

Stronsay Development Trust

Company Number SC271553
A Scottish Charity, Charity Number SC038888

Board Meeting on Wednesday 21 May 2014 in the Community Hall at 7.30 pm

AGENDA

Confidential part of the meeting 7.30 pm – 8.15 pm

1. APOLOGIES

2. WELCOME BY CHAIR

3. STAFF RECONSTRUCTION

4. GRIEVANCES

5. CONFIDENTIAL MINUTES FROM PREVIOUS MEETING (papers circulated)

(i) Board Meeting 28 April 2014

6. ACTION POINTS AND MATTERS ARISING FROM CONFIDENTIAL MEETINGS

(i) Action Points from the Board Meeting 28 April 2014

ACTION POINT 38

The AFO is to email the supplier and forward the reply to the Board for consideration.

ACTION POINT 40

The AFO is to write to Skills Training applicant and inform that no grants will be awarded at present due to the financial situation.

ACTION POINT 41

The AFO is to reply to Educational Bursary Applicants and inform that no grants will be awarded due to the financial situation.

ACTION POINT 42

Tracey Boler is to contact Julie Andrew regarding invoicing for the GP referral scheme.

ACTION POINT 43

The AFO is to write to an applicant who has been rewarded a Skills Training Bursary to remind him of the time line.

7. COMMUNITY FUND

Open part of the meeting 8.15 pm – 9 pm

8. MINUTES FROM PREVIOUS MEETINGS (paper circulated)

(i) Board Meeting 19 March 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 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

(iii) Action Points from the Board meeting 19 February 2014

AP 25 - The PO and AFO to present a paper regarding the Community Fund review for the Board meeting in June.

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.

(iv) Action Points from the Board meeting 19 April 2014

ACTION POINT 39

The AFO is to draft a notice informing that no grants will be awarded at present and send to the Board for approval.

ACTION POINT 44

The AFO is to send the clarification on private versus community benefit from Stephen Philips, Burness to the Board via email.

ACTION POINT 45

The Chair is to reply to David Bourn-Fernley.

ACTION POINT 46

The Company Secretary is to scan the LEADER paper and send to the Board via email.

ACTION POINT 47

The Project Officer is to order laminate plaques from BIG Lottery.

ACTION POINT 48

The Company Secretary is to provide the Chair with any existing agreements between SREL/SDT and the grant agreement with BIG Lottery.

(v) Any Other Matters Arising

10. MATTERS ARISING FROM THE AGM

(i) Treasurer's Access to Book Keeping

11. STRONSAY RENEWABLE ENERGY

12. BUSINESS INITIATIVES STRONSAY

(i) Enterprise Zone

(ii) Off Grid Solutions (papers circulated)

- a. Meeting with Mark Hull, Community Energy Scotland***
- b. Funding for a Feasibility Study for Off Grid Business***
- c. Partnership with Community Energy Scotland***
- d. Off Grid Ideas to be sent to Community Energy Scotland***
- e. Staffing needs for off grid solution***
- f. Email from the Chair of SREL and BIS 17 April 2014***

13. PROJECT OFFICER'S REPORT (paper circulated)

(i) Community Hall Heating

(ii) Housing for Elderly

14. CORRESPONDENCE

15. CHAIR'S REPORT

(i) Staff Extra Hours

(ii) Meeting to Establish the Needs of Older People on Stronsay

(iii) Science Festival – Shearwater

(iv) SDT Application to Stronsay Community Fund

16. SECRETARY'S REPORT (paper circulated)

(i) Dates for Meetings, Submission of Agenda Items and Draft Minutes

(ii) New Member Application

(iii) Procedures at an AGM.

(iv) Transparency and Confidentiality

(v) Procedure for Board Decisions

17. ADMIN AND FINANCE REPORT (paper circulated)

(i) Payments from the Capacity Funding April 2014

(ii) Annual Financial Forecast

(iii) Policies/procedures review

(iv) Bank Signatories

(v) Enquiry from Member regarding Annual Accounts

18. ANY OTHER BUSINESS

19. DATE OF NEXT MEETING

20. CLOSE OF MEETING

LDG, May 2014