

Stronsay Development Trust

Board Meeting on 16 January 2012 at the Community Centre 19.30

Approved Minutes

Present: Malcolm Addison Karen Griffin Roger Neville-Smith
(Chair) (Vice Chair) Paul Riley
Cora Goodram Marion Macleod Yvonne Weaver

Apologies: None

In Attendance: Julia Crocker (AFO), Lisa De Geer (Secr.), Anthony Withers (CDO/TDO)

Action

1. Welcome by Chair

Malcolm Addison welcomed everyone and thanked them for attending.

2. Appointment of Directors

Roger Neville-Smith put forward his interest to become a Director. The board agreed to appoint him as Director.

Marion Macleod put forward her interest to become a Director. The board agreed to appoint her as Director.

3. Minutes of previous meetings (papers circulated)

3.1. *Minutes of the meeting 3 November 2011*

Malcolm Addison asked if the board agreed that the minutes of the meeting on 3 November 2011 were a true account. Yvonne Weaver proposed, Karen Griffin seconded and the minutes were formally approved.

3.2. *Minutes of the meeting 12 December 2011*

Malcolm Addison asked if the board agreed that the minutes of the meeting on 12 December 2011 were a true account. Cora Goodram proposed, Yvonne Weaver seconded and the minutes were formally approved.

4. Matters Arising

4.1. *Appointment of Treasurer*

Malcolm Addison offered to carry on signing cheques, but the Treasurer would need to attend to be able to take over the responsibility after the AGM when Malcolm Addison will step down. No one put forward their interest to take on the role as Treasurer. Julia Crocker invited the Directors to attend the next cheque signing meeting.

4.2. *Correspondence from Mr. and Mrs. Cooke*

At the last meeting it was told that Mr. and Mrs. Cook, owners of the Stronsay Hotel, have approached the Trust asking if SDT would be interested to purchase the Hotel as a community enterprise. The matter was thoroughly discussed. The board agreed to decline the offer since it is not possible to take the matter forward at this point.

4.3. *Signatories at Royal Bank of Scotland*

The matter was postponed until a new Treasurer has been appointed.

5. Correspondence

Lisa De Geer has received replies from the Community Association and Stronsay Silver Darlings regarding the invitation to be represented on the SDT board by a co-opted Director. Both organisations will put the matter on the agenda for their respective next meeting.

6. Chair's Report - none

7. Secretary's Report

7.1. *Board Meeting with accountant Alan Long*

Accountant Alan Long from the Long Partnership will attend the Board meeting on 5 March to present the accounts for the year 2010/11 and get board approval.

7.2. *AGM*

The AGM will be held at the Community Centre, 8 May 2012. The setting will be like last year with a light supper served after the meeting. Alan Long will attend to explain the accounts to the SDT members.

7.3. *Change of Address of the Registered Office*

It was decided not to change the address of the Registered Office to a post box since the need for a physical address would still be needed and the cost couldn't be justified. Julia Crocker offered Clifton to continue being the address up until an office is in place. The board agreed to the proposal.

7.4. *SDT Information Pack for New Residents on Stronsay*

Due to people leaving Stronsay the number of members has decreased to 81. Many people have moved to the island during the same period of time. The board agreed to have an information pack about SDT and the services available on the island. A work group of Lisa De Geer, Marion Macleod and Roger Neville-Smith will be responsible.

**LDG, MM,
RNS**

7.5. *SDT Branding*

The board agreed to put up a plaque at places/projects that have received funding via the Trust to increase the awareness of what SDT is doing.

7.6. *Resignation of Director*

Director Sara Goodram has moved away from Stronsay. She has not informed the board in writing, but the board agreed to deem her as resigned in accordance with the M&As.

8. AFO's Report8.1. *Community Fund for Turbine Revenue*8.1.1. *Opening of a New Bank Account*

The board agreed to open a new bank account for the Turbine Revenue

JC8.1.2. *Date of Work Meeting*

There will be a work meeting on 2 February to discuss distribution of funds from the turbine revenue.

8.2. *Financial Report*

Julia Crocker gave a detailed explanation of the Capacity Funding. What it contains and the present status. There is a need to reduce the costs for the Limpet.

JC8.3. *PQASSO*

Julia Crocker gave an explanation of the quality management system PQASSO. There will be a day's training course in Kirkwall on 27 January. One Director of the Board is invited. No one put forward their interest to attend the training.

8.4. *Financial Policy*

An updated Financial Policy has been circulated. Amendments to the Travel and Subsistence allowances were proposed; mileage to increase to 40 pence per mile and an upper limit of £60 when staying overnight. The board agreed to the new T&S rates. The board was asked to read the whole policy and let AFO know of any amendments or suggestions.

8.5. *Expenses Claim Form*

The board agreed to change one of the signatories on the Expenses Claim Form to read director or authorised bank signatory.

JC8.6. *Accounting Package*

The board discussed the need of an accounting package and agreed to purchase the on line Liberty since this has been recommended by the accountant. AFO to check whether HIE funding can be used for this.

JC8.7. *Filing Cabinet*

The board agreed for the purchase of a filing cabinet for the AFO.

9. CDO's Report9.1. *Enterprise Zone*9.1.1. *Purchase of the Lobster Ponds*

Our Solicitors have put in an offer to Leo Martini-Brown for purchase of the Lobster Ponds. Proposed use, according to the Development Plan, to be discussed at the next meeting.

9.1.2. *EZ Trading Subsidiary*

The board agreed to name the EZ Trading Subsidiary; Stronsay Community Ltd. It was decided to postpone the appointment of Directors until the company has been registered.

9.1.3. *EZ Final Drawings*

Leslie Burger will do the final drawings for the EZ.

9.2. *Big Lottery Award For All – Funding Application*

Marion Macleod informed the Board about a possible Youth Horticultural Project that would be on the Trust's property next to the greenhouse. The board agreed for the CDO to apply for funding from Big Lottery Award For All Fund.

10. Treasurer's Report - None

11. Project Report

11.1. *Turbine update / Stronsay Renewable Energy Ltd*

The turbine is turning and bringing in revenue. We are still waiting for BT to finish the installation of the ordered telephone lines which are needed for the supervision of the turbine.

11.2. *Greenhouse Group*

There are no funds available at the moment for the proposed improvements and repairs on the greenhouse. It was decided to put up the fence now, but to wait with the rest of the modifications until funding has been granted.

12. Any Other Business - none

13. Date of next meetings

Tuesday 7 February at 7.30 p.m.

Meeting Closed at 22.20