

Stronsay Development Trust

Company Number SC271553
A Scottish Charity, Charity Number SC038888

Board Meeting on Friday 16th March 2018 in the Carpet room, Community Hall 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
Susanne Davidson SD
(teleconferencing for decisions)

1. Welcome and apologies – Chair Statement

apologies

Jim Seaton, Susanne Davidson, Jamie Davidson

The chair settled the question of whether he will be staying on the board and confirmed he would remain on board as Chair

2. Resignation of Operations Manager

Confirmed Suzanne Clements (operations manager and company secretary) resignation date 27th February 2018 without notice

A meeting was held by the board to discuss on Monday 5th March 2018

The basis being confidential.

Anna Bliss-Davis CDO would step in to cover Operations

3. Agreement of past minutes

Proposed	ME	Seconded	DBD	All in Favour	yes
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4. Action points from last meeting.

4.1 JS to feedback on how the Community Council tackles tendering.

JS sent an email updating the board on the community councils approach to tendering

It was agreed that the Trust would establish its own tendering procedure

Keeping it simple and following guidance on best practice to be presented at the next meeting for approval.

4.2 All board members to Send Northwind questions to AS to be compiled and actioned by AS

Still to be actioned due to a personal bereavement of the main Northwind contact

Action stays with AS

4.3 DBD to Contact Clear Business Water re greenhouse water bill

We have not paid a water bill since 2013 due to Clear Business having incorrect contact details, they have sent out a previous bill but obviously had no reply's.

DBD has supplied a reading showing use of 35 units in 5 years, they have waived £80 in late charges but require payment of rest. Discussed needs and what for the future? DBD to bring to the attention of the plot holders at upcoming meeting and discuss options

4.4 AS & SH to follow up on offer of scaffolding by Geoff Facey

SH advised GF that the Trust would be unable to purchase and to sell elsewhere,

It was noted that the legalities/procedures and management the Trust would have to go through to make use of the proposed scaffolding would be to great.

No further action required.

4.5 Duncan to approach Community Association on improving relations/communication

DBD Attended Community Association meeting and discussed/invited communications. No set plan decided upon moving forward so action stays with DBD to continue pursuing

5. Email decisions for ratification.

5.1 The board decided to award the contract of Woods Yard works jointly to Mark Jeffery and Stephen Haskins
SH abstained, SD present via teleconference all were in favour

5.2 It was agreed to proceed with the purchase of 5 x 20ft containers at the lower price of £750 per container plus VAT, all in favour

5.3 The board decided to not purchase scaffolding from Geoff Facey and It was decided to allow Stephen Haskins to communicate the board's decision, see item 4.4
no further action, all in favour

6. Treasurers Report - Invoices received, banking and finance.

ME presented Treasurers report

The Orcadian	(Limpet printing)	£119.00
Office Stationary	(Bulk Order)	£163.85
Invoices agreed		

Proposed	RS	Seconded	KK	All in Favour	yes
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Financial Position February 2018

Co-op Community Fund	
Balance at 23 rd February 2018	£53,427.28
RBS Current Acc	
Balance at 1 st March 2018	£4443.43
RBS Building Acc	
Balance at 1 st March 2018	£19149.60

7. Board health check update

Brief update was given to the board members unable to attend the Board Health Check Meeting held on Wednesday 7th March

In attendance at the meeting were RS, AS, DBD, ME

Two representatives from HIE came to work through different points and results of a Board questionnaire to enable the board to come up with an action plan moving forward.

Next steps is to await their written report and action plan, CDO to follow up if necessary.

8. Roles of the Directors - Reports

Director	Role	Report
RS	Chair	
AS & SH	Construction & Maintenance	WRC and OCC meeting to be arranged in near future, action with AS Details of timescales and works to woods yard to be confirmed
DBD & SD	Environmental	Nothing to report
ME	Finance/ Treasurer	See item 6
KK	Farming & Community	Generally good feedback from Farming and Fishing community, discussion needed on possible slip for fishing CDO to investigate and facilitate a meeting with local fishing community
JS	Community Council Rep	Nothing to report
JD	Education	Nothing to report

9. Report from the Community Development Officer.

A Community feedback/drop in session currently being held at the community hall. Full report at the next meeting.

10. AOB and end of Public Meeting.

10.1 It was proposed to elect Raymond to the board

Proposed	RS	Seconded	SH	All in Favour	yes
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10.2 It was discussed moving board meeting from Friday night to another night to allow all board members an opportunity to be present, propose move to a Monday (third Monday of the month) action for April, ABD to ensure everyone reminded and reminded again

Public meeting closed 8.40pm

