

# Stronsay Development Trust

Company Number SC271553  
A Scottish Charity, Charity Number SC038888

## Board Meeting on Monday 28<sup>th</sup> May 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  
Jim Seaton JS

Raymond Dennison RD  
Laura Wood LW  
  
Anna Bliss-Davis CDO

### Present:

Madeleine Martin MM (Admin Assistant)

### 1. Welcome and apologies –

The Chair welcomed MM to the meeting and introduced her as the new Administrative Assistant to the Trust

Apologies were received from Susanne Davidson and Alan Strong,

### 2. Agreement of past minutes

Proposed	ME	Seconded	RD	All in Favour	Yes
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### 3. Action points from last meeting.

- *Anna to send final draft of Procurement policy to board members.*  
Completed and sent. Has also been put on the website.
- *Anna to create email account for relevant Directors roles.*  
Waiting for information back from BT to be able to continue.
- *Anna to create a bullet point list of actions from the board health check action plan to clarify board member roles in completing.*  
This was done and highlighted to the Board, Anna suggested the action plan tasks be added as standard item on future board meeting agendas. All board members in agreement. Anna to add this to future agendas.
- *Anna to Prepare documents for new board members to read and sign.*  
This has been completed in the form of a Directors Folder and the new board members had received their copies, and would need to read, sign and return relevant documents. Anna Asked if the other board members all felt they had the information to hand. It was decided that the board members would all prefer to have a hard copy to hand which could then be passed on to new directors after any changes. Anna to have files produced for each board member ready for the AGM.

#### 4. Email decisions for ratification.

- Corner House Band- Agreed to offer 50% towards the cost of Band
- Materials for Woods Yard- It was suggested that a budget was agreed and items under a certain cost could be actioned and agreed at next meeting.
- Maintenance Quote Woods Yard – Agreed, however a number of board members expressed concerns as to the use of chemical weed killer so Anna discussed alternatives and presented the options. The board agreed to proceed with limited use of chemicals as far as possible, these would be suitable sourced at the recommendation of the maintenance staff.

Proposed	RS	Seconded	ME	All in Favour	Yes
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#### 5. Treasurers Report - Invoices received, banking and finance.

Invoices agreed

Invoice	Description (reference)	Amount £	Agreed
The Orcadian	Limpet printing (513508)	131.00	Yes all
Orkney Island Council	Exercise referral scheme (97371)	913.90	Yes all
North vet	Sheep Courses x 5	3552.00	Yes all
Catering	Catering for north vet courses	66.50	Yes all
Clark Thomson	Insurance renewal	1980.64	Yes all
VAO	Annual Payroll charge	148.20	Yes all
Ebenezer Stores	Filing/office equipment (99)	253.04	Yes all

#### Invoices

Proposed	RS	Seconded	RD	All in Favour	yes
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### **Financial Position May 2018**

Co-op Community Fund	
Balance April 2018	£112,432.28
RBS Current Acc	
Balance on 1 <sup>st</sup> May 2018	£9713.41
RBS Building Acc	
Balance on 1 <sup>st</sup> May 2018	£18177.42

## 6. Roles of the Directors

**Chair Report** RS had an item to discuss moved to the confidential portion of the meeting.

**Maintenance & Construction** A brief update was given on the Works continuing at Woods Yard, these were coming to the final stages and Anna would be booking a meeting with the Building Inspector to discuss the work was proceeding as needed and to set a provisional date for the Work to be inspected and signed off.

**Environment** DBD gave an update to the current waste and energy project, the Trust had received its first delivery of recycling equipment, and recruitment had been completed for the two waste and energy roles. Stephen Haskins and Tara Brown were the successful candidates and had hit the ground running and are settling in well.

No further reports or updates given.

## 7. AGM & Annual Report

A proposed date of 20<sup>th</sup> July was agreed by the board for the upcoming AGM. Anna to confirm hall availability and make necessary preparations. A copy of the annual report needs to be circulated, Anna provided two quotes for the costs of printing etc.

- 22 pages x 100 printed and stapled £237
- 22 pages x 100 printed and bound £289

The board agreed that the Printed and stapled version was suitable and for Anna to proceed with printing and distribution.

## 8. AOB and end of Public Meeting.

- The Board had received a letter of resignation from Stephen Haskins as a Director on the Stronsay Development Trust Board dated 18.05.18 due to his appointment as Waste and Energy Officer. Companies house had been updated
- A draft copy of the Data Protection Policy had been sent out ahead of the upcoming changes, along with a letter for all members outlining the Trusts position on data protection, this would be added to the annual report pack.

Public meeting concluded at 9.29pm

