

# Stronsay Development Trust

Board Meeting on 13 February 2013 at the Community Hall 19.30

## Approved Minutes

**Present:** Paul Riley (Chair) Nina Glead, Stephen Weaver  
Viv Erdman Karen Griffin Yvonne Weaver  
Cora Goodram

**Apologies:** Malcolm Addison (Vice Chair), Roger Neville-Smith(Treasurer)

**In Attendance:** Tracey Boler (SDT member), Julia Crocker (AFO),  
Lisa De Geer (Company Secretary), Jacqueline Dennison (CDO)  
Leo Martini-Brown (SDT member), Marion Miller (YGPW),  
Colin McAlpine (SDT member), Andrew Rose (SDT member),  
Valerie Stone-Lucas (SDT member), Anthony Withers (TDO)

### 1. Welcome by the Chair

Paul Riley welcomed everyone, and thanked them for attending. The Chair gave a special welcome to Jacqueline Dennison, the newly appointed Community Development Officer, and Anthony Withers, the newly appointed Project Officer.

### 2. Minutes of Previous Meeting

RESOLVED: Cora Goodram proposed, Stephen Weaver seconded and the minutes from the board meeting on 16 January 2013 were formally approved.

### 3. Matters Arising

#### 3.1. *Development Plan*

To be discussed under Any Other Business.

### 4. Correspondence - none

### 5. Chair's report

#### 5.1. *Members Participation at Board Meetings*

Paul Riley informed that members are to contact the Company Secretary in writing 10 days before the board meeting if they wished to have an item on the agenda.

#### 5.2. *New Community Development Officer and Project Officer*

Paul Riley presented and welcomed Jacqueline Dennison as the new Community Development Officer and welcomed Anthony Withers to his new post as Project Officer.

*Tracey Boler, Leo Martini-Brown, Colin McAlpine, Andrew Rose and Valerie Stone-Lucas were asked to leave the meeting since confidential items were to be discussed.*

## **6. Secretary's Report**

### *6.1. Approval of Accounts 2011/12*

Stronsay Renewable Energy Ltd held a financial meeting on 9 January (postponed from 19 December) with Alan Long, accountant from the Long Partnership. The SDT Directors were invited in order to be informed of the trading subsidiary and its finances. The minutes by SREL from the meeting 9 January were circulated.

At the SREL meeting, Alan Long asked the Directors of the SDT board to note:

- a. To adjourn board meetings if there is not a quorum;
- b. To have a Director chairing board meetings;
- c. To have an appropriate number of Directors.

RESOLVED:

- a. The board has noted the above and will do so in the future;
- b. Nina Gleed proposed, Cora Goodram seconded and the board approved the accounts 2011/12.

### *6.2. Approval of Annual Report 2011/12*

RESOLVED: Nina Gleed proposed, Stephen Weaver seconded and the board approved the Annual Report 2011/12.

### *6.3. Full Member Application*

RESOLVED: The board welcomed Rhoda Goodram as full member of the Trust. The number of members is now 81.

### *6.4. Request for Inspection of the Register of Members*

Paul Glaze inspected the Register of Members Thursday 17 January with the purpose to see if it complies with requirements of the Companies Act 2006 and that it accurately records the necessary details.

### *6.5. Request for a Copy of the Register of Members*

Paul Glaze has requested a copy of the register of members with the purpose;, in order to canvas for his own election as Director of SDT to make contact with persons on the register by means of letter, email and word of mouth; to encourage active participation in the AGM, specifically in the election of Directors, and in so doing enhance their democratic endorsement.

Paul Glaze has stated that he will not share any information on the register of members.

ACTION: Lisa De Geer will send Paul Glaze a copy at the latest 19 February.

#### *6.6. Open Board Meetings and Confidential Items*

There has been an issue with members in attendance having to leave board meetings when confidential items have been discussed.

RESOLVED: The board agreed that the board meetings should continue to be open to the public to encourage participation and enable transparency. Any confidential items will be deferred to the end of the meeting if there are members in attendance

#### *6.7. Director's Role Description*

The Company Secretary had brought Director's Role Description forms to be signed by all Directors.

*Tracey Boler, Leo Martini-Brown, Colin McAlpine, Andrew Rose and Valerie Stone-Lucas came back to the meeting and were informed about the decision to defer confidential items to the end of meetings.*

### **7. Admin and Finance Report**

#### *7.1. Financial Report*

##### *7.1.1. Capacity Funding*

The payments from SDT capacity funding during January 2013 were as follows:

Payee	Amount	Notes
Secretary/Admin salary gross	468.33	
Orcadian	230.00	Two adverts for Project Officer
Stronsay Community Association	51.75	Hall Hire
TDO Anthony Withers	21.10	TDO Travel*
TDO Anthony Withers	2083.33	TDO Salary*
<b>Total</b>	2854.51	

\*TDO salary and expenses are to be recharged to SREL.

#### *7.2. Setting up of Community Interest Company*

Julia Crocker informed about the progress of setting up the Community Interest Company.

RESOLVED: The board agreed for the company to be named Business Initiatives Stronsay CIC.

#### *7.3. Future Staffing*

The board discussed the need for future staffing after the funding stops for the CDO and AFO 30 September 2013.

RESOLVED: The item will be carried forward to the next agenda.

