

# Stronsay Development Trust

Company Number SC271553  
A Scottish Charity, Charity Number SC038888

**Board Meeting on Wednesday 20 November 2013 in the Community Hall at 7 pm**

## **AGENDA**

### **Confidential part of the meeting 7pm – 8 pm**

#### **1. APOLOGIES**

#### **2. WELCOME BY CHAIR**

#### **3. CONFIDENTIAL MINUTES FROM PREVIOUS MEETINGS** (papers circulated)

- (i) Board Meeting 11 September 2013*
- (ii) Board Meeting 16 October 2013*

#### **4. CONFIDENTIALITY AND TRANSPARENCY**

#### **5. COMMUNITY FUND**

- (i) Fuel Poverty Grant*
- (ii) Educational and Skills Training Bursary*
- (iii) Applications*
- (iv) Expressions of Interest*

#### **6. ANY OTHER CONFIDENTIAL BUSINESS**

### **Open part of the meeting 8 pm – 9 pm**

#### **7. MINUTES FROM PREVIOUS MEETINGS** (papers circulated)

- (i) Board Meeting 16 October 2013*
- (ii) Board Meeting 9 November 2013*

#### **8. ACTION POINTS AND MATTERS ARISING** (paper circulated)

- (i) Action points from the board meeting 12 March 2013*

AP 1 - Drafting of Director's Code of Conduct  
AP 15 - Clearances for the ECO Club Volunteer

- (ii) Action Points from the Board Meeting 17 April 2013*

AP 1 - Staffing to improve and maintain the Website  
AP 2 - Visit from the Curry Brothers regarding Slipway  
AP 3 - Agreement between the Greenhouse Group and SDT

- (iii) Action Points from the Board Meeting 22 May 2013*

AP 12 - Installation of Water and Electricity to Site Hut at the Lobster ponds

- (iv) Action Points from the Board Meeting 29 May 2013*

AP 2 - Date of EGM for voting on amendments of Articles of Association  
AP 3 - Review of Correspondence Policy  
AP 5 - Information Meeting about the Lobster Ponds and the Enterprise Zone  
AP 6 - Meeting with the Community Association regarding the Hall Heating Grant

*(v) Action Points from the Board Meeting 19 June 2013*

AP 1 – The Company Secretary to contact Burness regarding the amendments of the Articles of Association

AP 2 – The Company Secretary to circulate the final draft to all Board members who are to reply with approval within one week.

AP 3 – The PO to order plaques for Trust and Community Fund funded projects

AP 4 – AFSO to Submit application to Community Fund towards Capacity Funds.

AP 7 – PO to apply for funds for a Feasibility Study on the need for housing for elderly on Stronsay and subject to grant approval arrange for the study to be made.

AP 8 – The Company Secretary and Roger Neville-Smith to arrange a meeting with the Greenhouse group to discuss the agreement with the group and SDT.

AP 10 – Treasurer and AFO to draft a job description of a Greenhouse Co-ordinator

*(vi) Action Points from the Board Meeting 21 August 2013*

AP 3 – Director to be nominated as contact point for the North Isles Development Partnership

AP 4 – Orkney Micro Renewables survey requires Director to volunteer to undertake survey on behalf of the Trust.

*(vii) Action Points from the Board Meeting 9 November 2013*

AP 1 – The Chair to write a draft letter of thanks to Paul Glaze to be presented at the Board meeting 20 November 2013.

AP 2 – The Chair to write a letter of thanks to the SREL Chair for the offer of “caretaker” Chair.

AP 3 – The Chair is to request a quote from Sorton Partners for writing of policies and procedures.

AP 4 – Valerie Stone-Lucas to write to OSCR and retract her letter.

AP 5 – The Company Secretary to write to OSCR and inform about the Board’s comments on the letter by Valerie Stone-Lucas.

AP 6 – The Chair is to inform the staff that they are to encourage applicants to the Community Fund.

*(viii) Any Other Matters Arising*

**9. CORRESPONDENCE**

*(i) Letters from Julie Andrew*

**10. CHAIR’S REPORT**

*(i) Enterprise Ready Fund (paper circulated)*

*(ii) Government Knowledge Training Course for Staff*

*(iii) Outcome of Grievance with Apologies*

*(iv) Staffing Workshop*

*(v) IT Review*

**11. SECRETARY’S REPORT**

*(i) Full Member Application and Resignations*

*(ii) Update of Website*

*(iii) Storage and Filing*

*(iv) Decision Making and Financial Commitments*

*(v) Monthly Limpet Article*

*(vi) Update of Registers*

*(vii) Correction of Minutes from Board Meeting 21 August*

*(viii) Resignation of Director Paul Riley*

*(ix) Open Meeting with Burness regarding Amendments of Articles of Association*

- (x) Annual Report*
- (xi) Date of AGM*

**12. ADMIN AND FINANCE SUPPORT OFFICER'S REPORT**

**13. COMMUNITY DEVELOPMENT OFFICER'S REPORT** (paper circulated)

- (i) Stronsay Tourism Group*
- (ii) HIE Marinas/pontoon Meeting*
- (iii) Annual Event Weekend – Stronsay Fest*
- (iv) Ranger*

**14. PROJECT OFFICER'S REPORT**

- (i) Enterprise Zone*

**15. PROJECT REPORTS**

- (i) SREL Wind Turbine project*
- (ii) BIS CIC*
- (iii) Greenhouse Group*
- (iv) ECO Club*
- (v) Youth Greenhouse Project*

**16. ANY OTHER BUSINESS**

**17. DATE OF NEXT MEETING**

**18. CLOSE OF MEETING**

*LDG*  
*November 2013*