

**Minutes of the SDT Meeting  
held on the 24<sup>th</sup> July 2013  
in the Office at 7.30 pm**

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

**In Attendance:** Andy Makin, Debbie Sarjeant and Kasha Jarosz

**1. Apologies:** None

**2. Minute of 19<sup>th</sup> June 2013.** Proposed SG Seconded SB

**3. Declarations of Interest**

JR opened the meeting asked if there were any declarations of interest. It was agreed that Agenda item 6 would be deferred to the end of the meeting and as JP would be conflicted.

**4. Matters Arising**

SB asked if the SRL report had been circulated prior to the meeting and DS said she had not been passed the document for circulation. SG would investigate and a copy would be circulated and discussed at the next meeting.

SB asked about the EV, particularly no smoking policy in the vehicle and that pets could not be carried. It was agreed to place a notice in the vehicle and AM agreed to include the recommendations within the process for hiring out the vehicle.

JR said he had received a letter from the Community Association regarding the Representative Director. It was agreed to seek clarification from the CA that a process of election had been conducted.

**5. BLF Update**

AM said he had spoken to David Knight of the Big Lottery to discuss variation of grant to cover the AFO post for a further 2½ years. Of the remaining 182k from the BLF Grant we were required to provide a Business Plan and a 6 month grant report to the BLF. David Knight was keen to explore other uses of the remaining grant.

**6. Transport**

It was agreed to defer discussion on the Options Paper until the end of the meeting to allow JP to leave the meeting. AM mentioned that the summer service for the bus had been postponed. It was suggested that the information was available to be published in the various Tourist brochures before undertaking the service. JR said that this could be discussed after decisions had been made on the options paper (agenda item 6)

Options paper

Options presented were discussed in detail. Some theoretical options were discounted or deferred for possible consideration at a later date. It was

agreed that AM should explore a short-list of options in more detail, examine the costs and report back at the next meeting.

#### **7. Electric Vehicle.**

AM reported that the EV had been out in the community and had 5 questionnaires returned with favourable feedback, It was suggested that the purchase of a meter to take a note of the electricity used to recharge the vehicle would be required.

#### **8. Coastal Communities.**

AM gave an overview of the meeting held with Brian Archibald OIC, John Hinckley Orkney Marinas, Glynis Leslie Tourism Group, Eileen Phillips Chair Community Council, Harvey Groat, Groats Charter and Mike Nicolson Pier Master. Balfour Castle had been invited but had been unable to be represented.

Options were discussed as to the sighting of the pontoon, partnership with Orkney Marinas and possibilities of the planning and survey to be passed by OIC and Harbours,

Discussion centred on a survey report which was conducted into sighting a pontoon on Shapinsay that identified the problem of half meter tides damaging pontoons. Brian Archibald said that he would see if the survey could be revisited by OIC. If this was achieved then the project would be viable. As the deadline for submission of the application was 16<sup>th</sup> Sept it was decided that as long as the survey was favourable then we would aim for submission.

Orkney Marinas were happy to include Shapinsay in the Marina Group which would generate income not only from Shapinsay but also a share of overall revenue. Orkney Marinas suggested we form a committee from some of the members at this meeting. It was required that someone would be needed to take the mooring fees. This could possibly be incorporated by the Pier Master.

SG asked if the Marina would be suitable for launches from Liners, AM said this was achievable. SB asked who would be representing the Trust on the committee, It was agreed that AM would be our representative.

#### **SWAP**

There had been no applications but 2 enquiries regarding a Bio Fuel project and also the purchase of defibrillators. SB mentioned the Medical Fund, SG said that this was a voluntary non constituted organisation. JR mentioned discussion at Community Council meeting but was unsure of the outcome. He would ask and report back to the Trust. GR said that Community Centre could apply for funding. SB said he would rather be informed by the medical service of where they could be sighted.

#### **9. Server.**

SB reported that the server had problems when updating and sometimes needed resetting. Apart from that it was working properly. AM and DS asked

if some issues were resolved with the operation of the server. SB asked that any problems were reported to DS and she would report these to SB. JR asked if the Board had any problems using the system to access Board Papers. SG said she would not use the system as she only had 2 months until she was off the Board. JP and DH said they had not yet used it.

DS said that she had not yet received feedback on the proposed policy document. JR asked for feedback to be sent to DS and discussion would be held at the next meeting. The issue of the Administrator having access to all information was raised. SB said he was cleared with OIC in this role and it was suggested that a similar agreement should be drawn up for SDT.

## **10. Staff Reports**

Staff papers were circulated at the meeting it was suggested that staff papers be circulated prior to the meeting.

AM had circulated the Complaints Policy to the staff and had not received any comment or feedback, It was suggested that the Board read and feedback to the next meeting.

AM had also issued a proposed Job Description for the AFSO post and the only changes were the inclusion of the newsletter. GR asked if the newsletter could be made into a trainee post for someone which was funded. AM to explore. After discussion with Fiona Smith (Sorton) it was suggested that HIE were exploring some further funding for AFSO post but this would not be a long term extension. Fiona also identified that Shapinsay was one of the furthest ahead of the groups

It was suggested that the job description and proposal for 2.5 year post be discussed and signed off at the next meeting.

AM said that DS had looked into previous suggestions for a permanent office but this had been unsuccessful. It was suggested to explore another property which was more suitable and could include future projects identified in the Development Plan and BLF outcomes. AM to explore and note an interest in the property. If this proved viable there would be need to look at change of use.

## **11. SRL Report / Turbine Operation:**

Due to the SRL Report not having been circulated SG gave an overview of the content and would forward the report to DS for circulation. SG said that there might not be a report every month depending on information available and whether the SRL board had met. It was advised that after the Board of the SRL had received the update it would be circulated to the SDT Board.

## **12. Accounts**

DS reported that SUS IT out funding which was remaining from a previous grant could be used for other training purposes. DS reported that after discussion with Orcadia that the SDT accounts had not been started. DS to talk to Doris Hutchison to ask if the accounts could be ready for the August meeting.

JR suggested that DS look at preparing a Budget reporting mechanism for the Board.

### **13. Correspondence**

No other correspondence apart from letter from Community Assoc regard nomination of Representative Director covered under agenda item 4.

### **14. AOB**

JP asked if the board would consider monthly updates to the community regarding income and expenditure of funds. Also costs of Bus and Ferry, on a monthly basis. After discussion it was agreed that AM would update through the newsletter. All the board supported the need to be more transparent.

AM also mentioned that the trust would be showcased at the Shapinsay Show on the 6<sup>th</sup> August. There would be representation from Age concern and VAO.

### **Date of Next Meeting:**

This was scheduled for 21<sup>st</sup> August with the AGM planned for 18<sup>th</sup> September.

At this point JP left the meeting and Agenda Item 6 was discussed.