

Stronsay Development Trust

Company Number SC271553

A Scottish Charity, Charity Number SC038888

Minutes of Board Meeting held on 21 October 2017 at the Trust offices at 6.30pm

In Attendance

Carole Cotterill (Chair)

Julie Andrew

Richard Seeber

Kevin Kent

Suzanne Clements (Co Sec)

Susanne Davidson

Mike Erdman

Laura Wood

Welcome by the Chair

The Chair welcomed everyone to the meeting.

Approval of Minutes and Confidential Minutes of 14 September 2017 Board Meeting

Mike Erdman proposed, Richard Seeber seconded and both sets of minutes were approved. Laura Wood abstained.

Approval of Minutes of 17 October 2017 Board Meeting

Carole Cotterill proposed, Susanne Davidson seconded and the minutes were approved with all in favour.

AGM preparation:

Carole Cotterill confirmed that Anne-Maree at the Storehouse would cater giving a quote of £4 per head for 40 people. Mike Erdman proposed that this be accepted, Richard Seeber seconded, all in favour.

The list of director nominees would be published in the Limpet, all agreed.

Housing Needs:

Imogen was on holiday so this was on hold just now, but Stronsay's proposals would be included with the application from all the relevant islands.

Anna Bliss-Davis would carry out a public consultation and give a presentation.

Susanne Davidson asked where the plots were, and Carole Cotterill replied that there was one in the village and two on the top road nearby the Community Hall.

Anna had asked Carole about boards for the presentation, she wanted to buy our own, Carole thought this would cost no more than £200.

Mike Erdman proposed that the boards be purchased if the price were no more than £200, Richard Seeber seconded and all were in favour.

ACTION POINT: CDO to provide quote for presentation boards.
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Enterprise Zone:

Orkney PC have installed IT equipment.

Office furniture has been paid for so should be on its way.

Building Standards have offered an extended building warrant to March 2019 and will allow us to have temporary occupation of units 1-3. The Chair asked the Board to consider whether they wanted to do this or wanted to request a completion certificate now.

Donald from WRC had said he was fine with extending the warrant as he felt a delayed completion certificate would not affect his 5% retention payment.

If a completion certificate was wanted now for Units 1-3 we would have to wait for Building Standards to come out and inspect and this could delay the occupation of the building.

Susanne Davidson queried whether occupation now would have repercussions for insurance.

ACTION POINT: The company secretary agreed to check on this.

Julie Andrew proposed provisional acceptance of extending the building warrant so long as insurance was not affected, Carole Cotterill seconded, all in favour.

Community Greenhouse:

Keder Greenhouses - the original quote for repairs was £6,504 including VAT with 2 panels being replaced (Roger and Marion's opinion had been that two panels were damaged), this is now £8,149.50 due to two additional panels being found to need replacement. The workmen replaced the two extra panels without first seeking permission. However, they had done a good job and the greenhouse was now very strong. They had done more than expected, replacing side plastic and putting in steel rods. They had left some spare plastic for patching.

THAW:

The meeting with Peter Rickard on 4 October had gone well. The Trust would contribute a certain amount into THAW's budget for 2 years and THAW would provide one full day of their support worker's time working in the community to advise about affordable warmth.

There was a desire among the Board to initiate the Fuel Poverty Scheme for the year as the paperwork always takes a long time to process, however with the upcoming AGM and Director turnover there was an issue with regard to signatories to release the funds. Bank mandates would need to be processed and the Co-op could take 6-8 weeks to process theirs. There was a suggestion that £9000 could be transferred from the Community Fund into the RBS current account to cover the fuel poverty payments. There was a further suggestion that it would be preferable to make fuel poverty payments via BACS rather than cheque. Carole Cotterill proposed that BACS should at least be used to pay staff wages, Susanne Davidson seconded, all were in favour. It was hoped that the new Board after the AGM would decide what other payments BACS should be used for.

Email decisions:

Keder Greenhouses - original quote was £6504 including VAT with 2 panels being replaced, this is now £8,149.50 due to two additional panels being replaced. Susanne Davidson proposed that this be accepted as it was done now, Kevin Kent seconded, all were in favour. All were in agreement to sell off the old panels.

Orkney PC - £3,215 plus installation charges. Richard Seeber proposed, Julie Andrew seconded, all were in favour.

Moved to confidential minutes - £1,000 educational Bursary. Carole Cotterill proposed, Susanne Davidson seconded, all were in favour.

Stronsay Community Association 50% of cost of Saltfish Forty concert – Kevin Kent proposed, Richard Seeber seconded, all were in favour.

NILPS letter/application: Carole Cotterill explained that this funding would allow the Trust to finish the Heritage Centre, and that Stronsay was the only Island which was receiving funding for this project. The Athenia lifeboat would be restored *in situ* and there would be 5 trainee boat building placements created. All approved the letter of application.

Payments:

VAO Recruitment Support - £455.20, Carole Cotterill proposed, Julie Andrew seconded, all in favour.

Orkney County Council (School) - printing £26, Kevin Kent proposed, Mike Erdman seconded, all in favour.

Fishmart accommodation and meals for Keder staff, £130, Richard Seeber declared an interest and abstained. Carole Cotterill proposed, Susanne Davidson seconded.

Ebenezer Stores, £38 for stamps, Mike Erdman declared an interest and abstained. Kevin Kent proposed, Julie Andrew seconded.

Rendall's for carpeting of office, £2081.99, Mike Erdman proposed, Julie Andrew seconded, all in favour.

Orkney office supplies: invoices for stamps and printer cartridge, Carole Cotterill proposed, Richard Seeber seconded, all in favour.

There had been a bill from Ian Cooper, 3 years' rent to the Community Council for the greenhouse at £25 per annum, Carole Cotterill proposed and Kevin Kent seconded, all in favour.

AOB: some community requests moved to confidential minutes.

ACTION POINT: Julie Andrew asked that the company secretary invoice SREL for 50% of the Enterprise Zone furnishings.

The keys for the Enterprise Zone building were discussed, it was agreed that a record be kept of who held keys.

END OF PUBLIC MEETING 8.30pm