

Stronsay Development Trust

Company Number SC271553
A Scottish Charity, Charity Number SC038888

Board Meeting on Monday 16th April 2018 held in Conference Room, Woods Yard 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
Jim Seaton JS
Susanne Davidson SD
Anna Bliss-Davis CDO

By Invitation:

Raymond Dennison

1. Welcome and apologies –

The Chair received apologies from James Davidson additionally, Jim Seaton sent his apologies as he would be a little late to the meeting following a prior Community Council Commitment

2. Agreement of past minutes

Proposed	AS	Seconded	ME	All in Favour	Yes
----------	----	----------	----	---------------	-----

3. Action points from last meeting.

4.1 Anna to Create a tendering procedure:

Anna had completed and a draft copy would be distributed to the board for approval

4.2 All to send any further Northwind questions to AS:

No further questions raised

4.2 AS to compile questions and take them to Northwind for answer:

Alan had a scheduled meeting with Northwind and would Communicate details via SREL once attended

4.3 DBD to bring the invoice/water bill to the attention of the plot holders at upcoming meeting and discuss options:

It was decided to continue with current method of usage and review costs again in the future.

4.5 DBD to continue to pursue better communications with Community association:

On going

7 Anna to chase up written report/action plan of board health check if necessary:
A copy had been sent to all board members

8 AS to confirm details of woods yard timescales and work:
AS gave a brief description of the works completed thus far

8 Anna to facilitate a meeting with fishing community and investigate options of slip way:
On going

4. Email decisions for ratification.

- Woods Yard Materials for works to be completed
- Electricians Quote for woods yard
- Northvet courses.
- Admin assistant Job description, and the go ahead to advertise.
- Changing the day of the Board meetings to a Monday.
Will now be on the 3rd Monday of every month.

Proposed	DBD	Seconded	SD	All in Favour	Yes
----------	-----	----------	----	---------------	-----

SH Abstained from discussion/decision on woods yard Materials

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

Invoices to be agreed

Invoice	Description (reference)	Amount £	Agreed
The Orcadian	Limpet printing (513394)	156.00	Yes
DTAS	Development Trust Association Scotland Annual subscription (SF095 2018-2019)	90.00	Yes
Stronsay Community Association	Hall Hire + Hydro x 5 (97) This covers board meeting, open event, and Northvet courses	212.25	Yes
BT	Mobile Phone (53317946)	3.60	yes
This bill was discussed as it represents an unused mobile phone sim card initially given as a free trial with the main Trust BT contract, and would now need paying for if it was to continue. The board decided to pay this bill and to then cancel this sim contract as it was felt that there was not a need. Proposed cancellation RS Seconded ME All in favour			
HMRC	Feb-march Tax & NI	488.96	yes
HMRC	Mar-April Tax & NI	107.11	yes
VAO	Admin	24.00	yes

Invoices

Proposed	SH	Seconded	RS	All in Favour	yes
----------	----	----------	----	---------------	-----

Financial Position March 2018

Co-op Community Fund
Balance at 29th March 2018 £112,432.28

RBS Current Acc
Balance at 29th March 2018 £4426.53

RBS Building Acc
Balance at 29th March 2018 £19144.60

6. Board health check action plan

RS gave an overview of the action plan as a positive document outlining goals and action points for the board to utilize and commit to completing, this was followed by discussion, the Board would update the action points as and when completed and a brief report to be given at future meetings.

The discussion raised specific points as follows:

The board discussed introducing email accounts for relevant roles on the board to enable distinction between board role and personal life. Anna to put together email accounts along with a declaration for board members to sign, outlining the emails use.

It was Clarified that the Chair would be the CDO's line manager.

SD asked that a brief bullet point list of actions be produced to clarify board members roles in completing the action plan. Anna to follow up.

7. Operations Update

Anna offered a report on the operations to date following the staff changes. Historical filing had been completed and a secured filing cabinet was in place to accommodate, a more in-depth filing would need to be done over the coming months but this could be carried out when the administrative assistant was in post.

8. Correspondence from Members

Moved to Confidential

9. AOB and end of Public Meeting.

- The board were unanimous in the decision to officially Elect Raymond Dennison (RD) and Laura Wood (LW) to the Board and Anna would provide relevant documents for both to sign and then register with Companies House
- Raymond and Laura would be given time to decide on an allocated role on the Board and this would be discussed at a future meeting

Proposed	SH	Seconded	ME	All in Favour	Yes
----------	----	----------	----	---------------	-----

- The Board discussed the apparent problem of dog waste on Stronsay beaches, and weather the trust could offer any solutions. Anna suggested that the potential funding offered by NILPS (North Isle Landscape Partnership Scheme) may cover the addition of signs and possibly bins however this raised the need for the bins to be emptied. This topic would require further investigation, Anna to contact Island link officer for more information and to discuss the Councils plans so as not to interfere with other community groups involvement.
- The Board discussed a proposed date for the AGM and relevant work needed to achieve this. The board would look at holding the AGM in June 2018.