

**Minutes of the SDT Meeting  
held on the 2 July 2014  
in the Office at 7.30 pm**

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

**In Attendance:**

Debbie Sarjeant (DS), Liz Lamond (LL) and Colin Lamond(CL) representing COPLA (for item 2).

**1. Apologies:** Steven Bews (SBw)

2. JR opened the meeting and welcomed everyone. JR explained that the Board was joined by Liz and Colin Lamond from COPLA and discussion would be tabled regarding Broadband. This discussion was held prior to the business of the meeting.

Points for discussion included the following:

- Inability of Community Broadband Scotland to deliver a service for Shapinsay.
- BT rollout not likely before 2016-2020 if at all
- SDT owning infrastructure
- Community involvement in progressing services to individuals
- Trust/Copla involvement in progressing in delivering broadband to Shapinsay
- Trust restrictions and guidelines in adhering with OSCR Regulations
- Investment from trust.
- Consent from landowners in laying cables in fields.

The board agreed to discuss these in more detail under agenda item 5a.

JR thanked Liz and Colin for their involvement and comments. LL and CL left the meeting

At this point the meeting was adjourned briefly.

**3. Minute of 4 June 2014**

Points noted for accuracy:

Item 6f – remove ‘manager’ from text and add that the staff were happy with the arrangements.

Item 10 – remove ‘to monitor the SRL Performance’.

Item 11 – remove letter at the start of line 2

Item 12 – add ‘and amended’ after ‘stationery should be checked’

Subject to these amendments the minute was approved, proposed by ASJ and seconded by SM

4. **Declarations of Interest:** none

5. **Matters Arising.** none

6. **Ongoing Projects.**

- a) **Pontoon:** Notification had been received that the bid for the Pontoons with the Coastal Communities fund had not been successful. Applications received amounted to £28m and available funding was £8m, and other applications demonstrated more strongly how their project would achieve the Coastal Communities outcome. The board agreed to circulate the news to the community in the next newsletter and to explore alternative funding opportunities. DS to let tourism group know of the outcome.
- b) **Broadband:** Following earlier discussion with Copla the board discussed the possibilities for Trust involvement.  
Points raised included, infrastructure, subscriber installation costs, capital expenditure and consultation advice.  
It was agreed to explore infrastructure as a community owned asset and possible grants towards installation. To achieve this it was agreed to seek advice from HIE to source some assistance.  
It was also agreed to thank Liz and Colin for their contribution to the meeting.
- c) **IIF Low Carbon Marine Transport**  
Deadlines for the tender were extended to 3<sup>rd</sup> July and so far there was one application. It was agreed to circulate this to the directors and Ian Garman (CES), JR and DS would undertake a telephone conference to discuss this and any further bids with a view to make a decision.
- d) **Charging point.**  
DS gave an update that the grant from Energy Savings Trust had agreed to additional funding towards the cost of the hard area for parking and this had been agreed on the understanding that this would be match funded by the trust for just under £5k. Additional work to include electricity supply and water to the site was being looked into by DS. It had been identified that the electricity supply was priced at £4k but additional work would be required to dig a trench to meet the supply. DS had asked two contractors for quotes for this work.
- e) **Service Provision.( Boatshed)**  
Following the meeting with the Community Association it was agreed that the response from the Association was that there was little scope for altering the council buildings guidelines on use of buildings and the Assoc. felt that the trust would be better to investigate use of the boatshed independently.

It was agreed to put some discussion notes down from the meeting with the Assoc and discuss these with them before agreeing a piece for the newsletter.

The boatshed project should be progressed further by seeking advice from an architect or surveyor to discuss possibilities. It was also agreed to make further enquiries to sourcing a porta-cabin and installation costs for office use.

f) **Staffing**

Following a meeting with Robert Allan to develop the personal specification and job purpose for the vacant post, there was need to review and update the performance framework.

It was agreed that the post would be titled Service Manager, would be 21 hours per week Salary scale £27k pro rata, to advertise locally in the newsletter, Orcadian and website initially and for Robert Allan to conduct this process.

ASJ asked if the current staff had received a pay review and JR stated that the Administrative Assistant post was linked to national basic wage and that the AFO post had not been reviewed since October 2012. This would be looked into and a paper brought to the next meeting. (Action JR)

Timescale of advertising the Service Manager post would be either advert 10<sup>th</sup> July closing 18<sup>th</sup> July or Advert 17<sup>th</sup> closing date 25<sup>th</sup> July with the view to interview before 1<sup>st</sup> August or after Show week on the 11<sup>th</sup> Aug. It was agreed the panel for the interviews would consist of JR, SM, ASJ and Robert Allan.

**7. Transport.**

DS reported that the operator of the OOH service had been sent a new contract and this had not been returned as yet. Cover for the 3 weeks was arranged and the service would continue with up to 2 hires per evening.

**8. SWAP.**

DS mentioned that an application for the playgroup had been received late that afternoon. The Board discussed the application and agreed that this application was received far too late for a decision to be made at short notice but agreed to contribute £100 towards the cost of the playgroup trip.

**9. Accounts.**

DS apologised for the lateness of circulation of the Accounts. There were no issues to report.

**10. SRL Report.**

This item was tabled for information.

**11. Correspondence.**

None.

**12. AOB.**

ASJ raised the appropriateness of the article which had appeared in the Sound Newsletter regarding the visit of the Aston Martin club to the castle. It was agreed that there were issues relating to privacy of individuals where photographs were to be published and that in future permission should be sought where appropriate.

**Date of Next Meeting:**

This was agreed as 13 August

At this point the meeting was closed.