

Stronsay Development Trust

Company Number SC271553
A Scottish Charity, Charity Number SC038888

**Board Meeting on Wednesday 22 May 2013
in the Community Hall at 7.30 pm**

MINUTES

PRESENT

Paul Riley (Chair)	Cora Goodram
Carole Cotterill (Vice Chair)	Roger Neville-Smith (Treasurer)
Raymond Dennison	Valerie Stone Lucas
Viv Erdman	Stephen Weaver
Paul Glaze	Yvonne Weaver

IN ATTENDANCE

Lisa De Geer (Company Secretary)
Jacqueline Dennison (Community Development Officer)
Anthony Withers (Project Officer)

The CDO and the PO were not present at the beginning of the meeting.

1. APOLOGIES

Tracey Boler, Christopher Evans

2. WELCOME BY CHAIR

The chair welcomed everyone and thanked them for attending. A special welcome was given to all new Directors.

NOTED

The chair informed about the site visit at the Lobster Ponds/Enterprise Zone with the PO.

3. APPOINTMENT OF DIRECTOR

RESOLVED

Nina Gleed had been appointed Director via email vote between meetings. This decision was confirmed by show of hands.

4. CHAIR'S REPORT

(i) *Resignation of AFO*

NOTED

As a result of the AGM, the AFO has resigned.

ACTION POINT 1

The Chair is to write a letter of thanks and appreciation to the AFO from the board.

ACTION POINT 2

The CS is to collect money from the Directors towards a leaving gift for the AFO.

(ii) Grievance

NOTED

The Chair informed the board about a formal grievance from the AFO regarding correspondence from Leo Martini-Brown, Director at the time.

RESOLVED

a. All directors can approach employees for information etc. but any comments on performance should go via the line manager.

ACTION POINT 3

Paul Glaze abstained and the remaining Directors agreed that the chair is to send a letter from the board to the AFO, apologising on the behalf of the elected Director and inform her about the support and appreciations she has of the board. The board has always been very satisfied and grateful of the AFO's work.

ACTION POINT 4

The chair is to draft a letter to Leo Martini-Brown informing about the board's decision. This letter is to be sent to the board for approval before posting.

(iii) Resignation of Directors

a. Resignation of Leo Martini-Brown

NOTED

Leo Martini-Brown resigned two weeks after the election at the AGM and didn't want to be registered with Companies House.

According to Companies House, LMB has to be register with them for the period he was a Director.

ACTION POINT 5

The CS is to contact LMB to inform him about the advice given from Companies House and to register him for the two weeks period.

ACTION POINT 6

The chair is to write a letter to LMB regarding his resignation.

b. Resignation of Malcolm Addison

NOTED

Malcolm Addison has resigned as a result of the AGM.

ACTION POINT 7

The chair is to write a letter of thanks for all the years of voluntary work for the Trust.

(iv) Written Complaint from Julie Andrew

NOTED

The board was informed about the complaint from Julie Andrew.

RNS has written to JA to confirm that the he has understood what she is writing.

ACTION POINT 8

RNS is to write again asking for a reply or a retraction and attached the timeline for the Lobster Ponds made by the PO.

NOTED

It was noted that the board has a duty of care for employees.

ACTION POINT 9

The board agreed unanimously that the chair is to write a letter to the PO about their confidence in him and to express their excitement about the Enterprise Zone project and the future of the Lobster Ponds.

Lisa De Geer, Company Secretary, left the meeting 21.00.

5. FUTURE STAFFING

NOTED

- a. The board discussed the continued need for the AFO, CDO, Company Secretary and Book keeper.
- b. The AFO and CDO posts are funded to the end of September.
- c. The Trust has an income from the Turbine and will be expected to at least part fund any staff costs from the Community Fund.
- d. The staff works as a team and several duties are interlinked.

RESOLVED

The board agreed to have the AFO and CDO posts after September 2013 even if they need to be funded fully by the Community Fund.

ACTION POINT 10

The chair is to liaise with HIE for recruitment of a new AFO.

CDO, CS and PO entered the meeting 21.20.

10. PROJECT OFFICER'S REPORT

(i) Enterprise Zone

- a. Site hut

NOTED

There are no tender quotes for the refurbishment of the site hut.

Information was given on the option for installation of water and electricity.

ACTION POINT 11

All were in favour of the PO to refurbish the site hut.

ACTION POINT 12

The board agreed for the PO to order the installation of water and electricity to the site hut.

12. COMMUNITY FUND

(iii) Applications

- a. Stronsay Tug-a-War Team

Stephen Weaver proposed, all agreed and the board granted the Stronsay Tug-a-War Team £229 for the purchase of a new tug-a-war rope.

8. SECRETARY'S REPORT

(iii) Registered Office

NOTED

The companies registered address needs changing after the resignation of the AFO.

RESOLVED

The board agreed for the new address to be:

Unit 1, Wood's Yard, Stronsay, Orkney, KW17 2AR

ACTION POINT 13

The CS is to change the registered address with Companies House.

ACTION POINT 14

The CS is to arrange for a redirection to the new address for the period of 1 year.

13. ANY OTHER BUSINESS

(i) Ranger

NOTED

The board was informed about the application dead line to Scottish Natural Heritage for a Ranger post is in September.

ACTION POINT 15

A sub group with RNS, the CDO and the PO is to present a job description at the June meeting.

(ii) AFO Duties

NOTED

Up until there is a new AFO in place, there will be a shortage of staff to cover all necessary duties.

RESOLVED

The board agreed for the CS to cover the AFO duties up until there is an AFO in place. The CS's working hours will be increased by 17.5 hours per week and the Trust will apply to the Community Fund.

Due to lack of time, only the most urgent items under the Project Officer's Report, Secretary's Report and the Community Fund were brought up at the meeting.

ALL OTHER ITEMS ON THE AGENDA WAS DEFERRED TO THE NEXT MEETING.

14. DATE OF NEXT MEETING

Wednesday 29 May, 7 pm.

15. CLOSE OF MEETING – 21.50

LDG

June 2013