#### *7.4. Stronsay Community Fund*

##### *7.4.1. Alteration of Policy and Guidance*

RESOLVED: The board agreed that an application will be conditional on the form having been completed with guidance from staff who have the knowledge and experience of the Trust's charitable purpose and understand what is required to demonstrate financial due diligence.

#### *7.4.2. Applications*

The Trust has received one application for OLEX equipment. A letter asking for a discussion and further information has been sent.

*Marion Miller arrived at the meeting.*

#### *7.4.3. Affordable Warmth Grant and Educational and Training Bursary*

RESOLVED: The board agreed for the staff to draft a suggestion for an affordable warmth grant and an educational and training bursary to be presented at the next board meeting.

#### *7.5. Cooperation with Stronsay Community Council*

##### *7.5.1. The Fishmart*

Julia Crocker attended a Fishmart subgroup meeting on 14 January with Viv Erdman, Adrian Miller and Ian Cooper from Stronsay Community Council.

NOTED:

- a. Julia Crocker will help Stronsay Community Council with an application to the Community Fund.
- b. The subgroup felt that project management support in Stronsay would be big advantages on the project of refurbish the Fishmart. Julia Crocker has suggested an application to the Community Fund for a fixed term contract.

##### *7.5.2. Stronsay Tourism*

RESOLVED: The board agreed to promote Stronsay tourism together with Stronsay Community Council and support a tourism group/association.

#### *7.4. PQASSO*

Policies for Discipline, Grievance and Line Manager's Guidance has been finalised and circulated to the Directors.

### **8. TDO report**

#### *9.1. Enterprise Zone Update*

##### *9.1.1. Purchase of Site Hut*

The board was given an update about the progress of the Enterprise Zone of the purchase of a site hut and a separate toilet block.

NOTED: Anthony Withers visited the OIC planning department after Colin McAlpine raised concerns at the previous meeting for the use of the site hut as SDT/SREL office. They confirmed that that there were no issues with having an office/welfare port cabin during the build period and no planning permission was required.

##### *9.1.1. Information Article in the Limpet about the Enterprise Zone*

The article in the January issue of the Limpet about the revised plan for the Enterprise Zone has received a positive response and no negative feedback.

##### *9.2. Slipway*

The Trust is still waiting for a reply from OIC Marine regarding the proposed slipway.

### *9.3. Fuel Poverty Grant Scheme*

Has been discussed under AFO report (affordable warmth grant).

### *9.4. Hall Heating Lottery*

Damian Stout (Chair of Stronsay Community Association) has informed the Trust that they will soon start the process of asking for new quotes for the heating and insulation upgrade of the Stronsay Community Hall.

### *9.5. North Isles Broadband Project*

Jacqueline Dennison (CDO) and Anthony Withers (TDO) have attended an informative meeting regarding an inter-island project to upgrade the broadband access on Orkney. An informational paper was circulated to the board prior to the meeting.

RESOLVED: The board agreed for the Trust to be part of the project.

## **10. Project Reports**

### *10.1. Wind Turbine*

#### *10.1.1. Curtailment and Alternative Ways of Making Use of Generated Power*

The board was informed that curtailment has started. Community Power Orkney will apply for grants to investigate ways of making use of generated power when not being used on the National Grid. A brief on production of hydrogen was circulated to the board prior to the meeting.

NOTED: SREL will keep the Trust updated on the progress of alternative usage of generated power.

#### *10.1.2. Gift Aid from SREL*

SREL had a turnover of £397,000 for the financial year 2011/12, and has decided to gift aid £160,000 to the Community fund.

### *10.2. Greenhouse Group*

There is a problem with fungi and wood rot in the greenhouse.

RESOLVED: The board advised the group to apply for a grant from the Community Fund to replace the wood.

### *10.3. ECO Club*

Karen Griffin declared a conflict of interest.

Marion Miller gave a short resume of the Eco club and presented letters of support to the board. Material had also been circulated prior to the meeting. The board expressed its appreciation of the ECO club and the work Marion Miller has done to keep this going. After a discussion about the different possibilities for the future of the ECO club it was;

RESOLVED:

- a. There is a need for a seasonal post to organise the ECO club and the Youth Greenhouse Group (Plot to Plate). This can be incorporated in a Ranger post. The CDO will start with the progress of applying for funding for a Ranger;
- b. The Trust has no funds to employ someone in the interim period;
- c. No decision was made about the interim period;

ACTION: The board is to discuss, consider and decide for alternatives for the interim period before the next meeting.

#### *10.4. Youth Greenhouse Group*

Marion Miller gave short information about the project up to date.

RESOLVED:

- a. Marion Miller's travel expenses have been approved by the board via email.
- b. The remaining part of the project will be discussed at the next meeting.

### **11. Any Other Business**

#### *11.1. Development Plan*

Julia Crocker handed out the new draft of the development plan.

RESOLVED: The item will be carried forward to the next agenda.

ACTION: The board is to read and comment the draft before the next meeting.

### **12. Date of next meeting**

Next board Meeting; Wednesday 13 March at 7.30 p.m. in the Community Hall.

*[A decision to move the meeting to Tuesday 12 March was taken after the meeting. LDG]*

### **13. Meeting Closed at 21.30**