

Stronsay Development Trust

Company Number SC271553
A Scottish Charity, Charity Number SC038888

Board Meeting on Friday 15 December 2017 in the Community Hall at 7.30 pm

DRAFT MINUTES

In attendance:

Richard Seeber (Chair) RS
Mike Erdman (Treasurer) ME
Kevin Kent KK
Susanne Davidson SD
James Davidson JD
Duncan Bliss-Davis DBD
Steven Haskins SH

Anna Bliss-Davis (CDO) ABD
Suzanne Clements (Secretary) SC
**Shirley Whiteman (Community
Council Representative) SW**

1. The Chair welcomed everyone to the meeting. Apologies: Alan Strong.
- 2. Approval of minutes and confidential minutes of 10 November 2017.**

ME proposed, RS seconded, all in favour.
3. The Chair welcomed Community Council guest Shirley Whiteman. The Trustees discussed co-opting a Council member to the Board. The Council proposed that James Seaton be co-opted and Shirley Whiteman deputise for him. It was explained that the co-opted person would need to sign the Director's code of conduct and the document to show that he/she understood the Director's role, and during Trust meetings would be there as a Director of the Trust with the same responsibilities as other directors. Any deputy who was not officially co-opted could attend only the public part of the meeting. The Chair welcomed the move as this would promote closer working and co-operation between the Trust and the Community Council. SH proposed that James Seaton be co-opted at the next meeting, ME seconded, all in favour.
- 4. Bank mandates and signatories – update.**
The Secretary said that the RBS accounts had been updated to show the new signatories. She was still waiting to hear that the Co-op account had been updated. She had tried to chase this but the Co-op would not speak to her as she was not a signatory. There was a form to request that she be an 'approved person' for correspondence – this gave her no power over funds but allowed the bank to share information with her. SH proposed that the Secretary become an 'approved person', SD seconded, all in favour.

ACTION POINT: SC to complete form.

5. Data Protection Policy

The document from VAO had been circulated by email. DBD said that it does not cover what the Trust does, particularly in relation to grants. He suggested that other Trusts be contacted to share their own policies, or these may be published on their websites.

ACTION POINTS: The Secretary agreed to revise VAO's document to make it more specific to the Trust. She would share this with Alan Strong and a final version would then be circulated for other Directors to comment on. SC would contact previous Board members to ensure that they held no documentation which should be returned to the Trust.

6. 'Board Healthcheck' class.

The Chair explained that he had been contacted by HIE who were promoting this training for Trust directors. A questionnaire would highlight any areas where training could be beneficial and this would be followed by face-to-face tuition. SH and SD both expressed concern at the time involved to attend a 3 hour training session. RS explained that it was not necessary for every Board member to attend, but it would be beneficial for at least some to attend. The training was free. ABD had heard from other Trusts that the training had been received very positively. The Healthcheck and Skills Audit is undertaken by an organisation called HISEZ under contract to HIE. Workshops to meet any identified development needs are delivered by HISEZ.

ACTION POINT: It was agreed that all would do the questionnaire and SC would contact HIE to express interest in the training for at least some Board members.

7. Business Initiatives Stronsay CIC

DBD believed that it would be useful to retain BIS to manage the Enterprise Zone. ABD explained that other Trusts had used separate companies very successfully to accomplish things it would be difficult for a charity to do, such as make loans to small businesses.

ACTION POINT: It was agreed that SC would research how the Trust should interact with a subsidiary CIC and circulate this.

8. Email decisions for ratification

Enterprise Zone

SC updated the Board on progress. Building Control had visited on Monday and had seemed satisfied that completion could be given. Unfortunately they had then contacted RS to say that the plans submitted to them showed units 2-4/5 being fully insulated and lined with plasterboard. They were therefore unable to give completion until this was done. It seemed that while the previous Board had decided not to insulate the units to save on costs, they had not followed this decision up by revising the drawings supplied to the Council. RS said that in his opinion it would be preferable anyway to insulate the units rather than to place this burden on prospective tenants. It was necessary therefore to extend the building warrant, and by email the Board had agreed that the £100 fee could be paid to do this. This was ratified – ME proposed, DBD seconded, all in favour. The Secretary had also needed to pay £133 to register the building's sewerage discharge with SEPA, again this had been agreed by email and was now ratified, DBD proposed, KK seconded, all in favour. The Secretary explained that the Council were happy to confirm temporary occupation while the remaining work was done.

A discussion was held regarding the work needed on the building and it was agreed that if possible this should be carried out by local people.

CDO visit to Shetland

ABD had identified some training she believed would be useful for her. She is part funded by HIE and there is provision made for training costs within the subsidy from them.

