

**Minutes of the SDT Meeting  
held on the 13 August 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:**

JR opened the meeting and welcomed everyone. There were no apologies.

**2. Minute of 4 June 2014**

Points of Accuracy:

Item 6e: add to the last paragraph: This was due to concerns which had been expressed by the staff.

Item 8: add to first sentence 'for an event the following day' and also add to the final sentence 'as a goodwill gesture as the board did not have sufficient time to assess the application'

The minute was approved, proposed by SM and seconded by SBw

**3. Declarations of Interest: none**

**4. Matters Arising.**

At this point it was noted that the vacant post for Service Manager had been offered and accepted by Nic Thake and the start date was 1 September 2014

**5. Staffing-OOH Tender**

JR said that he had received a letter of termination of contract by the current tender partnership for the OOH Transport.

The operators felt that the service did not warrant the cost to the Trust and they had prepared a paper for discussion for the Board. These were the following suggestions:

- It was suggested that the booking could be handled between 9am and 5pm during office hours only.
- Kirk hire on Sunday could be covered by a volunteer driver
- If required the coordinator could be available to cover the cancellations and if required would take TOIL time.
- That dial-a-ride bookings to the 9am boat and collection from the 6pm boat would also be covered.

After discussion the Board agreed to make the changes and to include these in a carefully worded article for the newsletter.

## **6. Projects Update**

### **a) Broadband.**

Following the last meeting it was agreed to identify a consultant who could explore the requirements and costs for the island. After speaking to HIE and CBS it was agreed to ask Nic Thake if he was prepared to help with this item, however, this had been prior to his appointment as Service Manager. SBn felt that as r he felt that it was not the remit of the Service Manage and suggested that he could identify someone in OIC to ask. It was noted that there were separate allocation of funding/hours available to accommodate the additional work required.

### **b) Pontoon.**

JR updated the Board with information that Andy Makin had identified some funding available from OIC and was working on preparing a grant application, this would be seeking 50% of the total funding and other sources had been identified through HIE and Lottery. Dependent on the outcome of this funding this could have state aid implications for the Trust and various partnership options could be considered.

### **c) IIF Low Carbon Marine Transport**

Following the acceptance of contract with Aquatera Ltd, the project was progressing to the deadlines and wind speed data, charter information and specifications for the requirements were passed to Aquatera. Ian Johnstone and a party from Orcades and Aquatera Ltd visited Shapinsay to do a site visit.

### **d) IIF EV Charging Point**

Quotes were still outstanding and it was agreed to chase these and ensure that a decision was reached to initiate the work as soon as possible.

### **e) Service Provision**

JR told the Board that he had met with a surveyor to look at the possibilities for the Boatshed. Outline fees were discussed and it was agreed that this work could be started. Initial costs were to be £1200 plus VAT.

## **7. Newsletter.**

Following an approach from a community business for space in the newsletter for a Job vacancy, the Board discussed this request and agreed that a small advert could be placed in the newsletter as long as it was restricted to basic information.

## **8. Premises**

The Board were informed that the staff had looked at the available porta-cabin and had indicated that it was not suitable. Further possibilities would be considered.

## **9. Transport – Ferry**

It was noted that the Operators agreement was returned to the staff and that the contract was renewed between Groat's Charters and the Trust.

## **10. SWAP**

DS had received an enquiry regarding funding for the second year of course fees. It was agreed that DS would look into previous decisions and report back to the Board. It was also agreed that the applicant should then be informed and resubmit the application if appropriate.

## **11. Accounts.**

The Accounts were circulated prior to the meeting. It was agreed that the information carried in the newsletter needed to be presented in a different format. DS and SBn to action. DS mentioned that following the return of the Annual Accounts she would be working on populating the Trust accounts onto Sage with the help of VAO.

## **12. SRL Report.**

This item was noted. It was agreed that the format outlined the risks but did not explain the SRL Board's risk management plan to address these issues. DS would refer this to the Board for the next report.

## **13. Correspondence.**

Two thank-you letters had been received from the Playgroup and the School for funding received from the trust for outings.

## **14. AOB.**

JR mentioned that work should begin on the AGM and a date should be identified prior to the 5<sup>th</sup> October. It was agreed to contact Orcadia and set a date for a joint board meeting to discuss the Accounts. It was proposed that this take place on 3<sup>rd</sup> September; the AGM would be arranged for 24<sup>th</sup> September. Appointment of Accountant was also discussed.

Following the decision to change the Articles of Association for the SRL it was requested that Lows be asked to prepare a Special Resolution for the next meeting; the decision would then be reported to the AGM. DS to action.

DS left the meeting at this point

## **15. Staff Salary Review**

JR presented a paper with five options. Following discussion the decision was Option 3, a 1% increase for the Admin and Finance Officer, backdated to 1 April 2014 and that in future salaries should be reviewed each year with any change effective from 1 April. This uplift is in line with other third sector organisations in Orkney.

**Date of Next Meeting:** 3<sup>rd</sup> Sept following meeting with Orcadia

At this point the meeting was closed.