

**Minutes of the SDT Meeting
held on the 4 June 2014
in the Office at 7.30 pm**

Present: John Rodwell (JR), Steven Bews,(SBw) Steve Bacon(SBn), Simon Meason(SM) and Andrea Spence- Jones(ASJ).

In Attendance:

Debbie Sarjeant (DS)

1. Apologies: none

JR opened the meeting and welcomed everyone.

2. Minute of 23rd April 2014

Item 2, Minute of the 2nd March was approved subject to the following amendments:

Item 1b: NT should read JR

Item 6 para 2 Amend to: It was noted that Haughland House was on the market.

Item 5 para 2 delete action point.

Item 4 last sentence: Considerable discussion led to an inconclusive outcome.

Item 5 Para 3 last sentence should read DS would provide admin support as required.

Approved following these amendments, proposed by JR and seconded by ASJ.

3. Declarations of Interest:

None

4. Matters Arising.

None

5. Board Training

Following the SRL Induction Meeting on 14 April it was noted that there was a requirement for SBn and AM to be given the presentation and DS would arrange this.

DS said that she had postponed the Trustees training until the Board was at full strength. SBn had met with DS to look at the Accounts in his capacity of Treasurer.

It was identified that due to the resignation of the Vice Chair the position would need to be filled along with the vacant Trust representative on the SRL board.

For the position of Vice Chair, ASJ was proposed by SM and this was seconded by SBn. ASJ accepted the nomination.

For the position of SDT Representative for the SRL Board, SBn proposed SM and this was seconded by ASJ. SM accepted the appointment.

The Board then discussed whether there was need for Board numbers to be increased and discussed the process. It was agreed to approach members of the community individually. It was also noted that no representatives from either the Community Association or Heritage had put forward a representative.

6. Staffing and Ongoing Projects.

- a) **Pontoon:** 1st stage bid has been submitted and decision should be given at the end of June 2014. It was noted that if successful there was a provision for project management built into the bid.
- b) **IIF:** CES had forwarded a tender brief which had been agreed by the board and it was agreed to progress the process to the next stage which was advertise the tender document. It was noted to obtain the OOH operator consent for data to be used relating to fuel consumption, runs and fares etc.
- c) **Broadband:** Following the update from CBS and HIE it had been identified that it was unlikely that the rollout would be taken up on Shapinsay therefore the board should explore other options. It was proposed that the next stage would be to identify a brief for a consultant who could identify the possibilities of infrastructure or assistance to community. HIE or CES should be contacted to see if there was any assistance with this process.
- d) **Boat Shed/Charging point.** After discussion with contractors and OIC planning it was advised to increase the area for parking/turning and construction of the hard standing for the charging point. Planning has been granted and we are now waiting for the SSE quote for connection to the grid. It was also agreed that DS should arrange a cut to the grass area of the boat shed and a decision would be made as to the ongoing maintenance of the site.
- e) **Service Provision.** Following the consultation with the community it was decided to arrange a meeting with the Community Association and School Headmistress to discuss if there were possibilities for joint working to see if there were areas of the community centre that could benefit. JR to speak to Jan Buchanan chair of the Community Association.

- f) **Vacant post.** In light of the current workload and future plans, the board decided to meet informally on 18 June to review the job description and person specification for the vacant post. It was noted that external support was in place for current staff until a replacement was appointed. It was noted the staff were happy with these arrangements.
7. **Transport.** Following the need for a review of the OOH Charter contract it was agreed to meet with the operator to discuss the basis of a new contract for the next 6 months. Some areas would be discussed regarding the maintenance and holiday periods where no service would be covered. It had been identified that there was a possibility that cover might be available for 3 weeks where the operator was on annual holiday. The retainer payment for the service should reflect on a pro rata basis the time that the service was not available due to maintenance and holiday.
8. **SWAP.** The following recommendations agreed at an informal meeting on 14th May were ratified:
- a. It was agreed that £400 would be granted to the Shapinsay Community School towards the Hoy trip.
 - b. It was also agreed to finance the Insurance costs for the Shapinsay Picnic
9. **Accounts.** The accounts were noted and further work was required on the P and L account. DS to speak to VAO.
10. **SRL Report.** the agreed format including Risk Management Information was circulated to the board and it was agreed that this information was helpful for the board. It was agreed to convey to SRL directors that the SDT were grateful for this information. JR mentioned that both chairs of the SDT and SRL would arrange a meeting with VAO and David Wilkinson to progress the process of communication and openness.
11. **Correspondence.** DS had received a letter from Community Association indicating that they had no representatives for the SDT Board. Also a letter from Age Concern advertising a follow up open day for anyone interested in becoming an Information Volunteer. Following the Housing Seminar a presentation document had been received and was available to view in hard copy at the Office.
12. **AOB.** It was noted that stationery should be checked and amended following the move of the registered office. DS to action.

Date of Next Meeting: 2nd July 2014

At this point the meeting was closed.

