

**Minutes of the SDT Meeting
held on the 19th November 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:

Nic Thake (NT) and Debbie Sarjeant (DS)

1. Apologies:

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

2. **Minute of the AGM 24th Sept 2014-** It was noted that this minute was not for approval but comments if any should be submitted to DS.

Minute of 24th Sept 2014 – AGM Office Bearers. This minute was approved by the Board.

Notes of the SRL meeting of 14th May. This was received and noted by the Board.

Minutes of the 8th Oct 2014 –

Points of Accuracy: Page 2 Item 6, third paragraph should end with full stop not question mark.

Page 4 Agenda Item 8 para 1. Should read: 'passenger journeys between Jan and the end of Sept'.

The minute was proposed by SBn and seconded by SBw.

3. **Declarations of Interest:** It was noted SBw would not be included under Agenda Item 10.

4. Matters Arising.

ASJ reported she had received an explanation from Frances Troup from OIC regarding the School House which was consistent with previous comments.

Action ASJ to forward response to NT.

NT reported that the transport review had been actioned and the operator had renewed the contract for a further 6 months. It was noted that work was being prepared to install a cabin on the deck for passenger comfort.

Office conditions during the winter were discussed with the staff and it was agreed that if conditions became too unbearable the staff were able to inform the SM and work from home. Facilities for transferring the phone to an alternative number were in place. It was noted to thank SBw for sealing the upstairs window and making good the banister in the office.

There had been a positive response to the sharing of the Agenda in the newsletter and the engagement opportunities available to comment on these and other Trust items.

It was agreed to include a quarterly report on SWAP application and grants in the December Newsletter.

It was advised that following the SRL Induction Meeting all relevant SDT papers regarding the Turbine project were available in 2 folders in the Office.

Following the AGM there were two membership requests to new resident before the trustees for approval.

Val and Andrew More and Lynn Collison

Both were agreed at the meeting, letters of acknowledgment were to follow. It was also mentioned that indications from A. More to join the board were received. It was agreed to invite him to the next meeting as a guest to see how the Trust operate.

Action JR to contact Mr More.

5. **Financial Report**

SBN reported that having discussed the requirements with DS they had arranged to produce relevant P and L accounts which would aid the trustees with budgets and project balances. DS had circulated a short paper outlining the funds and bank balances. It was agreed to take forward these reporting measures and circulate further information at the next meeting.

The Finance Sub Group (FSG) had circulated the Terms of Reference. These were ratified with reference to Item 4.

Clarification was sought from Orcadia with reference to the Capital Allowances on the turbine and if the amendments to the allowances reflected on the annual accounts.

Action DS to ask for clarification and report back to the Board.

It was noted that following the invitation by the SRL to a financial review that NT had not been specifically invited to this meeting. It was agreed as a matter of policy that:

All members of the FSG attend any meeting where there is financial interest.

Action: DS to inform SRL that NT will attend the meeting.

6. **Report of the Finance Sub Group**

The FSG met and note of the meeting was circulated.

7. **SRL Report**

A report was circulated prior to the meeting and note was taken of a meeting to be held on 26th November which was the scheduled 6 month financial review. The issue of grid restraints were also discussed following the Orkney Symposium which was attended by NT.

8. **SWAP**

Following an application from the Brownies and Cubs it was agreed to take the application back to the group for additional work. The application was approved in principle.

9. **Communication**

Following the issue of the new look newsletter NT had engaged with various community groups and proposed to issue an invitation to these groups and other interested parties to a meeting on the 3rd December.

NT is working with Lynn Collinson to look at the current possibilities for a joint island website (portal). Trustees were sent information on the possibilities of this and other ideas to enhance communication on the island. Indications were that the projects could attract funding and the possibility of an internship placement. SBn. mentioned that Business Gateway could be a good source of information.

Action DS to book venue for 3rd Dec.

10. **Transport Working Group**

A progress report had been submitted prior to the meeting to trustees. It was proposed to forward the plans for a summer bus service for inclusion in the Islands Brochure for 2015. The issue of transport for the Kirk was discussed with expectation that the bus would be available without charge for a volunteer driver to use and that the Trust would compile a new list of volunteers. MIDAS training would be offered. This would support the independence of islanders.

Action: NT to write a piece for the newsletter.

11. **Broadband Update – circulated via email**

NT was to attend a HIE meeting with other trusts to discuss the possibilities. Indications were that apart from Eday the support for the project had lost momentum. NT asked for guidance from the trustees that if no other island indicated that they were interested in a solution then Shapinsay would be interested to progress the project alone. The trustees agreed to support this action. It was also mentioned that SBn was trialling 'White Space' and would report back.

12. **Pontoon**

There were no further updates for this item

13. **Charging Point and Low Carbon Marine Transport**

An update circulated by DS prior to the meeting was noted.

14. **Orkney Symposium**

As earlier reported NT attended this symposium at the request of the trustees and submitted a report. Indications were that Shapinsay could play a large part in this area and talks with Jan Faulkner from OIC had been positive. Both SBw and SM emphasised the importance of the Trust's involvement with the need to bring 'Behind the Wire' projects to fruition.

15. North Isles Landscape Partnership

Following Alan Muir of OIC's visit to Shapinsay and a public meeting in the Community Centre it was agreed that the feedback would be posted on the website.

16. Correspondence – following circulation of an email from Catherine Smith it was asked that trustees were copied into the trail of correspondence.

17. AOB

ASJ spoke about a meeting she attended with the Welfare Reform Group and the announcement that the roll out for Universal Credit had been set back until 2020.

NT said this would be a good project to support and it was agreed that NT and ASJ would work on this together.

Information from the Emergency Response Meeting was to be circulated to Development Boards.

JR mentioned that although formalisation of CPO had been suggested, apart from one meeting which he attended with Andy Makin in December 2013, nothing further had been mentioned. It was asked that DS would approach CPO to clarify the position and if the formalisation of CPO would have a detrimental effect for individual trusts seeking funding

At this point DS and SBw left the Meeting. Minutes for the agenda item re the Boathouse and Staff Salaries would be taken by NT

18. Boathouse.

Options had been progressed further, papers from Billy Groundwater having been circulated prior to the meeting. Option 2,3 was approved as best meeting requirements and making best use of available space. NT was asked to liaise with Billy Groundwater and progress the project to pre-tender stage.

19. Staff Remuneration.

The board and service manager discussed policy on staff remuneration and it was agreed that with effect from 1 January 2015 no staff would be paid less than the Living Wage as determined by the Living Wage Foundation. As previously agreed, remuneration for all posts will be reviewed annually in March, as part of the budget setting process. Any changes will apply from 1 April.

20. Date and time of next meeting: Thursday 15th January 2015 at 7.30pm.