

**Minutes of the SDT Meeting
held on the 17th April 2013
in the Dining Room at 7.30 pm**

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

In Attendance: Debbie Sarjeant, Kasha Jarosz

1. Apologies: Sheila Garson.

2. Minute of 20th Feb 2013-

It was noted that KJ was in attendance. GR wished further clarification regarding the decision made to the fare structure. It was agreed that the minute correctly represented discussion at the time and that the matter could be reviewed under Item 6a. The minute was approved JP Seconded GR

3. Conflict of Interest

JR opened the meeting and asked if there were any conflicts of interest. GR noted an interest in item 6a; JR said that this item would be unlikely to represent a conflict.

4. Matters Arising:

JR noted that there had been no correspondence received from Scottish Ambulance Service.

5. Organisational Development

Paper distributed prior to meeting. Directors discussed the content of the Weavers Triangle and it was agreed after discussion that the Vision summed up the organisation but the Strategy could benefit from more detail. JR noted that the information taken from the meeting did not specify a clear strategy other than the need to consolidate and deliver on previously agreed policy.

The Board agreed that this would be a good starting point and would be kept under review, at least annually. This concluded the consultancy contract with Robert Allan. It was agreed that the staff should be given the information at a face to face meeting.

6. Transport

6a. OOH Ferry

Further to the comments from GR the board discussed the understanding of the board decision for the fares structure and GR asked if it was understood that the sailings on Saturday and Sunday for 7am and 9 am should carry the £15 fare rate. JR said that he was aware of a number of comments from users of the service stating that usage was mainly for work purposes and that it

was too expensive. The majority of the Board agreed that the current pricing had been understood as carrying a £15 charge for all sailings which were not fixed scheduled sailings. After discussion the Board agreed to implement a change in the Saturday morning 7.30am sailing and also the 9.00am Sunday Sailing to £7.00 in line with the fixed runs. It was also agreed that the pricing for the children be changed to a flat rate of £2 on fixed runs and £5 on late/early runs.

Following an incident on the 10pm sailing from Kirkwall and a letter from a resident the Board discussed procedure in the event of short notice cancellations. It was agreed to speak to the operator and ensure he was fully aware of the procedure for cancellations.

JR said that due to the number of letters received with comments it has highlighted the need for a Complaints Policy. DS to action

6b. Bus

Following a complaint from a resident it was noted that there had been a number of late pickups for the minibus and JR would discuss with the driver and respond.

6c Garaging

JR reported that JP had agreed to continue the garage contract for a further 6 months.

6d Electric Vehicle.

Paper circulated prior to meeting. DS outlined the grant application for the vehicle and also informed the Board of the requirements of the grant. There were a number of decisions to be made for the operation of the vehicle and Trusts were working closely to achieve a result. DS had received contract documents for the vehicle and would be arranging completion of these. It was agreed that the vehicle could be used for staff, as a demonstration vehicle or under a loan scheme involving possible donation to the Trust. The main area for decision was to insure the vehicle and quotes of £1200 had been received for a blanket cover of any user. DS to find quotes for named drivers and also to see if policy could be run by adding named drivers to it as required at an additional cost. Decisions would be made for the use of the vehicle at the next meeting.

7. SWAP

7a. Memorandum and Articles of Association

Following the last Board Meeting there had been consultation with OSCR, DTAS and other Development Trusts on the way forward with the wording of the Mem and Arts. It was understood that OSCR has no problem with the wording of the Articles and it was proposed that we were not required to change these. What was evident from discussion with OSCR and DTAS was that the process we undertake for awarding grants met the Charities Test and was a benefit to the community. This did not mean we could not award grants to business and individuals but that they should clearly demonstrate

community benefit. DS agreed to look at the grant application and re-draft documents for the next meeting.

8. BLF Outcomes

8a. Broadband

Paper circulated prior to Meeting. The Board discussed the proposal from COPLA and were also informed by KJ that the Next Generation Access (NGA) programme had been reduced to 75%. Decisions could not be made until we were aware of what was on offer for the isles through the NGA project. It was agreed to wait until we had information on this before committing to any proposal. It was also decided to go back to COPLA and inform them that the Trust is not in a position to commit to any project at present.

8b. Project Manager

JR told the Board that the post of Project Manager had been filled. Lindsay Rugman had accepted the post and would start on the 8th July due to requiring giving notice in her current post. JR noted that the process had been rigorous and two good candidates had been interviewed.

9. Information Technology

A report by SB had been circulated prior to the meeting. The Board discussed the options for providing a dedicated document storage facility and email and decided that a dedicated server for the Office would be the best option. SB and DS to discuss and arrange. DS said that there was a shortfall in the CDO AFSO funding and that we could apply to use this for the server. DS to action

10. Employment Sub Committee.

JR mentioned that there had been no ESC meeting apart from planning and interviews to appoint the PM.

11. Staff Reports

AFSO and CDO Reports

KJ handed out her monthly report, DS report to follow separately there were no points raised.

12. SRL Report / Turbine Operation:

Due to SG absence, GR, DS gave a short overview of the last meeting and JP added some comment re curtailment.

13. Accounts

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

14. Correspondence – The correspondence was as follows:

Community Council request for funds towards Tree Planting and Turbine Opening – Agreed

Letter from Tourism Group requesting a grant application to be forwarded under the umbrella of the Trust. – this was agreed but it was specified that the Trust could not supply any staffing for this project. since the grant was applying for a Project Manager to oversee the project this should not be an issue.

Responses from the visit from the OIC Infrastructure Committee with action points - noted

Thank you letter from the recent visit by SDRS.

Thank you letters from Parent Council and School children for the SWAP grant given for IT Equipment.

15. AOB – JR indicated that in September we would be losing 2 Directors from the Board and there was a need for forward thinking to encourage more members to stand for Directorship.

At this point the meeting was brought to a close and JR thanked the Directors for their attendance

Date of Next Meetings:

This was scheduled for 22nd May and 19 June