

Stronsay Development Trust

Company Number SC271553
A Scottish Charity, Charity Number SC038888

Board Meeting on Wednesday 16 October 2013 at 7 pm in the Community Centre

MINUTES

PRESENT

Paul Glaze (Chair)
Viv Erdman
Carole Cotterill
Raymond Dennison
Chris Evans

Cora Goodram
Val Stone-Lucas
Stephen Weaver
Yvonne Weaver
Nina Gleed

IN ATTENDANCE

Neil K Hearn
Julie Andrew
Ian & Cindy Hockley

1. APOLOGIES

Roger Dart
Jacqui Dennison
Tony Withers

Tracey Boler

2. WELCOME BY CHAIR

The chair welcomed everyone and thanked them for attending. The chair explained to members that they would have time for questions at the end of the Board Meeting. As the meeting was quorate he opened the meeting.

3. MINUTES OF MEETING dated 11 September 2013 (attached)

Steven Weaver advised that the following section in red needed to be added to the minutes and that with this amendment Carole Cotterill proposed and Steven Weaver seconded the adoption of the minutes.

Property in Kirkwall

Steve Weaver suggested that the possibility of acquiring a property for use by Stronsay Residents attending training courses or the like on the mainland of Orkney should be considered by the Trust. This matter would be investigated and a report brought back to a future meeting.

4. COMMUNITY DEVELOPMENT OFFICER'S REPORT (attached)

The Chair went through this report in brief and some discussion followed about the Fuel Poverty grant and eligibility criteria.

5. PROJECT OFFICER'S REPORT (attached)

The Chair presented this report and highlighted the following points:

BIS CIC will run the Enterprize Zone with Chris Evans as the SDT representative on the board.

Delays had occurred with the tender process due to the lack of signatories for the bank account and would require the tender to be re-advertised and the project start date pushed back into the New Year.

6. ADMINISTRATION & FINANCE OFFICER'S REPORT (attached)

The attached report was presented by the Chair and noted by the Board.

7. OUTSTANDING ACTION POINTS AND MATTERS ARISING

The Chair introduced this topic and advised that a comprehensive review of all outstanding points would be undertaken by the AFO and a report on the status of these items would come to the next meeting.

8. I. T. REVIEW

This item was introduced by the Chair who explained that the needs of the Trust and its directors/employees would be reviewed and a paper brought to the Board at a later date for discussion and approval.

9. OFFICE FACILITIES

The Chair briefed the Board on the options explored to find temporary accommodation for staff to work when on island. The recommended solution is to make use of a spare room at Viv Erdman's home.

10. BANKING FACILITIES at COOPERATIVE BANK

Meeting of Directors on 4 September approved the following directors to act as signatories to this account:

PM Glaze	CA Cotterill	CA Goodram
VJ Erdman	CDN Evans	VS Stone-Lucas

In addition Roger Dart and Lisa De Geer are signatories to this account.

11. INSURANCE REVIEW

AFO has been asked to review Trust's insurances with Broker and report back to Board in due course.

12. PROGRESS WITH HEALTHY LIVING CENTRE AND OTHER GRANTS

Letter received from OIC and AFO will see if the software can be ordered and invoiced by the supplier.

13. ANY OTHER COMPETENT BUSINESS

Appointment of Treasurer.

Discussed in detail and agreed to be deferred until after meeting with Burness Paul to understand role of this office bearer. Proposed by Carole Cotterill and seconded by Paul Glaze.

Company Policies Review

The Chair advised that the AFO had been asked to review all the policies currently in place within the Trust and take advice to ensure that they met current legislative and business requirements. These revised policies would be brought to the Board for approval.

Staffing Workshop

The Chair advised that this event had been postponed to a date yet to be agreed in November/December 2013.

New Member

Neil Hearn was attending this meeting as a visitor with a view to becoming a member of the Trust.

14. DATE OF NEXT MEETING

Wednesday 20 November 2013, 7 pm at the Community Centre.

15. CLOSE OF MEETING

The chair thanked all who had attended and closed the meeting.

RJD, 11 November 2013