

**Minutes of the SDT Meeting
held on the 15th January 2015
in the Office at 7.30 pm**

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

In Attendance:

Nic Thake (NT) and Debbie Sarjeant (DS)

1. Apologies: none

JR opened the meeting and welcomed everyone.

2. Minute of the 19th November 2014

Points of Accuracy:

Item 4. Spelling of Andrew More is incorrect should read Moar.

Item 14 should read Orkney Energy Symposium

Page 2 – reference to P&L should be expanded to Profit and Loss

The minute was proposed by ASJ and seconded by SBn.

3. Declarations of Interest: SBw for Item 10

4. Matters Arising.

Item 5 – Orcadia Meeting DS to ask Doris to arrange a meeting for Directors in January at 4pm so that all could attend.

Also arrange a 6 month meeting to discuss the financial situation of the Trust.

Item 4 – JR spoke to Andrew Moar to discuss attending a Board Meeting with the view to Joining the Board. Indications were that he would be willing to help but not wanting to join the Board as a Director.

ASJ asked if there was any advance on the cabin on the Charles Ann. There was no further update on this issue.

Page 4 AOB – CPO- Nothing to discuss since NT spoke with Mark Hull which had a positive outcome. SBn was keen to engage with CPO. NT and DS were going to a HIE meeting where CPO was to be discussed on the agenda. There were also plans for a Directors's networking meeting with HIE and JR indicated his acceptance.

SBw joined the meeting.

5. Financial Report

SBn and DS gave a brief report and it was agreed that there was a need for a separate meeting to discuss the Budgets. It was agreed hold a meeting on 20th January at 7.30pm.

6. Report of the Financial Sub Group

No further meeting had been held

7. Service Manager Report

It was agreed to share the SM report on the website - NT to action
The report was circulated to the Board prior to the meeting. It was agreed that the report covered all areas required. There was also the need for a requirement to look into staffing gaps between the SM and AFO.
NT mentioned that the trust needed to be open and sometimes the view of the trust were negative. It was an advantage to have Directors attending public events. The Board should look into broader island development and also maintain communication with the Castle.
It was agreed the performance report would be updated quarterly and reported to the Board.

8. SRL Report

Report circulated prior to the meeting.
It was asked that reference to Board being reluctant to provide information to the bank was reworded. It was also agreed that JR would speak to the Coop bank directly following the authorisation letter from SRL.
It was also noted that SM would not be supportive of completing the form in its current format.

9. SWAP

The application for Cubs and Rainbows had been reviewed by the board previously and it was agreed to fund the training to the sum of £255

10. Boathouse – Development - Discussion deferred to end of Meeting.

11. Communication – Website

Paper circulated prior to meeting. After discussion it was agreed £4500 would be allocated from the SWAP budget to set up community group websites. Approval was given for this project and once running would encourage business opportunities. Other sources of funding would be required. NT to investigate.

12. Responses to Curtailment

Circulation of Briefing paper to Board in advance of meeting. It was agreed to place articles in the newsletter highlighting the problems faced regarding curtailment.

The Board were asked the following from questions by NT

1. Should SDT take action?
2. How quickly should response be?
3. If the answer to 2 was 'NO' is SDT ready to accept the failure of the SRL?
4. How much resource should be committed to this?

Responses were as follows

1. Yes
2. Immediate
3. N/A (per response 1). However, the separation between SDT and SRL means that the Trust must accept failure of SRL if this occurs and is itself protected.
4. Priority - amount to be determined. Grants to be explored.

After discussion it was agreed that the Financial Sub Group would be best to lead on financial risk management. The trustees should consider an overall Risk Management Plan and that if required training could be sourced from Plus Management (Robert Allan) or elsewhere. It was agreed to seek information from other trusts to ascertain whether they have a Risk Management Plan and for trustees to consider the current risks and to share these by email in order to compile a list. It was also agreed to add this to the Agenda within the next Financial Sub Group Meeting.

Following the release of the Aquatera report it was agreed that after the presentation to be given by Ian Johnstone on the 29th January a public meeting should be held to inform the community of the issues around curtailment and the steps being taken. It was agreed to invite island councillors, MP/MSP and relevant individuals who would have an interest with the LCMT Project. It was agreed to invite SRL to take part in this meeting. It was noted that this information would be useful at the budget planning meeting which would be held in due course.

13. Project Updates.

Broadband – SBn gave an update on the white space trial and reported that it was working well. This system used space between channels via TV aerials.

SBn to report to the community through the newsletter.

Pontoon – After discussion it was agreed that resources to progress this project were meagre but that NT should continue to manage the project on 'tick-over' until such time as more resources are available.

Charging Point – Due to delays in groundwork the charging point should be installed once this work has been completed.

SM left the meeting at this point

14. Correspondence – NT had received a request for a report on the Iceland visit that Andy Makin attended. This had been received and forwarded. Also he had received a request from Leanne Bews regarding the play park – it was agreed that NT would respond offering space in the Shapinsay Sound and office support for any consultation which she might wish to initiate.

There was also a request from an architect students community design collective Lateral North to visit Shapinsay. It was agreed to invite them to meet with NT.

15. AOB

IT – Following the server expiring due to lightning strike it was notified that Staff and Chair had dedicated emails which were now working. Full report at next meeting.

Summer Bus- NT said that an advert in the Islander was proposed to advertise a summer bus. This would be accompanied by a press release to the Orcadian. A budget of £350 was agreed.

Christmas Meal – It was agreed that reimbursement would be available for Christmas Meal attended by Staff.

Succession Planning- It was noted by JR that he intended to stand down in September and that the trustees would need to consider options for the continuity of the Board. This would form part of the risk management assessment identified earlier.

DONM – 11th February

At this point SBw left the meeting

Item 10 Boathouse

NT gave an update to the trustees and outlined the structural report which did not identify any problems to the refit.

The trustees discussed financial aspects of the project and the remaining budget required. There was a need to source the £20k contingency previously identified as a requirement. NT said that estimated costs could be trimmed in order to remain within budget and that this information would be taken to the Budget planning meeting to be held in due course.

At this point the meeting was closed and JR thanked all for their attendance.