

**Meeting of the Shapinsay Development Trust  
held on 16<sup>th</sup> Jan 2013 at 7.30 pm  
in the Kirk Meeting Room**

**Attending:** John Rodwell, Sheila Garson, Graham Rendall, Julian Tait, David Holmes, John Phillips and Steve Bacon

**In Attendance:** Kasha Jarosz, Debbie Sarjeant and Robert Allan – Plus Coaching

**Apologies:** none

JR opened the meeting and asked if there were any conflict of interests.  
JP declared interest to agenda items 6 according to discussion.

**Minute of 19<sup>th</sup> Dec 12** - Minute proposed by SG and seconded by SB.

**Matters Arising** – No issues were raised under this item.

**Diagnostic Review**

JR welcomed Robert Allan and outlined the purpose of the presentation following the Directors and Staff meetings which were held in 2012.

Robert Allan gave a detailed slide presentation. This presentation was also to be shown to the Staff at a separate meeting and would be followed up with a written report and Action Plan for the Trust to implement based on agreement with the Board.

During the presentation questions were tabled to RA and discussion was held on the following subjects:

- Forward Planning re Staffing
- Guidance and recommendations for implementation of Line Management
- Proposals for better working practices
- Need for clear procedures and re induction of staff
- Clearly stating the Trusts Objects and Aims.
- Re-education to the purpose of the organisation.

JR spoke about the need for a projects officer to take forward the Big Lottery projects and this should incorporate the need for someone who is able to manage staff. There was discussion as to whether the need was for one or two posts. JR said that the deadline for the application to the Big Lottery was required by the end of the month and initial indications were that we should place an application for a variation as soon as possible to secure the funding with fine tuning to follow during February. The post would be a 3 year post and be part funded in year 2 and 3 by the income from the turbine. DS and JR to action the application for a variation in grant.

At this point RA took the opportunity to thank the Board for their contribution and also asked that any further questions could be directed through email to RA.

## **Transport**

### **Bus**

JR reported that the drivers had been informed of the decision from the last meeting to reduce the period of driver's payments from the hour to the quarter hour.

### **OOH Ferry**

JR had had an informal discussion with Groats Charter and outlined the need for forward thinking and the possibilities of changes to the service and the position of the Trust in committing to continuation of the ferry.

JR and DS were still to arrange a meeting with Groats Charter to formally discuss the way forward for the service.

JR then told the Board that they had received an email from David Knight at Big Lottery outlining the intent of ceasing funding current arrangements for the OOH ferry through a variation to the transport project. DS indicated that there were sufficient funds to cover January cost but the implication was that further funding would need to come from turbine income. The main reason for the BL decision was a view that the service had proved to be unsustainable in its present form.

Board discussion led to the following recommendations:

- Asking BL if they would fund 50% of the remaining 6 months if the trust were willing to match fund
- Speaking to Groats Charter to see if there were any changes we could implement which would cut costs
- Reducing the service

The following actions were agreed:

- Further analysis of different scenarios regarding ferry usage.
- Prepare detailed costs for different proposals. (DS)
- A community consultation/survey regarding using turbine funds, and the need for the service.
- To request BL to match fund a continuation of the service to finish in Aug 2013. (DS)
- Notices in the next newsletter outlining the position of the ferry and bus funding. (JR)

SB and KJ had prepared a briefing paper regarding for an additional vehicle, However, in the light of the information given to the Board regarding funding it was agreed to address this item at a future meeting.

## **Turbine Funds**

### **SWAP**

KJ had circulated the revised matrix and examples of grants to the Board and discussion was held regarding the adoption of the new matrix. It was agreed that the new format was adopted.

KJ also asked if the idea of having a time capsule ceremony in the spring could be discussed as no action had been concluded for the installation of the capsule. The Board agreed to discuss this further with the view to Spring.

## **BLF Outcomes Update**

### **Internet, Broadband and Wi-Fi**

KJ gave a presentation to the Board and outlined the different ways in which internet access could be enhanced. KJ mentioned that there was no requirement to make a decision straight away as funding would be applied for in Feb through the joint working group from Orkney. KJ would report back with the timescale and any other developments.

### **Employment Sub Committee.**

JR reported that the sub group was officially constituted on the understanding that approval had been given verbally with the trading sub with the SRL Board yet to ratify the decision.

## **Staff Reports**

### **AFSO and CDO Reports**

Both staff handed out monthly reports, there were no points raised.

### **SRL Report / Turbine Operation**

SG updated the Board on the development that Michelle Koster had agreed to the temporary position as Turbine Manager. The Board of the SRL were preparing a job description and would look to recruit for the post in due course. The appointment of M Foubister to the turbine operator was announced and MK would conduct an induction on Friday.

SG also said that the turbine had now seen the first signs of curtailment and that at the last CPO meeting there were concerns from some groups that the curtailment could generate problems for some trusts in repayment of loans and community benefit. All members of CPO had agreed to clip their turbines to run at 900kw in order to keep production to the regulatory level and there was pressure on other turbines to follow. It was noted that the Hatston turbine had also agreed to the regulation of Kws.

### **Accounts/ Internet Banking**

DS had circulated the accounts and asked if there was a need for the full accounts to be circulated and would the project balances be sufficient. SG said that info regarding HMRC was not required and should be omitted from the spread sheet. DS agreed to simplify the accounts for Board meetings.

DS asked if the Board could confirm the indication for the trust to transfer bank accounts to the Lloyds Bank. This was agreed. DS to action.

**Correspondence:** none.

### **AOB**

JR said he had been contacted by HIE to follow up on the Development Programme Training and asked the Board if they were happy for him to attend the Course. Fees were approx. £500- £800. The Board agreed.

GR asked about the newsletter content about the refuse bags and asked for confirmation that the article was correct. KJ to investigate.

GR also asked about the flexibility of the ferry service and bringing sailings forward. DS explained that 7pm was the earliest the charter could leave

Shapinsay due to the master's commitments and in the past hires had been taken for 6.30pm but this was not possible when the operator was on the MV Shapinsay therefore a decision was made prior that this is the earliest the boat will leave.

JR asked if the Board were happy to use the Kirk meeting room. It was discussed that there was a difficulty with the Guides using the music room when the room was booked to the trust and if we could assure that we could use the music room then the Board would be happy to continue using the Community Centre. The Kirk room was also a good alternative if the community centre was fully booked.

SB mentioned that he had been informed that the Internet access planned for the community centre had been shelved by OIC and any reference for internet access at the community centre which was discussed with AM is now on hold.

**Date of the Next Meeting:**

The next meetings would be held on 20<sup>th</sup> Feb and 20<sup>th</sup> March and there after the 3<sup>rd</sup> Wednesday in the month.

JR thanked the Board for their attendance and at this point the meeting was brought to a close.