

# Stronsay Development Trust

Company Number SC271553  
A Scottish Charity, Charity Number SC038888

**Board Meeting on Wednesday 19 March 2014 in the Community Hall at 7 pm**

## **AGENDA**

### **Confidential part of the meeting 7.30 pm – 8.15 pm**

#### **1. APOLOGIES**

#### **2. WELCOME BY CHAIR**

#### **3. CONFIDENTIAL MINUTES FROM PREVIOUS MEETING** (paper circulated)

**(i) Board Meeting 19 February 2014**

#### **4. STAFFING REVIEW**

#### **5. ACTION POINTS AND MATTERS ARISING FROM CONFIDENTIAL MEETINGS**

*(i) Action Points from the Board Meeting 22 January 2014*

*AP 16 – CDO to request a new quote for a Community Fund Application*

*(ii) Action Points from the Board Meeting 19 February 2014*

*AP 22 - The CDO is to write to an applicant and give an update on the progress of her application.*

*(iii) Any other confidential matters arising*

#### **6. COMMUNITY FUND**

*(i) Educational and Skills Training Bursary*

*(ii) Applications*

*(iii) Expressions of Interest*

#### **7. ANY OTHER CONFIDENTIAL BUSINESS**

### **Open part of the meeting 8.15 pm – 9 pm**

#### **8. MINUTES FROM PREVIOUS MEETINGS**

**(i) Board Meeting 19 February 2014**

#### **9. ACTION POINTS AND MATTERS ARISING**

**(i) Action Points from the Board Meeting 29 May 2013**

*AP 3 – Review of Correspondence Policy*

**(ii) Action Points from the Board Meeting 19 June 2013**

*AP 3 – The PO to order plaques for Trust and Community Fund funded projects*

**(iii) Action Points from the Board Meeting 20 November 2013**

*AP 1 – The Company Secretary to fill in the forms for a new website with the input from the staff.*

*AP 2 – Quote for a new website to be presented to the Board by the Company Secretary*

*AP 6 – PO to organise an open meeting / work shop about housing for elderly in March 2014*

*AP 9 – PO to order a filing locker.*

**(iv) Action Points from the Board meeting 19 February 2014**

- AP 23 - The Chair is to write a reply to Julie Andrew.
- AP 24 - The Project Officer is to proceed to arrange an open meeting / work shop about housing for elderly on Stronsay.
- AP 25 - The PO and AFO to present a paper regarding the Community Fund review for the Board meeting in March.
- AP 26 - The Project Officer is to request a quote from Curry Brothers for the architectural drawings of the plans of the slipway.
- AP 27 - The Company secretary is to liaise with SREL and the accountant to arrange a suitable date for a joint financial meeting.
- AP 28 - All Directors are to sign and return a copy of the Code of Conduct of Directors to the Company Secretary by the next Board meeting in March.
- AP 29 - The Company Secretary is to send out information to all Directors that they need to return a signed copy of the Code of Conduct of Directors before the next Board meeting in March.
- AP 30 - The Chair is to visit Valerie Stone-Lucas to collect a signed letter of resignation as Treasurer.
- AP 31 - The Company Secretary is to write a letter to Cora Goddram informing about the Board's decision to exempt her from having to come to meetings up until the AGM.
- AP 32 - The Chair is to send Paul Riley a reply to his letter.
- AP 33 - The Chair is to send a letter to Business Initiatives Stronsay CIC informing about the appointment of Anthony Withers as Director.
- AP 34 - The Chair is to return a signed copy of the agreement to manage the build of the Enterprise Zone to Business Initiatives Stronsay CIC.
- AP 35 - The Company Secretary is to inform Leo Martini-Brown that his email will be brought up at the March Board meeting.
- AP 36 - The Chair is to send a letter of apology to the staff concerned for comments about redundancy.
- AP 37 - The AFO is to seek confirmation on how approved minutes can be amended

(ix) Any Other Matters Arising

**10. COMMUNITY DEVELOPMENT OFFICER'S REPORT**

- (i) Science Festival
- (ii) Shearwater
- (iii) Orkney Nature Festival

**11. PROJECT OFFICER'S REPORT**

- (i) Housing for Elderly on Stronsay
- (ii) Stronsay Community Fund Review
- (iii) Community Hall Heating
- (iv) Slipway
- (v) Community Power Orkney – High Speed Broadband

**12. PROJECT REPORTS**

- (i) SREL Wind Turbine project
- (ii) BIS CIC
  - a. Enterprise Zone
- (iii) Greenhouse Group

**13. CORRESPONDENCE**

- (i) Email from Leo Martini-Brown

**14. CHAIR'S REPORT**

- (i) Attendance of Voluntary Action Orkney at Board meetings*
- (ii) Profit Warning from Stronsay Renewable Energy Ltd*
- (iii) Coastal Communities Fund*

**15. SECRETARY'S REPORT**

- (i) Full Member Resignation*
- (ii) Resignation of Directors*
- (iii) Articles of Association*
- (iv) Annual Report*
- (v) Directors to step down for the AGM*

**16. ADMIN AND FINANCE SUPPORT OFFICER'S REPORT**

- (i) Financial Report*
- (ii) Annual Budget*

**17. ANY OTHER BUSINESS**

**18. DATE OF NEXT MEETING**

**19. CLOSE OF MEETING**

*LDG, March 2014*