The training is **Carbon Literacy for Communities in Lerwick on the 6th and 7th February 2018**. Keep Scotland beautiful (CCF) has teamed up with [Transition Turriefield](#), a previous recipient of a CCF grant based in Shetland, to make this happen.

The 2-day 'Carbon Literacy for Communities' course aims to get officers up to speed with the science behind climate change and likely impacts, but more importantly it will build confidence to speak about climate change and identify opportunities to reduce carbon emissions in the community. The training is accredited by the award winning [Carbon Literacy Project](#), run by the Manchester-based charity The Carbon Literacy Trust and learners will have the opportunity to go forward for assessment and receive official certification at the end of the training course.

ABD believed it would be very beneficial generally but also in association with our CCF bid.

The visit had been agreed by email and was now ratified, on condition that ABD apply for the 30% discount on the ferry journey. ME proposed, SH seconded, DBD abstained, all others in favour.

9. Fish farm proposal

SW confirmed that the Community Council would be contacting the company in question to invite them to hold a drop-in session on the Island. SW said that the proposal had the support of the Community Council. Although several members of the Board had strong opinions about the proposal, it was generally agreed that the Trust itself should remain neutral on the matter and refer any approaches to the Community Council. Board members attending the drop-in session would do so as private individuals and not as representatives of the Trust.

10. Invoices received

Orkney Islands Council Exercise referral scheme £691.81. RS proposed, KK seconded, all in favour.

William Shearer 5kgs banking mix £24.75. DBD proposed, ME seconded, all in favour.

Stronsay Community Council 10/11 hall hire £9.40, RS proposed, DBD seconded, all in favour.

Storehouse B&B accommodation for accountant £45/Supper for 40 - AGM £168/Refreshments for 16 - Audio event £48. KK proposed, ME seconded, all in favour. The last item would be reimbursed by 'Unheard Of'.

Orcadian – Limpet £134. RS proposed, DBD seconded, all in favour.

ACTION POINT: SC to check with Bruce Fletcher that monthly amounts were correct.

HSCHT delivery – individuals £35.25 each, £105.75 received from Sanday. RS and KK abstained, DBD proposed, SH seconded, all others in favour.

To reimburse SREL for paying Orkney PC – half £1716.75, KK proposed, RS seconded, all in favour.

Insurance renewal £1,939.09, RS proposed, DBD seconded, all in favour.

ACTION POINT: SC to circulate insurance documents.

VAO – previous cheque covered amount paid by last Board, cheque returned, now £94.46 to pay. DBD proposed, RS seconded, all in favour.

Staff wages and expenses were unanimously agreed and it was not thought necessary to raise these at every meeting. The process would be that SC would notify ME of expense amounts prior to requesting payroll run by VAO. Receipts would be retained for inspection.

11. HIE funding success.

SC confirmed that £4130 had been received into the Trust's bank account, funding from HIE towards the CDO role.

Alan Strong had been tasked with putting together the application for the following year's funding.

12. Fuel Poverty Applications

ABD had received 71 fuel poverty applications and was very pleased that so many islanders had taken advantage of the initiative. It was unanimously agreed that the payments should be made where requirements were met. *Details moved to confidential minutes.*

13. CDO Report

Due to the length of the meeting ABD did not propose to give a full report. She asked that directors read the THAW document she handed out detailing suggestions for mitigating fuel poverty, and let her have feedback.

ABD is a member of the Advisory Group for Wellbeing Orkney which is running this project.

ABD proposed that a separate 'Development Meeting' be held where she would provide a presentation on all project work and initiatives.

ACTION POINT: All to read THAW document and provide feedback.

ACTION POINT: Development Meeting scheduled for Monday 15 January 2018 at 6pm.

14. AOB

- DBD asked that any quote for the work on the Enterprise Zone include an amount to safely barricade the septic tank as this was a danger at night.
- SC mentioned the SIM card supplied as part of the new broadband account with BT, it was agreed this would be used in a travel 'phone to be kept at the office for when Board members or staff needed to visit the mainland on Trust business.

- Some fences previously offered for sale did not have feet. These would have to be offered as they were.
- All agreed that the sheeting removed from the Greenhouse during repairs could be made available for purchase to two interested parties.
- The CDO suggested that a book of ferry tickets be purchased for staff and Board members to use when travelling to Kirkwall on Trust business.

ACTION POINT: ABD to check with Orkney Island Ferries if this was possible.

- SC said that Orkney PC could do PAT testing of the office equipment in the Enterprise Zone. The Board preferred that a local person do this if qualified.

ACTION POINT: SC to contact Clive Martin to see if he could do this.

End of Public Meeting, meeting closed at 10.30pm.

15. Applications to the Community Fund – Confidential Minutes

16. Correspondence from Members – Confidential Minutes