

**Stronsay Development Trust**  
Company Number SC271553  
A Scottish Charity, Charity Number SC038888

**Board Meeting on Friday 10 November 2017  
in the Community Hall at 7.30 pm**

**MINUTES**

**In Attendance:**

**Richard Seeber (Chair)**  
**Mike Erdman (Treasurer)**  
**Kevin Kent**  
**Susanne Davidson**

**Alan Strong (Vice Chair)**  
**Duncan Bliss-Davis**  
**Steven Haskins**  
**Suzanne Clements (Secretary)**

1. The Chair welcomed everyone to the meeting. Apologies – James Davidson.
2. **Approval of minutes and confidential minutes of 21 October 2017.**  
Mike Erdman proposed, Susanne Davidson seconded, Alan Strong, Steven Haskins and Duncan Bliss-Davis abstained as they were not present, all others in favour.

ACTION POINT: The Secretary to publish the agreed public minutes.
---

3. **New Directors' pack and signatures to Directors' code of conduct.**  
The Secretary had supplied electronic copies of the Articles of Association of the Trust to all Directors. They had received a hard copy of the code of conduct and the role of the Director. All present returned signed copies of the code of conduct and signed copies of their role description.
4. **Disclosure of Directors' interests.**  
Directors need to disclose any conflict between their private interests and their role on the Board, to ensure that no Board member can gain financially from their Trusteeship. The Secretary therefore requested details to compile a register of directors' interests.

Richard Seeber: is no longer carrying out driving instruction, so this is not an interest for him. He does the postal round, runs the Fishmart, and carries out relief work for the airport and fire service.

Kevin Kent is a farm employee. He also does relief work for the fire service. His mother is Richard Seeber's sister-in-law.

Mike Erdman runs Ebenezer Stores and the Post Office. He also works servicing boilers. He is a Church of Scotland member, he is a night watchman for the ferry service, and he carries out relief work at the airfield. Steve Haskins is a sole trader in building work, and also does relief work at the airfield.

Susanne and James Davidson are mother and son. They are both students. Susanne carries out relief work at the airfield also but pointed out that relief work for Orkney Islands Council was never likely to cause a conflict with the work of the Trust.

Alan Strong has no business interests on the island at the moment, but he is a legal consultant to the construction industry and a psychologist, both of

which may form future business interests for him on the Island. He is the stepfather of the Community Development Officer Anna Bliss-Davis. Duncan Bliss-Davis has no disclosable business interests being a smallholder on the Island. He is the husband of Anna Bliss-Davis. It was pointed out that Anna's project work is carried out only with the approval of the Board as a whole and her payroll is operated by Voluntary Action Orkney in Kirkwall.

All were in agreement that the Trust's work must be transparent to Members and the community. It was unanimously agreed that Board meetings should be advertised as 'open chair', meaning that they are open to any resident of the Island to attend, except for the confidential part of the meeting which deals with applications to the Community Fund.

ACTION POINT: The Secretary to make this clear when the next Agenda was published.

**5. New membership applications**

There had been a membership application from Alexander Maclean. Susanne Davidson proposed, Richard Seeber seconded, all in favour.

ACTION POINT: The Secretary to write to Alexander confirming his membership.

**6. Report from the Community Development Officer**

Anna Bliss-Davis entered the meeting at 8pm to deliver her report.

*Matters Arising from the CDO's Report:*

- a) Applications to the Community Fund – Moved to Confidential Minutes
- b) Fuel Poverty Grants: It was unanimously agreed that the scheme should run as in previous years. Susanne Davidson pointed out that farms had been excluded in the past as being places of business. Duncan Bliss-Davis was not sure this was fair as a farmhouse is also a dwelling, the resident could still be in fuel poverty and the payment was the same to everyone, so it wasn't as though a farm could claim a proportion of its energy costs. On the application form the name of the account holder would be stated and if this was an individual rather than a business, surely the applicant would be eligible? There was only one application per household so the business could not be claimed for separately. This was agreed by all present. The question then arose regarding delivery of application forms – the CDO volunteered to hand-deliver to previous applicants. This was felt to be too selective, although it was important to get the message to the vulnerable and elderly.

ACTION POINT: The Chair offered to look into the cost of a blanket 'junk mail' drop.

ACTION POINT: The CDO had produced a poster and application form and would email these for approval.

Susanne Davidson left the meeting.

- c) Business Gateway offer training to business owners. Some home crafting businesses on the Island are interested in attending but the courses are only offered in Kirkwall and this would mean overnight stays. The CDO sought permission to invite Business Gateway to visit the Island to deliver courses.

All were in favour with the proviso that Business Gateway should be asked in the first instance to do this free of charge.

