

# Stronsay Development Trust

Company Number SC271553

A Scottish Charity, Charity Number SC038888

**Board Meeting on Wednesday 21<sup>st</sup> August at the Community Centre**

## APPROVED MINUTES

### PRESENT

Carole Cotterill (Acting Chair)

Tracy Boler

Raymond Dennison

Chris Evans

Viv Erdman

Paul Glaze

Nina Gleed

Cora Goodrum

Roger Neville-Smith

Val Stone-Lucas

Stephen Weaver

Yvonne Weaver

### IN ATTENDANCE

Lisa de Geer (Company Secretary)

Roger Dart (Admin and Finance Support Officer)

Anthony Withers (Project Officer)

### 1. APOLOGIES

Jacqueline Dennison (CDO)

### 2. WELCOME BY ACTING CHAIR

The acting chair welcomed everyone and thanked them for attending.

### 3. MINUTES OF PREVIOUS MEETING

Board meeting 19th June 2013

? proposed, Raymond Dennison seconded and the minutes from the board meeting 19<sup>th</sup> June 2013 were approved.

### 4. ACTION POINTS AND MATTERS ARISING

(i) *Ongoing action points from the board meeting 12 March*

**AP 7** - Drafting of Director's Code of Conduct: Ongoing

The draft is to be circulated to the board by the AFO/CS at the latest two weeks before the next board meeting

**AP 8** – Application for feasibility study regarding community minibus: Ongoing?

The application is ready to be submitted. Deadline is 22 June.

**AP 15** – Clearances for the ECO club volunteers: Ongoing.

The AFO/CS is to send the gathered forms to VAO that has confirmed that they can do the clearances.

**AP 23** – Staff meeting about the prediction of workload: Resolved

*(ii) Ongoing action points from the meeting 17 April*

**AP 1** – Staffing to improve and maintain the website: Ongoing  
Local IT professionals to be approached. Blog suggested.

**AP 2** – Visit from Curry Bros regarding slipway: Ongoing  
See PO report.

*(iii) Ongoing action points from the board meeting 17 April*

**AP 2** – Gift to former AFO: Resolved  
Thank-you card to be circulated

**AP 4** – Letter to Leo Martini-Brown regarding his resignation: Resolved.

**AP 10** – Recruitment of AFO: Resolved

**AP12** – Installation of water and electricity to site hut: Ongoing  
See PO report

*(iv) Action points from the board meeting 29 May*

**AP 1** – Draft Articles of Association: Resolved

**ACTION POINT 1**

The Company Secretary is to contact Burness regarding the agreed changes

**ACTION POINT 2**

The company Secretary is to circulate a summary of the changes and the draft to all board members. They should reply within one week to confirm if they approve of the draft or not.

**AP 2** – Date for EGM

The Company Secretary is to suggest a date and circulate this to the board for approval once the draft articles have been approved.

**AP 3** – Review of Correspondence Policy: Ongoing

**AP 4** – Limpet notice about implementation of correspondence policy: Ongoing

**AP 5** – Information about Lobster Ponds and Enterprise Zone: Ongoing.

*(v) Action points from the board meeting 19 June*

**AP 1** - Monthly Limpet Report and Reports on Website: Resolved

**ACTION POINT 1**

The Company Secretary to collate a short article for the Limpet

**ACTION POINT 2**

The PO, AFO and CDO reports to be published on the website

**ACTION POINT 3**

A summary of the accepted grants to be published on the website

**AP 2** - Distribution of Draft minutes: Resolved

The company Secretary is to send out draft minutes 7-10 days after the board meeting with all action points for directors highlighted.

**AP3** – PO to order plaques with SDT logo and for the Community Fund to be displayed at projects that have been funded by the Trust and the Community Fund: Ongoing

**AP 4** – Funding: Resolved

**AP 5** – Ranger Post

The CDO is to submit the application to Scottish Natural Heritage before the end of July:  
Resolved

Awaiting Scottish Heritage approval

**AP 6**– A letter has been sent to the Community Association regarding the urgency for the quotes

for the hall heating: Resolved

Community Association granted extension until February 2014 (see PO report)

**AP 7** – The PO is to make an application for a feasibility study to be made on the need of housing for the elderly and subject to grant arrange for study to be made: Ongoing.

