

Stronsay Development Trust

Board Meeting on 12 December 2012 at the Community Hall 19.30

Approved Minutes

Present: Malcolm Addison Cora Goodram Paul Riley (Chair)
(Vice Chair) Roger Neville-Smith Stephen Weaver
Viv Erdman (Treasurer) Yvonne Weaver
Karen Griffin

Apologies: Allen Cooke, Nina Glead,

In Attendance: Julia Crocker (AFO), Lisa De Geer (Company Secretary),
Paul Glaze (SDT member), Leo Martini-Brown (SDT member),
Colin McAlpine (SDT member), Andrew Rose (SDT member),
Anthony Withers (CDO/TDO)

Action

1. Welcome by the Chair

Paul Riley welcomed everyone, and thanked them for attending.

2. Minutes of previous meeting (paper circulated)

2.1. Minutes of the meeting 14 November 2012

Paul Riley asked if the board agreed that the minutes of the meeting on 14 November 2012 were a true account. Section 6.3. should state that the AGM will be held 2013. Karen Griffin proposed, Cora Goodram seconded and the minutes were formally approved.

3. Matters Arising

3.1. Contact List for the Organisations of Stronsay

Paul Riley has contacted Bruce Fletcher who will print and publish the contact details for the organisations on Stronsay.

PR

3.2. Development Plan

Adjourned to the next meeting.

4. Correspondence

4.1. Letter from Michael Burger de Fremol regarding Woods Yard

Michael Burger de Fremol has written a letter informing that the drainage pipe from Helmsley runs between the Lobster Ponds and Seafield. Paul Riley has met with him to inform that the proposed development will not interfere with the pipe, but that the Trust appreciates the information.

Leo Martini-Brown left the meeting 19.35

4.2. *Letters from Leo Martini-Brown and John Mitchell regarding the Community Fund (paper circulated)*

Leo Martini-Brown and John Mitchell have written letters with questions regarding the Community Fund. In part the letter from Leo Martini-Brown has been answered by an article in the Limpet to benefit all Stronsay residents. Personal letters of reply covering the points not included in the Limpet article will be drafted and circulated to the board.

JC

Leo Martini-Brown came back to the meeting 19.45

5. Chair's report – none

6. Secretary's Report

6.1. Board Meeting with Alan Long

The extra board meeting with SREL when accountant Alan Long will explain the accounts for the year 2011/2012 will be held 19 December.

Paul Glaze, Leo Martini-Brown, Colin McAlpine and Andrew Rose left the meeting 19.50

6.2. Request for the Member List

A member has requested a copy of the membership list to canvas and consult with a view to increase the attendance at the AGM and any EGM.

Lisa De Geer has been in touch with Development Trust Association Scotland (DTAS) and Voluntary Action Orkney (VAO) to determine the Trust's legal responsibilities according to the Companies Act 2006 and the Data Protection Act. Lisa De Geer explained the information given so far and she is awaiting a reply from the solicitor at Burness Paull & Williamsons LLP on how to respond to the request.

The board discussed the request and agreed to recommend that the member could contact the island residents quite easily without requesting the members list since there is a risk that the members might feel their confidentiality infringed, or be intimidated and harassed, and to inform him that the Trust is taking legal advice in the matter.

LDG

It was agreed that the administration fee for a copy of the membership list should be £15.

Paul Glaze, Leo Martini-Brown, Colin McAlpine and Andrew Rose entered the meeting 20.15

7. Admin and Finance Report (paper circulated)

Action

7.1. Financial Report

7.1.1. Capacity Funding

The payments from SDT capacity funding during November 2012 were as follows:

Payee	Amount	Notes
Orkneycommunities.co.uk	45.00	Hosting of SDT website
Secretary/Admin salary gross	468.33	
Secretary/Admin Expenses Claim	20.00	Home Office
Total	533.33	

7.1.2. TDO Funding

SREL has decided to recharge the TDO salary and expenses between 1 Jan and 13 Feb, i.e. until Lottery funding commences for the Project Officer post.

7.1.3. Invoice to SSE for Limpet article

SSE renewables has agreed to pay a better rate for any information and articles they want published in the Limpet. Julia Crocker has sent them an invoice for £130 which takes into account the £50 sent as a donation.

7.2. Recruitment

7.2.1. CDO

It has been agreed to re-advertise the CDO post; closing date is now 19 December with interviews 11 Jan 2013.

7.2.2. Project Officer

Project Office advert will be in the Orcadian 12 and 19 December, closing date 4 Jan 2013. The board agreed for an interview panel with two board members and one independent. AFO to find an independent

7.3. Community fund

7.3.1. Community fund folder

All staff and directors received a Community Fund ring binder. This holds the SCF policy, SDT M&As, application guidance, scoring matrix and the grant forms.

The Directors were reminded that being a fund giver is hugely responsible and apart from the dangers of setting a precedent that could cause problems for the future, all decisions need to be justified to our stakeholders especially the Stronsay community and Office of the Scottish Charity Register.