- d) Climate Challenge Fund: This application has now been made and the hope is that it will result in £84,043 being provided towards a carbon reduction project including a recycling centre for the Island. The decision is expected in the new year.
- e) Haulage of Glass Imploder: this was purchased by Rousay for a project which did not go forwards, they have donated it to Stronsay for use in the proposed recycling centre.

ACTION POINT: The CDO to obtain quotes for haulage.

- f) North Isles Landscape Partnership Scheme: this project promises many benefits for Stronsay including the preservation of the Island's archaeological sites, the conservation of the countryside and improvement to the walks and pathways. There are plans to renovate the *Athenia* lifeboat and the tidal toilet. Funding will enable the completion of the Heritage Centre and improve signage for paths and trails. There could be multiple job opportunities.

ACTION POINT: Mike Erdman suggested that the CDO check on the ownership of the *Athenia* lifeboat.

- g) Housing Project: there was a lot of information about this and it was agreed that a separate meeting should be held to discuss.

ACTION POINT: The CDO would email an overview to the Directors with some recent documentation to read. She would arrange for Luke Frasier to visit in January when the Board could meet him to be updated.

Anna Bliss-Davis left the meeting.

#### 7. **Bank mandates and signatories.**

With a change of Board it was necessary to update signatories on the Trust's bank accounts. The Secretary invited volunteers, all were willing but only three Directors were available to visit the bank on Tuesday 14 November to provide their ID – these were Richard Seeber, Kevin Kent and Mike Erdman.

ACTION POINT: It was arranged to meet the Secretary at the Bank at 1pm on Tuesday 14 November to complete the paperwork.

#### 8. **Business Initiatives Stronsay CIC – Directors and banking**

This subsidiary company was originally set up with a view to managing the Enterprise Zone. At the moment only one Director serving on the Board of BIS has agreed to stay in post, Raymond Dennison. More directors and a treasurer would be needed if the company was to become operational. The Secretary had looked into opening a new bank account for BIS on the instruction of the former Chair, and asked for a volunteer to be the named treasurer in order to complete the application. Alan Strong was willing but said he could not see the need for a separate company. Richard Seeber agreed. All decided that the question of BIS would need to be looked at more carefully before taking further steps.

**9. Email decisions for ratification – Enterprise Zone completion certificate**

The Directors had agreed by email to request a completion certificate for the building rather than an extension of the building warrant. All were in agreement that this was the right decision as funds were not yet available to complete the Heritage Centre. Richard Seeber proposed, Kevin Kent seconded, all in favour.

**ACTION POINT:** The Secretary to correspond with Francis Colborn-Veitch to arrange a visit date.

**10. Invoices received**

Stronsay Fish Mart £130 – accommodation of Keder staff (last cheque made out to wrong party). Previously agreed, to be reissued.

Ebenezer stores £3.99 paper. Mike Erdman abstained, all others in favour.

Orkney Office Supplies £194.21 stamps, Epson cartridges and previous unpaid invoices, all in favour.

Stronsay Community Association £75.25 hall hire, all in favour.

Orkney PC £218.50 installation visit, all in favour.

Moncur Memorial Church £75 greenhouse site rent, all in favour.

J Holland £10.92 haulage, all in favour.

The Orcadian £122, Limpet publication, all in favour.

VAO £94.46 annual report and £455.20 recruitment, all in favour.

**ACTION POINT:** The above would be settled by cheque when the new bank signatories were in place.

**11. Invoices Out**

To Stronsay Renewable Energy Ltd for 50% of the fixtures and fittings of the Enterprise Zone.

To WRC for costs of electricity, broadband and storage while they occupied the portacabin.

**ACTION POINT:** The Secretary to issue the invoices.

**12. Line management of staff**

It was unanimously agreed that the line management of the Company Secretary and the Community Development Officer would be undertaken by the Board as a whole, which would make joint decisions. Alan Strong would act as mentor to the employees if they needed to discuss anything.

**13. Correspondence from Members**

There had been a resignation from a Member, who stated that he was not in sympathy with the 'aims or methods' of the Trust. Although invited to share his concerns and attend this meeting, the Member had not replied to correspondence.

Another Member had suggested that the membership of two of the Directors was not in order, however following correspondence he was now satisfied.

The same member had requested a minor correction to the Board minutes of 17 October.

**ACTION POINT:** It was agreed that the Secretary could publish a correction.

Alan Strong volunteered to assist with public correspondence going forwards and all were in favour.

The former Chair Carole Cotterill had written to the Board asking permission to buy the laptop she had been using for several years. As it was

surplus to requirements and quite outdated this was unanimously agreed. Alan Strong proposed that it be sold for £30, Richard Seeber seconded, all were in favour.

ACTION POINT: The Secretary to raise an invoice.
--

14. **AOB and end of Public Meeting**

There was no other business. The meeting closed at 11pm.