**AP 8** – Greenhouse Group

Roger Neville-Smith and CS will arrange a meeting to discuss possible agreements.

**AP 9** – The chair is to send a conciliatory letter to Colin McAlpine regarding the Community Hall: Resolved

Note: Colin McAlpine has resigned as a member.

## **5. RESIGNATION OF CHAIRMAN**

Following a discussion the board accepted Paul Riley`s resignation as Chairman and as a Director of Stronsay Development Trust

### **ACTION POINT 1**

Paul Glaze to write to Paul Riley.

## **6. ELECTION OF NEW CHAIRMAN**

Chris Evans proposed Paul Glaze as Chair and Raymond Dennison seconded.

Roger Neville-Smith proposed Carole Cotterill. C C thanked him but declined to stand.

Paul Glaze was elected as Chairman.

The Acting Chair handed over the chairing of the meeting to Paul Glaze

## **7. APPOINTMENT OF NEW AFO.**

The Board welcomed the appointment of Roger Dart as the new AFO

## **8. RESIGNATION OF COMPANY SECRETARY AND BOOK-KEEPER**

Lisa de Geer resigned as Company Secretary and Book-keeper on 2nd August 2013 with immediate effect, as she will be taking her month`s notice as holiday leave.

### **ACTION POINT 2**

Until the situation is resolved the AFO will be asked to fulfil these duties.

## **9. CORRESPONDENCE**

The board discussed the letters from Julia Crocker and Lisa de Geer

## **10. MATTERS ARISING**

(i) HIE/LEADER have agreed to extend the funding for the CDO and AFO until 31<sup>st</sup> December 2013. The extra funding is conditional on the Board taking part in an HR workshop on Stronsay with Fiona Smith.

### **ACTION POINT 2**

Paul Glaze to arrange date for workshop

(ii) The Acting Chair has registered an interest in the North Isles Development Partnership

Scheme on behalf of SDT. If Board members would like further information, a similar scheme can be found on the Scapa Flow landscape Partnership Scheme's website and blog

**ACTION POINT 3**

Chair to nominate a Director as contact point for Ellie Pearson if the scheme goes forward

(iii) The Acting Chair has replied to Francesca at Orkney Micro Renewables confirming SDT interest in helping with the survey.

**ACTION POINT 4**

Director to volunteer to take survey.

(iv) See PO's report

(v) Following the resignation of Paul Riley and Lisa de Geer only one bank signatory remains. The Trust needs two signatories on company cheques.

**ACTION POINT 5**

AFO, Paul Glaze and Carole Cotterill to be added to list of signatories

Tony Withers, Roger Dart and Lisa de Geer joined the meeting

## **11. PROJECT OFFICER'S REPORT**

(i) BISCIC

There was a vote carried to enable BISCIC to take over the day-to-day running of the Enterprise Zone.

**ACTION POINT 6**

Chris Evans was elected onto the board of BISCIC/SREL.

(ii) SITE HUT

D.Fernley's quote for electrical installation had been accepted but work had yet to commence

(iii) ENTERPRISE ZONE

Various issues with Building Warrants still to be confirmed.

(iv) HALL HEATING

The Community Association's grant deadline extended to February 2013. It was agreed that they should put the work out for tender in the Orcadian. Tenders to include installation.

(v) OHAL

Not suitable for Housing for the Elderly.

(vi) CURRY BROS coming out shortly re slipway

## **12. COMMUNITY FUND APPLICATIONS**

(i) One application was put in front of the board.

(ii) There are a number of individuals who have expressed interest in applying for the Educational & Skills Training Bursaries.

## **13. ANY OTHER BUSINESS**

The OIC representative has been to out to Stronsay for a meeting with Julie Andrew and Andy Rose and finalised the agreement for the GP Referral Scheme.

## **14. DATE OF NEXT MEETING**

September 11<sup>th</sup> at 7 PM at the Community Hall

## **15. CLOSE OF MEETING**