

Stronsay Development Trust

Company Number SC271553

A Scottish Charity, Charity Number SC038888

MINUTES: Board Meeting held on Thursday 14th September 2017 at the Community Hall

In Attendance

Carole Cotterill (Chair)
Julie Andrew
Richard Seeber
Raymond Dennison

Susanne Davidson
Mike Erdman
Kevin Kent

Welcome by the Chair

The Chair welcomed everyone to the meeting and thanked Mike Erdman and Susanne Davidson for coming forward to fill vacancies until the AGM.

Approval of Minutes and Confidential Minutes of 3rd August 2017 Board Meeting

Richard Seeber proposed, Kevin Kent seconded and both sets of minutes were approved.

Correspondence

The Chair read out a letter from Kevin Scott-Howells, thanking the Trust for the educational bursary for his son, Connor, and a 'thank you' note from Hamish Auskerry for the educational bursaries he has received.

The Trust has received two applications for membership and one application to renew a membership. Carole Cotterill proposed, Julie Andrew seconded and all three applications were approved.

Company Secretary and Operations Manager

The Chair advised the Board that Suzanne Clements had been offered the post and had accepted. Suzanne and her husband are in the process of moving to Stronsay and Suzanne is planning to arrive during the last week in September to begin her induction voluntarily, and will commence her contract on 1st October.

Date for AGM

The 19th October was considered as the date for the AGM. However, the Chair cautioned that it might need to be later due to the amount of information to be passed to the new Company Secretary.

VAO training for Employers

Richard Seeber asked if a list of dates could be provided. The Chair will speak to Hannah Ker, who will be giving the training course.

ENTERPRISE ZONE

Big Lottery Grant (£430,000)

With the building completed the Chair submitted the End of Grant Report to David Knight, the Trust's Funding Officer at Big Lottery and received a very complimentary letter in response, which was circulated to the Board and which included the following comments.

"Your report completes the monitoring requirements of the grant which will now be closed.....

I would take this opportunity to acknowledge all the time, effort and dedication you and the Board of SDT have given to bring all the projects to this stage and to congratulate you on your significant achievement"

Julie Andrew proposed that a copy of David Knight's letter should be included in the Limpet. Raymond Dennison seconded, all in approval.

I T Equipment

Orkney PC are willing to come out to Stronsay and set up the computers and printer.

Mike Erdman commented that the provision of one socket, insufficient overhead lighting and lack of insulation would not promote rental of the units. The Chair agreed and said that these were the only provisions made for the light industrial units in the original contract but that there were funds remaining in the Big Lottery account if the board agreed that it would like to improve the facilities. The Chair added that the CDO is planning to include the use of Unit 2 as a Recycling Centre in her Climate Challenge application, which would entail activating the 3-phase supply which is already in place.

Flooring

Rendalls are planning to come and lay the flooring shortly and help would be appreciated to clear all the boxes and furnishings into Unit 2.

Office Furniture

The Board considered two quotes, one from John Lewis for Business (£1,637.20) and the other from Orkney Office Supplies (£1,883.00). The Board agreed with Susanne Davidson that it would prefer to buy from the local supplier but the choice of units was more suitable from JL and OOS had warned there could be delays in delivery. Richard Seeber proposed, Mike Erdman seconded and the John Lewis quote was accepted.

A limit of £300 was suggested to cover the purchase of the smaller items of office equipment. Proposed by Raymond Dennison, seconded by Richard Seeber, approved.

Bulbs for the Bank

A budget of £50 was suggested for bulbs to be planted on the bank. Carole Cotterill proposed, Susanne Davidson seconded, approved.

Security Fencing

The surplus security fencing has been offered for sale on island through the Limpet and posters in the shops and there has been a good response. The funds raised will be paid in to the Big Lottery account.

8.30pm The Community Development Officer entered the meeting.

The CDO gave her monthly report (attached) and presented the applications for grant assistance from the Community Fund.

9.15pm The CDO left the meeting.

PAYMENTS

EZ

WRC construction Ltd - 2 invoices totaling £30,064.21
Proposed, Kevin Kent, seconded Richard Seeber, approved

Clark Thomson - increase in EZ insurance cover - £367.25
Proposed Carole Cotterill, seconded Raymond Dennison, approved

Brisant Secure Ltd - extra keys for EZ units - £182.25
Proposed, Mike Erdman, seconded, Julie Andrew, approved

McAdie & Reeve - carriage of meeting table and chairs - £276
Proposed, Kevin Kent, seconded Raymond Dennison, approved

John Dunne - grass cutting x 2 and weedkilling, as per quote - £110

SDT

Orkney Office Supplies - £51.22
Proposed, Carole Cotterill, seconded Richard Seeber, approved.

VAO - recruitment support services - £864
Proposed, Raymond Dennison, seconded, Kevin Kent, approved

John Dunne - pruning, Community Greenhouse - £50
Proposed, Kevin Kent, seconded, Julie Andrew, approved

END OF PUBLIC MEETING