

**Minutes of the SDT Meeting  
held on the 2<sup>nd</sup> October 2013  
in the Office at 7.30 pm**

**Present:** John Rodwell, Graham Rendall, John Phillips, David Holmes and Steve Bacon,

**In Attendance:** Andy Makin, Debbie Sarjeant and Eileen Phillips.

JR opened the meeting and welcomed Eileen Phillips to the Staff team.

**1. Apologies:** None

**2. Minutes**

- a. **Minute of 21 August 2013** approved proposed GR seconded DH.
- b. **Minutes of 3<sup>rd</sup> Sept 2013** unanimously agreed by the Board
- c. **Minutes of 18<sup>th</sup> September 2013** unanimously agreed by the Board.

**3. Declarations of Interest.** None

**4. Matters Arising.** JR asked if the Board were happy that the Staff reports were dropped from the agenda as most of the staff items would be dealt with under agenda headings and any new issues from the staff could be addressed under AOCB. AM Updated the board with details of the change in the staffing and correspondence with one of the staff concerning the redundancy process. AM had replied to the staff member and no response had been received. AM said that the redundancy process was now complete with three drivers and one coordinator being made redundant. Eileen Phillips had now taken up post as Admin Clerk in the office and had her first day on the 1<sup>st</sup> October.

**5. AGM**

JR noted this was the first meeting since the AGM. SB noted the comments from the floor regarding the 'Hub' concept and the SORTON report. AM said that he had spoken to SORTON regarding a follow up meeting and they had confirmed that this was not included in the remit but could be conducted under a further contract. It was noted that the reference to a follow up meeting was a comment made by the previous TDO and had no reference to any undertaking by Sorton.

AM then spoke about the outcomes of a survey which could be initiated to give a tailored response and that generally at public meetings it is usually difficult to gauge public opinion with emotive subjects. Therefore AM had proposed to undertake an individual approach through a door knock to individuals to produce a more reflective basis for further discussion at an open meeting.

**6. Board**

### **a. Membership.**

There were no nominations for Directors at the AGM but since the AGM there had been some communications from members who wished to be considered. These members had missed the deadline for nomination prior to the AGM due to other commitments. Therefore it was discussed to consider approaching the 2 people to see if they would agree to co-option. SB expressed reservations about approaching people but DS clarified that the Mem and Arts allowed for this and also allowed the nomination of a candidate as an specialist advisor if required.

There were also vacancies for representative directors from Heritage and Community Assoc who could be re-approached to nominate a Director **DS to ACTION.**

GR said that it would be good if the candidates could come in to see how the Board operate.

JR said that we could ask them if they wish to attend a meeting prior to taking up appointment.

It was also suggested that Board Training was essential and it would be beneficial for all Directors to attend. DS to contact VAO to arrange.

## **7. Premises**

AM reported that the Staff Team had viewed a property on island as potential office space. The Team felt that the space was workable and adequate for the needs of the business. The Home Report had suggested dampness on exterior walls. AM also mentioned that an additional piece of land could also be available. There was discussion regarding several issues including parking, hydro supply to additional land, access to foreshore, leasing responsibilities etc. It was agreed that AM could explore this further and ask for a surveyor to look into these possibilities.

**AM TO ACTION**

## **8. Transport**

AM said that the Transport Scheme now had a more robust setup with the staff team and tender team operating a service from the first to the last boat and bookings from 9-5 daily. The tender was offered to the existing staff who were employed before the redundancies and AM had received one viable tender and one tender which was unviable. The award for the contract was from the staff team of Eileen Phillips and Debbie Sarjeant who would include three other people in their arrangements. AM declared an interest to the Directors as M Makin was involved with the tender. AM had consulted JR on this matter and no conflict was noted. It was noted that the initial tender was taken up by staff and additional staffing of the tender application was the responsibility of the tender operators and not the Trust.

AM reported that the charter operator had confirmed by telephone that he was happy to continue the new arrangements for the payment previously agreed. AM noted that he would review this with the operator after the end of October and formalise the contract.

The Transport scheme would now operate as follows: 7 days a week 9-5 bookings with emergencies being covered by the staff and contract staff. Minibus or EV runs would be conducted from first boat to last sailing of the ooh ferry. AM also said that the team was more reactive to demand. GR asked if there was flexibility to offer booking for the bus on the same day and it was agreed that AM should look into this possibility. **AM TO ACTION.** AM said that thank you letters would be sent to all volunteer drivers. The board agreed that volunteers who had undertaken runs would receive a letter of thanks. It was also agreed that other volunteers who had not been involved in the majority of the runs would also receive a letter. It was suggested that a request was made to ask if these volunteers wished to still be included as volunteer drivers.

AM noted that since the use of the EV donations collected had exceeded the total collected whilst the bus was operated on a fare basis. It was noted that the garaging of the bus would no longer be under a contract but the housing of the bus would be with the OOH contractor. This would also make a saving. AM said the EP would be undertaking a maintenance course for the maintenance of the bus.

A charging point had also been applied for which would enable the charging of the EV.

This was at no cost to the Trust.

JP asked if the Trust 's previously stated objective to employ 6 people had an adverse effect due to the redundancies. AM said that there were now 3 full time staff and 5 OOH contract staff. GR mentioned that the service looked more business-like and that we had turned round the service.

## **9. Coastal Communities – Pontoon**

AM updated the meeting and said that the bid had been accepted with some conditions to be verified before it was assessed. The grant officer had mentioned that they needed to be sure the bridge was accessible for disabled access. Also the cost of the modifications for the bridge would use the contingency. Therefore AM outlined the possibilities.

- a. Leave the bid as it was and hope there was no increase in costing
- b. Find alternative funding for £10800
- c. Board offer the contingency

After discussion regarding financial forecasting and budgets the Board agreed to underwrite the risk.

## **10. SWAP.**

There were 3 grants put before the Board and AM gave the scoring and comments made by the staff prior to decisions.

1. C Evans – Board agreed to fund stabling and accommodation to the value of £520
2. K Sims – The Board agreed that the application needed more letters of support and that the application would be stronger if made by a body such as the Tourism Group.
3. T Chetwyn – The Board looked at the application and decided to direct the applicant to Business Gateway to seek a business start-up grant.

## **11. IT Policy**

Due to the late circulation of the paper this item was deferred.

## **12. SRL Productivity Report.**

The report was noted by the board. AM noted that DS and AM were attending a conference held by CES to look into various uses for behind the wire electricity.

## **13. Accounts**

DS gave proposals to the Board for budgets and cash flow with Big Lottery and Turbine funding. The Board agreed to the proposals to fund the SWAP grant using money from the previous year's other project fund. DS mentioned that the new format cash flow and budgeting would be updated monthly and reported to the Board.

## **14. Correspondence None**

15. **AOB.** AM said that he would be sending a letter of thanks to volunteer drivers. It was agreed to send a letter to all volunteers.

**Date of Next Meeting:** It was agreed to hold the next meeting on 13 November 2013