

**Minutes of the SDT Meeting
held on the 21st August 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 24th July 2013. Proposed SG Seconded JT

3. Declarations of Interest

JR opened the meeting asked if there were any declarations of interest. It was agreed that Agenda Item 6 Options 1, 2 and 3 would be deferred to the end of the meeting as JP would be conflicted. It was agreed that there were no conflicts for JP with the SRL report.

4. Matters Arising. There were no Matters arising.

5. Hub

AM updated the Board to developments regarding a property on the island which could form the basis of the Hub proposal. Following discussion at the last meeting it was decided to declare an interest in the building. GR, JR and AM viewed the property and it was agreed to carry out a Home Survey Report. The Report showed some concerns regarding damp and AM suggested if the Board agreed to take this option further then he would engage with local builders to ascertain the cost of correcting the issues. This property has great potential to fulfil the outcomes from the Big Lottery. It was also agreed to bring back to the next meeting the costs for repair and also a plan for consultation and agreement with the community. General discussion noted the benefit of having an asset and also use of adjacent land for a new build. Discussions with OHAL indicated a possible partnership.

6. Transport

Options 4

A meeting with the Charter owner had been held to agree further negotiations regarding the operation and financial model for a future contract. Initial indications were that mutual agreement would be reached with the operator at a further meeting.

Option – 5

This option was discussed by the Board and it was agreed that this should not be dismissed but would require further exploratory work. It was decided that there was not an immediate need to progress this option but a longer term agreement that it should be explored for a longer term solution.

Option 6

This option although a long term solution, was not to be dismissed, but should be taken forward cautiously under the advice of 'Keeping the options open.'

7. Electric Vehicle.

AM confirmed that the EV had been successfully taken on evaluation journeys by several people and feedback forms were being collected to put forward data towards the project. Indications were that a full charge cost £3 and carried the vehicle 85 miles. The vehicle was now available for Dial a ride journeys at no charge to the participant. It was agreed that the service would be advertised in the Shapinsay Sound for August.

8. Coastal Communities.

Following the initial meeting with all parties concerned with the Marina/ Pontoon grant from Coastal Communities, AM confirmed that provisional planning permission had been granted. Use of OIC reports had been submitted for inclusion in the second stage application. This was progressing well. There had been discussion with a developer as to the design of the pontoon and it was agreed to make the structure a single line of pontoons.

9. SWAP

a) Funding Principles

A previously circulated paper on funding principles was discussed. Points for criteria to gauge the charitable responsibilities were outlined. These included granting funds to business and individuals. It was agreed to bring the paper back to a subsequent meeting with minor amendments as follows:

1.2 a) include HNC Level

b) Include skills training and vocational options (CPCS)

1.6 a) delete all and include provide funding if it provided a training need.

1.7 Add 'Any Other Project.'

b) Enquiry / Application

AM had received an enquiry to fund an application for travel expenses for a student on a 2 year course. Initial discussion had led to the proposal for the student to have free access to the OOH Ferry. This would incur a cost to the trust of £1276. Directors discussed this option and agreed that they were happier to allow a training grant for the cost of part of the course rather than travel expenses. It was agreed to fund the course to the value of £2625 with the option to reapply for a further grant for the second year to help with the cost of educational training. The student had indicated that she would be able to offer a service to the community once the training was completed.

It was also noted that perhaps the Trust looked into creating a bursary fund for training.

10.IT

a) Policy

Following the circulation of the suggested Policy Document by SB, DS had received comments regarding the document. A copy of the policy document that the Trust had approved prior to the installation of the Server was in existence and it was agreed to modify this document to reflect the requirements for the Server.

DS to action and bring to next meeting

c) Operation of the Server

Staff requirements for using the Server had been collected and it was agreed that SB and staff would meet to agree arrangements for looking into the issues raised.

It was also agreed that once the operation of the server was workable then the decision would be made regarding future maintenance of the server.

11.Complaints Policy

This paper was circulated at the last meeting and it was agreed that the paper could be adopted with an annual review period.

12. Staff Reports

Papers were circulated prior to the meeting. SG mentioned that this was Kasha last meeting and that she would feel the Board were happy to wish her well in her new appointment. AM said that there would be an informal meeting at the Gatehouse on Friday 30th All were welcome.

13.SRL Report / Turbine Operation:

Paper circulated prior to meeting. SG told the Board of the power failure and the implications for loss of earnings. The SRL Board agreed not to apply for an insurance claim as the power failure was rectified only a few hours after the deadline for a claim. The circulated paper outlined the relationship with the SDT and SRL. There was a need for transparency between the two boards and it was agreed that SG, JR, AM and MK would meet to discuss the working practices. It was also agreed that DS would speak to the accountant and arrange a mutual time for both boards to meet to discuss the financial situation.

At this point SG gave her apologies and left the meeting.

14.Accounts

DS explained that the fund balances were in order and income from HIE CAM claim was being processed and due into the account. Draft accounts had been received and JR mentioned that in order to understand the implications a meeting would be beneficial with the accountant. DS to arrange. In the light of the AGM it was hoped that the meeting could be held before the 18th Sept.

DS circulated running costs of both bus and ferry for the period Feb – July for comparison.

15. Correspondence

DS had received 2 letters. The Community Council thanked the board for the donation to the fun day, and a letter from OIC informing the board that the rates on the Office had been removed. This was due to the charitable status of the trust.

AM mentioned that the AFSSO post had been extended for a further 3 months. This took the post up until December.

DH would like to thank the board for the use of the minibus for the 5 and 10k runs.

16. AOB.

JP asked if an article could be placed in the Newsletter to thank the volunteer drivers. AM said he would also send a thank you letter to the drivers concerned.

At this point JP left the meeting there was a small break and Options Paper 1, 2, and 3 were discussed.

Option 1- Garage

a)

This option was not preferred

b)

This option was not considered.

c)

This option was possible but should be held until the outcome of Agenda item 5.

d)

This option was in agreement

Decision: If option 1d is viable then use option 1a on a month by month basis until secured. If option 1d could not be achieved then review the current contract.

Option 2

After discussion this option was not the preferred option

Option 3

This option was discussed at length and it was agreed that the option should be implemented. AM to action.

Date of Next Meeting:

It was agreed to hold decision on the next meeting until confirmation of the meeting with Orcadia could be arranged. DS to action.

At this point the meeting was closed and JR thanked all participants.