

Stronsay Development Trust

Company Number SC271553
A Scottish Charity, Charity Number SC038888

Board Meeting on Friday 16th February 2018 in the Trust Office at 7.30 pm

In attendance:

Richard Seeber (Chair) RS
Mike Erdman (Treasurer) ME
Kevin Kent KK
Duncan Bliss-Davis DBD
Steven Haskins SH
Alan Strong AS
Suzanne Clements (Secretary) SC
Anna Bliss-Davis (Community Development Officer) CDO
Geoff Facey (Community member, guest) GF

Via Video/Teleconference

Jim Seaton (Community Council Representative) JS
James Davidson JD

1. The Chair welcomed everyone to the meeting, including JS and JD who would be present via video/teleconference. Apologies: Susanne Davidson.

Approval of minutes and confidential minutes of 19th January 2018.

AS proposed, SH seconded, all in favour.

2. Update on action points from previous meeting:

2.1 Data Protection Policy GDPR

It was agreed that SC would work with AS to ensure that the Trust complies with the GDPR. SC reported no action had been taken yet as there have been a lot of other things going on this month, eg Northwind

2.2 Invoice queries

SC had been asked to check if there were cheaper alternatives for limpet printing and had received a quote which would be in excess of what the Trust is currently paying. It was decided to continue with the current method.

CDO proposed the board consider offering a printing service to the community via woods yard in the future. It was felt that this could be considered at a later date and CDO would gather some details re costing etc.

2.3 Woods Yard Tenders

Six builders were initially approached to Tender for works on Woods Yard, three agreed to put in formal Quotes, two of these had been received. And deadline was set for coming week to receive the third. CDO Did not discuss details of any quotes and stated this would create a conflict of interest with parties present in the meeting. This would be moved to the confidential portion of meeting with said parties not being part of the discussion.

Discussion was had on Tendering for future works by the Trust. GF shared knowledge on how the Council approach tendering as well as having a list of approved workers. GF also discussed the need for relevant insurance etc with any contractor undertaking the works and was assured that this had been taken into account. The board would consider the points raised with JS Feeding back on how the Community Council tackles tendering.

2.4 Roles of the directors

SC to make the roles public so that the community knew who to approach. SC had sent around emails to confirm the board members were happy to have contact details shared. It was confirmed that JD was happy to take on Education and SC could now make the roles public.

2.5 Cleaner

SC to create advertisement. SC updated the board that two applications had been received and been interviewed, a recommendation was then given on the most suitable candidate.

3. Questions arising re: Northwind proposal

SC circulated minutes. AS updated the board and suggested that a list of questions be compiled to put to Northwind. All board members asked to forward their questions to AS before the next meeting.

AS also confirmed he would be visiting an existing project site, Hammer Hill with Allister Grey, to discuss how the financial model works.

4. Email decisions for ratification.

It was agreed that SC be able to purchase trestle tables no longer required by the trust for current market value.

RS proposed, KK seconded, all in favour.

5. Invoices received, banking and finance.

SC confirmed the following invoices awaiting payment:

Orcadian – Limpet £115

Business Stream/Scottish Water - £33.28

Orkney Office Supplies Ltd - £98.58

VAO – data protection policy - £19.20

HMRC PAYE/ NIC - £1470.69

OIC - exercise referral scheme - £ 315.02

Orkney Communities Webpage – £45

ME proposed, KK seconded, All in favour

An invoice from Clear Business Water for £581.07 was received that had been backdated for a number of years. The account contains incorrect/non-existing contact information so had never reached its destination in the past. It was unclear what the invoice covered the board agreed this needed further investigation. DBD to contact Clear Business Water and feedback at next meeting.

The secretary reported the current financial position as follows:

Financial Position February 2018

Co-op Community Fund
Balance at 31st Jan 2018 £56,053.78

RBS Current Acc
Balance at 30th Jan 2018 £12,768.00

RBS Building Acc
Balance at 19th Jan 2018 £19,154.60

6. AOB and end of Public Meeting.

6.1 Webpage – CDO felt that the current webpage was in need of updating and requested access.
All in favour

6.2 Scaffolding – GF had been into the office to discuss a proposition with the operations manager and the CDO.
GF has a selection of scaffolding available to buy and suggested the Trust could utilise for its own use and the use of the community as due to health issues he would no longer be taking on larger jobs. Discussion was had on the storage, legal obligations and training required. AS and SH to follow up with GF and feedback to the board.

6.3 Community Association – DBD suggested a better link with the Community Association and volunteered to approach them to find out whether a board member could join and feedback at next meeting.
AS proposed, SH seconded, all in favour

End of public meeting

7. Applications to the Community Fund – Confidential minutes

8. Correspondence from Members – Confidential minutes