The Directors and employees were also reminded that these folders were expensive to produce and will be SDT property and should always be brought to meetings and be returned when they cease to be a director or member of staff.

ALL

7.3.2. Directors Role Description

The Directors were handed the updated Directors Roles and Responsibilities. This is to be signed and handed to Lisa De Geer at the latest at the next board meeting 19 December.

JC, LDG

7.4. PQASSO

Julia Crocker requested for the Correspondence Policy to be on the agenda for the next meeting. There is a need to clarify the responsibility for the correspondence and communication with the community.

Paul Glaze, Leo Martini-Brown, Colin McAlpine and Andrew Rose left the meeting 20.40

Action

8. Stronsay Community Fund

8.1. Applications

The Community Fund has received one application which was presented to the board. The board agreed that the application needs to go back to the applicant requesting further financial information before it can be processed.

The board noted that:

- Only Directors without a conflict of interest will be able to make any decision on an application.
- SDT staff will not be giving any information or discussing an application with **anyone** other than the applicant.
- Any SDT staff with a conflict of interest should take *no* part in the gathering of information or the report to the board.
- Canvassing directors may disqualify the application.

There will be a separate meeting in January to process the application. Lisa De Geer will control who of the Directors has a conflict of interest.

8.2. Expression of Interest

The board was informed of two expressions of interest that have been received.

Roy Goodram and Colin McAlpine entered the meeting at 21.00

9. CDO report (paper circulated)

9.1. Enterprise Zone Update

A site meeting with Architect Peter Finnigan took place on the 26th November. He carried out a visual inspection of the site including taking measurements and took instruction on what we required. This was followed by a working lunch attended by Paul Riley and Julia Crocker. Peter explained his ideas on the best way forward for the construction of business units. His drawings are expected to be sent back shortly and they will be presented to the Board at the next meeting.

BLF have been kept informed on progress at all times and required paperwork sent.

The Trust has employed a fencing contractor to put up a fence and gate to separate Wood's Yard from Jim Holland's Haulage Yard.

9.2. Site Hut as Temporary SDT Office

Anthony Withers proposed that the site office that the Trust is obliged to have on site during the construction is also the registered address, office and Boardroom of SDT and SREL and be known as Unit 1 Wood's Yard. Roger Neville-Smith proposed and Karen Griffin seconded and all voted in favour of the proposal.

Action

9.3. *New Slipway*

Following on from the public meeting held regarding the proposed slipway a letter was sent to Orkney Harbours. Anthony Withers has had a very positive meeting with Capt Alum who has agreed to pass this on for consideration. One of the first things needed to be established is whether or not they would be willing to look after the slipway with regard to ongoing maintenance etc once it is handed over.

Anthony Withers will report back to the Board when response has been given, and then publish an update in the Limpet to keep the community informed of the progress.

AW

9.4. *Visitors Facility*

There is a large area at the EZ that we will be landscaping. An idea to make good use of this space is to supply parking bays and power plug in points for caravans and camper vans and provide toilet shower and laundry facilities for them and visiting boaters. It is hoped this would increase visitor numbers to Stronsay. The site hut toilet unit could be used for this once work has finished and the site office could be used for extra facilities.

There was a short discussion regarding the impact a caravan and camper vans area would have on the neighbouring surroundings.

9.5. *CDO Resignation*

Anthony Withers thanked the Board for giving him the opportunity to work as CDO. He especially thanked the staff members Julia, Lisa and Marion for their continued support over the last few years. The board thanked him in return for the time he has given the Trust as CDO.

10. Project Reports

10.1. *Wind Turbine*

The Turbine still has communication issues which mean that performance cannot be checked remotely using SCADA, but it has not affected the production which is still very good. The problem will be solved by transferring to satellite communication.

10.2. *Greenhouse Group - none*

10.3. *ECO Club*

Roger Neville-Smith will circulate material regarding the future of the ECO Club that will be discussed at the next meeting.

RNS

10.4. *Youth Greenhouse Project - none*

Paul Glaze entered the meeting 21.30

11. Any Other Business

11.1. Slipway Meeting

A member of the public asked if the Slipway meeting had been advertised. It was confirmed that the meeting had been advertised in the Limpet, at the Post Office and in the shops.

11.2. Stronsay Community Initiative Limited

It was proposed for the current Directors of SREL to take on the start up phase of SCIL. Roger Neville-Smith proposed, Karen Griffin seconded and all voted in favour for the proposition.

11.3. Community Heating Project

Colin McAlpine asked for an update on the Community Heating Project. Anthony Withers informed that David Knight, Lottery Grant Officer, has decided that the process should begin again and has asked for three new quotes (not from Patersons). The new Chair of the Community Association is happy to proceed on this basis.

12. Date of next meeting

Next board Meeting; Wednesday 16 January at 7.30 p.m. in the Community Hall.

Meeting Closed at 21.45