

**Minutes of the SDT Meeting
held on the 6th March 2014
in the Office at 7.30 pm**

Present: John Rodwell, Graham Rendall, Steven Bews,(SBw) Nic Thake, Steve Bacon (SBn), Andy Spence Jones and Simon Meason

In Attendance:

Andy Makin and Debbie Sarjeant

1. Apologies: none

JR opened the meeting, welcomed all present and introduced ASJ and SM to the meeting as observers. JR explained that the board welcomed discussion but informed ASJ and SM that they would not be able to vote on any items. JR also confirmed that AM would be leaving the Trust in April to take up a post in Westray and the Board wished him well.

2. Minute of 5th Feb 2014. Approved GR Seconded NT.

3. Declarations of Interest: None.

4. Matters Arising.

Broadband: It was agreed that NT would take the lead for this project due to the departure of AM. It was noted that the project was gathering momentum and invitations to tender were due to be invited from the beginning of April. Issues were raised regarding the involvement of Orkney Connect and the implications for the trusts joint project. There was an indication that if the CBS felt that there was already a service to provide Broadband then they could pull out from Shapinsay and Rousay Egilsay and Wyre.

Low Carbon Transport Project (IIF).

Following confirmation of the acceptance from CES of the grant funding the board noted that although some deadlines were tight the project was ambitious but attractive with flexible timescales.

AM said that CES would pick up the bulk of the work, with collaboration from AFO under financing of £2800 through the grant using additional hours if required.

5. Board.

Directors

JR explained that the Board was at minimum numbers and this could cause future problems with being quorate at meetings. The board had discussed Co-option of Directors prior to the AGM in Sept. This would enable an insight to the board responsibilities before committing to serving. ASJ and SM had been asked to consider the position and had been invited to the meeting.

Treasurer

Following Governance Training it was identified that the Treasurer post had been lost when the AFO post was appointed and the Board discussed appointing a new Treasurer to the board as required by the trust's articles. It

was decided to consider amending the articles prior to the AGM if this role was not required.

JR nominated NT which was seconded by GR and SB was also proposed and seconded by GR. Therefore it was decided to share the post for the remaining 7 months prior to the AGM. Both Directors agreed to the proposal.

6. Staffing.

Following the resignation of AM, JR noted that his leaving date would be 11th April 2014. It was agreed that AM would prepare a list of all ongoing projects, that all documents were backed up onto the server with access to all documents relevant to directors but not including staff papers would be made accessible. In the interim PM line management duties fall to the Chair unless an alternative could be agreed. JR asked that all Directors stay behind at the end of the meeting to discuss options and continuity of current projects.

7. Newsletter Advertising

The Trusts objects state that the Trust shall 'Promote Business on the Island' but the Board were mindful that this should be a fair process. Therefore after discussion it was agreed to refrain from advertising by individual businesses but to continue to promote group activities on the Calendar page. It was also discussed that the Board could adopt a spotlight item on Directors or Individual Community Members.

8. Premises

Following discussion with Big Lottery it had been agreed to a variation of grant to the sum of £31,308 to purchase the land and boat shed at Howanbank in the name of the trust as an asset. The completion date would be 20th March 2014.

9. Community Engagement on Future Service Provision.

AM had circulated a paper prior to the meeting. He explained the need to meet the BLF outcomes as identified and the need to progress from the consultation carried out by Sorton which had identified three main areas for action: Youth; Broadband; Services for older people in necessitous circumstances. Lottery capital funding of £121k remained to be used. Following discussion it was agreed to structure discussion around four main topics:

- Premises
- Positive healthy aging
- Training and education
- Communication and broadband.

These topics would be presented in a public meeting with small groups being led by directors or staff members who would aim to follow set questions and record feedback from the groups. The Trust would also offer one to one meetings with anyone who could not make the meeting.

AM was preparing to meet with the older youth on the MV Shapinsay to discuss their views.

It was agreed to authorise cost for a full mailing of the event plus advertisements in the Media and on Radio Orkney. The Directors agreed 5 stances for the meeting they were:

Premises – Access Storage

Training – Education

Positive Healthy Ageing – Facility and services

Communication – Video conferencing and Broadband

Youth

It was agreed that a pre meeting would be held on 12th March at 7.30 in the office.

10. SWAP

An application had been received for funding for the 1st Shapinsay Guides. It was agreed to fund the project for £500. The group had provided funding of £200 towards the cost of delivery.

11. IT Policy

Policy circulated to the board prior to meeting. The Board agreed the policy with minor amendments to include Directors and staff and reference to Social Media. With these amendments the Policy adopted.

12. SRL Report

Report circulated prior to meeting. The report was noted.

13. Correspondence.

JR had received a letter from the Education Centre for Carbon Generation. This item was noted

14. AOB.

the board noted the PM 9 month report and report on Performance Framework which had been circulated after the main papers.

AM discussed the recent developments in the Pontoon project and noted that OIC were happy to send a report to overturn the Marina issues in favour of a pontoon. This, if successful, would ensure that the application for stage one of the Coastal Communities fund could be reapplied for.

AM also discussed the possibilities of a working partnership with Care and Repair to develop a fuel poverty agenda. This could be a small grant or annuity to address fuel inefficiency in households.

AM had prepared papers on Staff Appraisal and Development which were received and would be reviewed in April.

GR highlighted the need for openness in the Trust and the need for public perception to be upheld. It was noted that Members of the Trust were not

known to the Directors and **DS would circulate the Membership lists**. It was also discussed to promote the SWAP application grants and that approved amounts and recipients should be made known. The SWAP application should be reworded to add comment that all recipients would be publicised if successful. **Re-wording to be brought to the next meeting**.

AM reported that the trust had been awarded a grant for a public vehicle charging point. The value was up to £10k from the Energy Savings Trust. Once the purchase of the land had been completed it plans would be progressed to place the charging point there.

SBn noted that he had information of one other person who might wish to be co-opted onto the Board. JR asked if this could be discussed directly after the close of this meeting.

NT mentioned that he would like to be involved with the Local Access Forum. It was agreed that he should represent the trust at this forum.

At this point JR thanked ASJ and SM for their attendance and hoped that they had enjoyed this opportunity. Following the conclusion of the meeting the main board members remained behind for further discussion.

The meeting was officially closed at 10.30pm.

Date of Next Meeting : 12th March 2014

At this point the meeting was closed.