

**Stronsay Development Trust**  
Company Number SC271553  
A Scottish Charity, Charity Number SC038888

**Board Meeting on Wednesday 21<sup>st</sup> May in the Community hall at 7.30 pm**

**PRESENT**

Carole Cotterill (Chair)  
Robin Graham (Treasurer)  
Christopher Evans (Vice Chair)  
Julie Andrew

Valerie Stone-Lucas  
Tracey Boler  
Mike Erdman  
Raymond Dennison

**ATTENDING**

Lisa de Geer (Company Secretary)  
Anthony Withers (Project Officer)

**APOLOGIES** None

**WELCOME FROM CHAIR**

**MINUTES FROM PREVIOUS MEETING**

**Board Meeting 28<sup>th</sup> April 2014**

Valerie Stone-Lucas proposed and Carole Cotterill seconded and all approved the minutes of 28<sup>th</sup> April 2014

**MINUTES OF THE SPECIAL CONFIDENTIAL BOARD MEETING ON 17<sup>th</sup> MAY 2014**

The Company Secretary asked for these signed Minutes to be passed to her and the Chair obliged.

**MINUTES FROM PREVIOUS MEETINGS (paper circulated)**

**Board Meeting 19<sup>th</sup> March 2014**

**ACTION POINTS AND MATTERS ARISING**

**Action Points from the Board meeting 29th May 2013**

AP3- Review of Correspondence Policy. Ongoing  
To be brought to the Board in June when the AFO is present

**Action Points from the Board Meeting 20<sup>th</sup> November 2013**

AP1 The Company Secretary to fill in the forms for a new website with the input of the staff.  
Removed, until financial constraints have eased  
AP2 Quote for new website to be presented to the Board by the Company Secretary. Removed, as above

**Action points from the Board Meeting 19<sup>th</sup> February 2014**

AP25 – The PO and AFO to present a paper regarding the Community Fund review for the board meeting in June. Ongoing  
AP28 – All Directors are to sign and return a copy of the Code of Conduct for directors to the Company Secretary by the next Board meeting in March. Resolved

**Action points from the Board Meeting 19<sup>th</sup> April 2014**

**ACTION POINT 39**

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

The Chair distributed the draft notice and all approved of the notice being displayed.

**ACTION POINT 44**

The AFO is to send the clarification on private versus public benefit from Stephen Phillips, Burness, to the Board by email. Resolved

The Company Secretary to send out the email from Stephen Phillips to the Board.

**ACTION POINT 45**

The Chair is to reply to David Bourn-Fernley. Resolved

**ACTION POINT 46**

The Company Secretary is to scan the paper and send it out to the Board. Resolved

**ACTION POINT 47** The Project Officer to order laminate plaques from BIG Lottery.

Deferred to Project Officer's Report

**ACTION POINT 48**

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

**MATTERS ARISING FROM THE AGM**

**Treasurer's access to Book Keeping**

Valerie Stone-Lucas informed the Board that she has been actively obstructed from carrying out her duties as Treasurer and that she is seeking legal advice since it is a criminal act to obstruct the Treasurer. She also questioned the statement made at the AGM that she had been seriously ill and unable to carry out her duties for a period of time.

The Company Secretary asked whether these complaints had been brought to the Board as a 'first step' before seeking legal advice without the Board's knowledge or approval.

NOTED

The Chair has instructed the AFO to pass on the books regularly to the Treasurer and to make them available to all Board members. All expenses need to be approved by the Treasurer and one other Director of the Trust

**PROJECT REPORTS**

**The Project Officer joined the meeting at 22.00**

**SREL Wind Turbine Project**

The Board was provided with the quarterly report from SREL and confirmation was given of the high level of curtailment currently being experienced by the Stronsay turbine.

**BIS CIC: Enterprise Zone**

Tenders were sent out to five interested parties and three have responded with completed tender applications. These applications will be considered by the BIS Board at their board meeting on 22<sup>nd</sup> May. The Project Officer informed the Board on the funding procedure with BIG Lottery.

**Enterprise Zone Demolition and Enabling Contract**

The Project Officer reported that this has been completed to a high standard by the contractor Paul Williams and his local team

**Off Grid Solutions**

Following a meeting between Board Members of SDT, Julia Crocker, Chair of SREL, and Mark Hull of Community Energy Scotland, the Board of SDT agreed to apply for funding in partnership with Community Energy Scotland for a feasibility study for an Off Grid Business. Current ideas for off grid businesses to be sent to Community Energy Scotland for evaluation /comment. Proposed

by Carole Cotterill and seconded by Mike Erdman. The Company Secretary to inform Mark Hull and ask him to send out the Memorandum of Understanding.

### **Staffing Needs for Off Grid Solutions**

Mike Erdman proposed and Julie Andrew seconded the proposal that the Project Officer may use any spare time within his contracted hours to work on off grid solutions. All were in agreement. The Chair apologised to the Project Officer for not informing him sooner of an earlier decision to allow him to use his spare time up until the AGM to work on off-grid solutions.

### **Email from SREL and BIS Chair about “the way forward”**

The Board considered an email from Julia Crocker giving the steps required to progress the off-grid solution.

## **PROJECT OFFICER’S REPORT**

### **Community Hall Heating**

Work on the Community Hall heating is almost complete and once finished the Hall Committee will be invited to inspect the work.

### **Older Residents Open Meeting**

Having attended the Open Meeting hosted by Age Concern Orkney and Connecting Communities the PO is awaiting the report and its findings before seeking instruction from the Board on the conclusions.

