

Stronsay Development Trust

Company Number SC271553

A Scottish Charity, Charity Number SC038888

Board Meeting held at 7pm on Friday 23rd June 2017

At Holin Cottage

MINUTES

In Attendance

Carole Cotterill (Chair)
Simone Kirk
Richard Seeber
Kevin Kent

David Bourn-Fernley
Julie Andrew
Raymond Dennison

Welcome by the Chair

The Chair welcomed everyone to the meeting.

Approval of Minutes and Confidential Minutes of the 18th May 2017 Board Meeting

David Bourn-Fernley proposed, Carole Cotterill seconded, all in approval.

Correspondence

Applications have been received from two new members. Julie Andrew proposed, Raymond Dennison seconded, all in approval.

Carole Cotterill and Simone Kirk have met with the new residents of Clifton to discuss the role of the Trust in Stronsay.

Islands Housing Fund – Housing Needs Assessment

Questionnaires will be delivered to every household on Stronsay, Posters will be put up in the shops and also be featured on social media sites. The consultant for the survey will be in Stronsay for two days in early July and the Chair has provided her with contact numbers for the main stakeholders in Stronsay, as well as the SWRI, the Parent Council and the Strategy Group.

Enterprise Zone

Electricity supply

Trenching for the cable has been held up pending a report from the OIC archaeologist who is currently on holiday. A preliminary date of 11th July is set for trenching the road, although WRC Construction Ltd may need a longer period of notice to OIC as it could be classed as major road works.

Meters

The main power supply will go to Unit 1 with the remaining units being supplied with sub meters

Maintenance

A tender for maintaining the grass bank will be put into this month's Limpet as well as one for clearing the far side of the bank, weed-killing and seeding grass/wildflowers.

Spare Keys

The Chair thanked Simone Kirk for organising spare keys to be cut for all the units at the EZ. It was agreed a key deposit would be required from tenants of the business units.

Leases

Despite reminders, Drever & Heddle have still to produce a draft lease agreement for the Units. The Chair suggested that the Trust might have to look elsewhere to get the work done.

B T and Flooring

BT cables are now in place but connection and the positioning of phone/internet lines in the office and meeting room need to be confirmed.

Measurements for floor coverings have been taken and they will be fitted once the electricity is installed.

Development Officer Post

Anna Bliss-Davis has been offered the post and has accepted. The post is for 17.1/2 hours per week until the end of March 2018. The Chair will organise her induction and act as line manager. The Board will meet with the new Development Officer prior to her taking up her post.

Development Trust Meeting

The Chair attended the Development Trust meeting on 12th June and circulated notes taken by Valerie Dawson (HIE). Time was set aside for the joint Trusts to go over the details of the Housing Needs Assessment questionnaire.

NILPS Monitoring and Evaluation meeting

The Chair and Simone Kirk attended and found it extremely useful. It would be good if a current survey of the number of visitors to Stronsay could be undertaken in order for a comparison to be made at the end of the NILPS Scheme in 2022.. A Heritage Centre for Stronsay and the Athena Lifeboat are both included in the final costed application by OIC to the Heritage Lottery Fund

Plaques for Playpark

The plaque has been delivered and passed to Marie Dennison for fitting. Final Cost was £241.20 and the cost is being met by the Play Park Committee.

General Manager/ Operations Manager Post

The Board has decided a part time General Manager/Operations Manager post is needed. A vote was taken on advertising the post. Raymond Dennison proposed, Julie Andrew seconded, all in approval.

Community Greenhouse

The Chair told the board she has discussed the urgent repairs required to the Greenhouse with the manufacturer, Keder, and that September is the earliest they can be up in Stronsay. The cost to send up a team is £1200 and they are unable to give a quote for the actual repairs until they have assessed the damage. The Chair reported that urgent repair work is needed before the Autumn storms. She has negotiated an undertaking with Keder that the repairs will be done at cost .Julie Andrew proposed, Simone Kirk seconded, David Bourn-Fernley abstained and the cost of the travel was approved.

Payments

From Big Lottery Account:

D&H Glue – 180 square meters of turf for the EZ bank	£843.39
John Dunne – Watering turf and weedkilling at EZ	£120.00
Highland Industrial Supplies – Knapsack Sprayer	£27.84

Carole Cotterill proposed, David Bourn-Fernley seconded, all in approval.

BIS

Accountancy costs for Business Initiatives Stronsay for 2015/16 are £349.00
Due to the sale of the Co-op Bank a new account needs to be opened for BIS, preferably with Lloyds/TSB.

Richard Seeber proposed, Raymond Dennison seconded, all in approval.

To be referred to the BIS board

Meeting closed at 9.50 pm