the Accountant had been arranged for the 13th February and ASJ, SBn and JR would attend. SBn to arrange an Agenda for the meeting.

6. Budgets 2015/16

A principle was agreed that wherever possible income from SRL should be matched by other external funding.

Papers explaining budget proposals for 2015/16 were presented and discussed and budgets were agreed as follows:

Income would include carry forward of Big Lottery (BL) funds (previously approved for drawn down towards staffing) of £41998 and carry forward of gifted funds from SRL of £60000.

Expenditure budgets for all expenditure except staffing elements funded through BL would be set at £84978. Two thirds of this amount would be funded from the gifted £60000 leaving a balance of £1922 to be transferred to reserves leaving an income required amounting to £25071 which would be obtained from other sources e.g. sponsorship for the newsletter. The Service Manager budget would be funded at full-time although current staff in post is only 21 hrs/wk; the balance would be used to pay for internal additional hours or to outsource additional work.

NT noted that there was a future requirement for an intermediate post which could be funded externally to provide a CDO+ (Community Development Officer) type post to fill the gap between the role of the AFO and the Service Manager. This position could contain a fund raising role in its job specification.

Budget performance would be closely monitored with a full review quarterly. If at the second quarterly review the required additional income had not been identified, options to curtail expenditure would have to be explored.

7. Project Updates

Transport.

NT gave an update on the OOH Ferry breakdown and it was noted that repairs would be carried out but in the interim the service would be suspended. The operator would give an update to NT. Regular website updates would be made.

Broadband

SBN had received comment following the update in the newsletter of the 'White Space' trial. He reported that due to the extension of the trial and the need to push the range of the service that there was a possibility that a resident at the North of the island would be also be asked to trial the system.

Pontoon

This project although not a priority for the moment was still a possibility and interest in the LCMT Project could help with the interest in the pontoon.

Charging Point

DS reported that the electric supply was now in place and as soon as Scott had completed the plinth for the charging point the installation could be arranged.

NT mentioned he had engaged with others on the idea of a car club in support of community transport once the electric car was returned. Approach to OIC had also been initiated with Laura Cromarty with an eye toward future funding.

8. LCMT- Low Carbon Marine Transport – responses to the presentation

Following the presentation by Aquatera a paper was circulated with points from the meeting. NT said that an executive summary would be produced prior to the public meeting. It was noted that this could be included in the newsletter in due course. The report would require tidying up and appendices which included the wind speed data information would need to be removed. Discussion about the Cheetah Marine and Torqeedo interest in the project led to a Board decision that NT should open dialogue with them. In conclusion it was agreed that this project would only relieve a small amount of curtailment and other projects would be required. Rousay and Hoys heating project could also be investigated which could also alleviate fuel poverty.

9. Planning for community engagement on Responses to Curtailment

Agenda circulated by NT.

Invites to SDT Board, SRL Chair, Jan Faulkener (OIC), OREF, Ian Johnstone, Mark Hull and Ian Garman (CES) and Michelle Koster (REWired)

It was discussed to issue a Mission Statement with advertising of the event through the Orcadian, Radio Orkney and posters.

10. SRL Report.

Report circulated prior to the meeting.

JR said that he had written to the Relationship Advisor at the Coop Bank Gillian Ashworth but was awaiting a reply from the relevant department.

SBw reported that these figures were encouraging but that this was not expected to stay at this level and that curtailment would return when the other generators were back on grid.

11. SWAP – no applications

12. Correspondence.

Letter from N Leslie with invoice for authorised SWAP grant. DS to Action NT mentioned a survey by the Community Learning Development Plan which he would complete on behalf of the Trust.

Meeting notification for the Heat and Affordable Warmth, NT to attend.

Following NT and DS meeting with HIE(Highlands and Islands Enterprise) it was reported that letters of support had been sought from the Community Council, Community Association and Tourism Group. DS had received email correspondence from the Community Council Liaison Officer to note that the Members would discuss this at the next meeting.

NT referred the Board to the consultation paper by Sorton and suggested that a policy position on Health and Wellbeing be considered in relation to the Boathouse project.

13. AOB

Concerns regarding contributed newsletter content were discussed. It was agreed that a disclaimer would be placed in future.

NT reported that he had met with Tom Hunter from OIC and discussed various options which were proposed to the conservation area in Shapinsay.

14. DONM 1st April 2015

At this point SBw left the Meeting.

Item 6. Deferred – Boathouse Budgets

Plans and budgets were circulated with to the Board. It was accompanied by a report on VAT.

There was a possibility of HIE and OIC funding for the shortfall of the project but a commitment from the Board of identified funds would be required. A figure of £20,000-£25,000 was suggested.

HIE had identified 4 areas where they required more information these were:

VAT Position – Final project cost

Details of community engagement and evidence for community support
Projected Income
SDT Contributions

It was also discussed that we should place planning applications in for the proposed work and then apply for building warrants as required. There would need to be a fall back plan in the case of limited funds.

At this point the Meeting was called to a close and JR thanked everyone for their time.