Owing to insufficient time to complete the Agenda on Wednesday 21<sup>st</sup> May the Board met again on **Tuesday 27<sup>th</sup> May 2014 at 7.30 at the Community Hall**

## **PRESENT**

Carole Cotterill (Chair)  
Robin Graham (Treasurer)  
Christopher Evans (Vice Chair)  
Julie Andrew

Val Stone-Lucas  
Tracey Boler  
Mike Erdman

**APOLOGIES** – Raymond Dennison

## **WELCOME BY CHAIR**

**CORRESPONDENCE** Website feedback from Mr Martini-Brown seeking clarification as to whether the Community Fund was a Designated Fund. Mr Martini-Brown was invited to attend the meeting to explain his concerns to the Board. Mr Martini-Brown declined the Board’s invitation but kindly provided helpful data.

**ACTION POINT** The Chair to request copies of all documentation relevant to the establishment of the Community Fund.

## **CHAIR’S REPORT**

### **Staff Extra Hours**

Due to current financial strictures staff will not be able to claim any extra hours without prior permission from the Board. Staff should manage their workload to allow them to stay within their contracted hours and their time should be properly accounted for. Proposed by Val Stone-Lucas and Seconded by Chris Evans. All in favour

### **Annual Leave**

Staff should not carry over more than the statutory 5 days holiday in each year. Any holiday allowance not used will be lost.

### **Meeting to Establish the Needs of Older People on Stronsay**

Age Concern Orkney held a day of well-attended focus groups and an Open Meeting on 26<sup>th</sup> April with representatives from Orkney Health and Care, Crossroads Orkney and the Connecting Communities Project. A comprehensive report has been prepared and will be made widely available. The Trust would like to thank all those who took part.

### **Science Festival – Shearwater**

As part of the 2014 Science Festival the Trust will be supporting Shearwater: Tales of Seabirds and Humans. There will be a performance at 7.30pm on 4<sup>th</sup> September in the Community Centre.

### **SECRETARY'S REPORT (paper circulated)**

#### **Dates for meetings, Submission of Agenda Items and Draft Minutes**

The Company Secretary brought forward a work schedule for draft minutes, agenda items and reports.

NOTED: There has been a complaint from a member who has been unable to attend two consecutive Board meetings owing to the Agenda for those meetings not being displayed on time.

#### **ACTION POINT**

The Agenda to be on display 7 days prior to the next Board meeting.

### **New Member Application**

The Board approved Henry Bourn as a Member of Stronsay Development Trust

### **Procedures at AGM**

The Company Secretary pointed out that the Agenda cannot be altered within 14 days before the AGM takes place. The Chair apologised for her lack of knowledge re the procedure for the reappointment of the Trust's accountant Alan Long. Alan Long has confirmed that he will work with the Trust's Financial Officer to reduce the cost of the audit for 2013/14.

### **Transparency and Confidentiality**

The Company Secretary reminded the Board that the Trust has a policy of complete transparency and all decisions need to be open and minuted. The Board were in general agreement, however it was noted there are certain decisions, such as those concerning staff or Community Fund applications, that do require confidentiality.

### **Board Decisions**

The Company Secretary informed the Board that all decisions and discussions should include all Board members.

NOTED: Due to other commitments and holiday time it is not always possible for all Board members to be present at Board meetings. In these circumstances efforts are made to seek absentee votes electronically.

### **ADMIN AND FINANCE REPORT**

#### **Payments from the Capacity funding April 2014**

The AFO provided a table reflecting all payments made during that period.

### **Annual Financial Forecast**

The AFO is to provide a working budget for the next twelve months to be discussed and agreed at the June Board meeting. An analysis of the Community Fund by category of grant will also be

tabled.

### **SDT Application to the Community Fund for Capacity Funding**

At the Board Meeting on Wednesday 21<sup>st</sup> May Carole Cotterill proposed and Raymond Dennison seconded an application to the Community Fund from the AFO on behalf of SDT for £13,500 for the running costs of the Trust for the next quarter. All were in approval.

### **Policies/Procedures Review**

All of the above to be brought to the Board for consideration and approval once the Staff Review has been completed, including those already drafted by Sorton Partners.

### **Bank Signatories**

#### **RBS**

Mike Erdman, Julie Andrew, Tracey Boler and Robin Graham were approved as signatories for the Trust's Royal Bank of Scotland account. Proposed by Robin Graham and seconded by Valerie Stone -Lucas. All in favour.

#### **CO-OP**

Robin Graham was approved as signatory to the Trust's Co-operative Bank account. PM Glaze, V J Erdman and C A Goodrum to be removed as signatories. Proposed by Carole Cotterill and seconded by Chris Evans. All in favour

### **Enquiry by Member regarding Annual Accounts**

Dealt with under Correspondence

### **VAO Membership Fee**

The Board accepted the VAO terms of membership and approved payment of the annual fee. Proposed by Chris Evans and seconded by Mike Erdman . All in agreement

The Chair left the meeting at 8.40pm.

Chris Evans continued the meeting as Chair.

### **ANY OTHER BUSINESS**

#### **Lisa de Geer's Letter to the Board of SDT**

The Board discussed Lisa de Geer's Letter to the Board

#### **ACTION POINTS**

- 1) The Board to engage Voluntary Action Orkney to investigate concerns raised by Lisa de Geer in her Letter to the Board.
- 2) The Board to request Voluntary Action Orkney for a quote for the investigation.

Proposed by Val Lucas, seconded by Robin Graham. All were in favour

#### **Purchase of Hard Drive**

The Board were asked to approve the purchase of a hard drive from Orkney PC up to a budget of £55.

Proposed by Mike Erdman, seconded by Val Lucas. All were in favour.

#### **ACTION POINT**

Chris Evans to approach Neil Hearn of ORCTECH to obtain a quote to transfer SDT files from an SREL computer to an external hard drive.

**MEETING CLOSED AT 9.20**

**DATE OF NEXT MEETING:** To be advised

CC