

**Meeting of the Shapinsay Development Trust
held on 20th Feb 2013 at 7.30pm
in the Community Centre**

Attending: John Rodwell, Julian Tait, David Holmes, John Phillips and Steve Bacon

In Attendance: Debbie Sarjeant

Apologies: Sheila Garson and Graham Rendall

JR opened the meeting and asked if there were any declarations of interest. DH and JT declared interest in agenda item 4 (SWAP) and JP to item 4b.

Minute of 16th Jan 2013: Approved - proposed DH seconded JP/SB.

Matters Arising: none

Transport

Bus

A pre-circulated map and explanation of zoning was considered and various discussions were entered into regarding reasons for zones and price, fairness and sustainability of service. It was the decision that whilst the zoning work was useful it would also cause confusion if it was advertised without clear justifiable explanation. As the service was mainly low usage the Board felt that whilst still in early stages they would impose a standard fare of £2 per single journey with a review after 3 months.

A second outline proposal was agreed for an advertised route during the summer months meeting the ferry and involving a hail and ride service which would be fully worked up by the drivers and re-submitted to the Board when ready.

OOH Ferry

A paper and proposed budget had been circulated and JR explained the outcome of the discussion with the contractor. The operator was keen to carry on with the service and was agreeable to reduce charges for early and late sailings to fall in line with charges for the scheduled runs. Comments and requests from community members regarding flexibility in sailing times were discussed. Due to the costs incurred the coordinators had been asked to keep the runs to 2 per evening and flexibility caused issues when 2 people requested the late run to go earlier or later than scheduled. The operator had asked that the scheduled 7pm run be fixed but agreed that later sailings could be flexible by half an hour either side of the advertised time. After discussion the Board felt that all sailings should be scheduled sailings and it was agreed and approved that the 7.00/7.30pm and 9.30/10.00pm (10.00/10.30pm Fri –Sat) would be fixed times. Approval was given that early morning and late evening to meet the Aberdeen ferry could still operate.

Discussion followed regarding suggestions of paying a reduced rate for return sailings with an additional fixed rate to cover overheads incurred by the operator. However, the Board felt that we should negotiate only a fixed rate for return

sailings. It was agreed that JR and DS would meet to negotiate with the operator within agreed limits.

The Board felt that the fares charged for the service were not reflective of costs for similar journeys and after discussion agreed that increases on scheduled runs would be £10 per person and charges for early morning and late night would be £20 per person. Primary school children would be charged £2 travelling with an adult.

The Board also felt that as with the Bus, the Ferry should be reviewed every 3 months to establish the sustainability and make changes as necessary.

It was agreed that fares and services would change on 1st March subject to agreement of rates with the operator.

Turbine Funds

SWAP / Financial Update

There were 3 applications for grants and prior to looking at these grants DS explained the financial position and remaining grant monies available. This led to discussion on the need for Policy and Guidelines for the Board outlining the procedure in dealing with applications from individuals and businesses, timescales and also scheduling of available funds. Examples of grant money available at the beginning of the financial year being used by one grant with no further funding available for the remaining year. The remaining budget set by the Board for SWAP grants was insufficient to cover the 3 grants that were presented at the meeting.

SWAP 1: David Holmes Wind Pump. JR informed the meeting that DH had supplied a letter from his Solicitor but this was inconclusive as it was just an advisory letter of legal negotiations. JR asked that the grant was deferred until Title Deed Documents were available.

SWAP 2: Parent Council - IT Equip. (JP was conflicted and left the meeting for this item). DS explained that this was a resubmission of an earlier grant supplied by the Community School. As a constituted body the Parent Council were asked to take this forward. DS told the Board that OIC had forwarded a letter explaining the position of budgets for schools and the inability to fund further equipment. Due to earlier comments re policies and procedure the directors decided that although some of the equipment could be funded they felt that some of the equipment was unnecessary. The Board felt that this application should be held until there was more clarity regarding eligible grant applications and thus implications for available funds.

SWAP 3: Meason/Tait - Combine. This application was discussed briefly in the absence of scoring and recommendation from staff. The Board felt that the application should be scored and also sought further clarity and advice on Trust policy regarding funding to businesses before making a decision.

Community Benefit

JR outlined correspondence between the Trust and a resident who was requesting part funding to cover Island Responder duties which were the responsibility between NHS Orkney and Scottish Ambulance Service.

It was agreed correspondence be circulated to the Board for discussion at the next meeting.

BLF Outcomes Update

Projects Officer

The Employment Sub-committee had circulated copies of Job Description, Performance Profile and proposed advertisements for the Board's decision. It was agreed to take out reference to Bonus Payments. It was requested to amend 'Prince' to read 'Prince 2'. Subject to these amendments the information pack was agreed.

SB asked if the model shown for line management would be as described. It was confirmed that the Project Manager was responsible for line managing all staff, working with AFO and CDO as a management team. JR emphasized the importance of the performance profile in managing performance.

JR asked for approval to go forward with the post as soon as Lottery Funding was authorised. The Board agreed.

CDO – Suggestions Paper

1. CCF Fund

In the CDOs absence it was explained that there was a funding initiative to submit an application for the Climate Challenge Fund. JR asked if the Board were happy for the CDO to look into options for this funding and this was agreed.

2. SRDP Visit

A group of students and teachers had requested a visit to the Island to discuss sustainable projects and development. KJ had noted their intention to visit various island projects, Orkney Island Preserves, Thomas Sinclair Bakery and receive a presentation outlining the Trust and turbine project. JR asked that KJ would inform the Board of the arrangements and ask if any Directors could be available to attend the meeting.

3. Time Capsule and Event

KJ proposed that we hold a small event to place the time capsule at the turbine and also combine it with an afternoon event at the Community Centre. This could incorporate details of SWAP. The Board decided that they would be happy for KJ to explore possibilities.

Employment Sub Committee.

Minutes for the last meeting, circulated with the agenda, were noted. There had also been an informal meeting together with Robert Allan to progress plans for the Project Manager post.

Staff Reports

AFSO and CDO Reports

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

SRL Report / Turbine Operation:

Due to SG's absence this item was carried forward.

Accounts / Internet Banking

DS had circulated project balances for SDT and BIG accounts. There were no points raised under this item.

Correspondence: none

AOB

SB asked if the Board could note that there would be the rescheduled Spyria / Community Council meeting on Wednesday 27th Feb. Directors were invited to attend. Potential comments on the consultation papers were discussed.

DS asked if the Board would consider further investigation into centrally held documents register (Server based IT) and dedicated email addresses for Directors and staff. This was in the light of staff leaving the company and company documents failing to be returned. The Board agrees that DS and SB would look into alternatives and report back to the Board.

Date of Next Meeting:

This was scheduled for 13th March.