

**Minutes of the SDT Meeting
held on the 29th April 2015
in the Office at 7.30 pm**

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

In Attendance:

Nic Thake (NT) and Debbie Sarjeant (DS)

1. Apologies: Steven Bews (SBw) and Simon Meason (SM)

JR opened the meeting and welcomed everyone.

2. Minute of the 1st April 2015.

Accuracy: The following points were noted for accuracy:

Item 5. It was noted that there was a specific requirement for minimum reserves to cover staff costs.

Item 6d. Page 3 OOH Boat. The Board based the decision on information based on previous records, this was supplied from information from the operators of the tender.

AOB. It was noted that there was a need of urgency due to 2 office bearers indicating their intentions to leave office at the AGM.

The minute was proposed by SBn and seconded by ASJ.

3. Declarations of Interest: none.

4. Matters Arising.

SBn noted that the Financial Review would be conducted at a later stage.

Here to Help – NT and DS had attended a meeting with Age Concern and it had been identified that there were no present users of the service following the increases in the charges and additional membership cost.

Age Concern were aware of the Trusts disappointment with the lack of consultation and agreed the following measures:

A re drafted Memorandum of Understanding (MOU) which would be a standard template for all service users.

Re advertising of the service on Shapinsay with the aim to increase the usage.

Advertising of other services like Morning Call, Citizens Advice, Home Aid and the extension of the service to vulnerable adults.

The Board agreed that administration charges would be revisited once there was an uptake in the service by Shapinsay Residents.

The mileage allowance would also be included in the MOU.

The MOU would be circulated to the Board once it was received from Age Concern.

After discussion regarding the individuals membership fees it was agreed to revisit this next year.

5. Board Membership – Succession Planning

It was noted that 2 members of the Board were absent but discussion would be conducted.

JR mentioned two possible Directors which were identified at an earlier meeting. One candidate had not been able to attend the last two meetings and no confirmation had been given from the other candidate.

It was requested that the Memorandum of Articles be circulated to the Board with indications of the terms of office, membership and minimum and maximum director numbers – DS to Action

ASJ asked if an article could be placed in the newsletter explaining the responsibilities and expectations for Directors.

There was discussion regarding the timing of the membership and the requirement of a membership fee. It was proposed that £1 fee would be a 'one off' lifetime membership payment.

There was a need for elected Directors and with the current projects and increased interest in the Behind the Wire possibilities this could be the time to link exciting projects with new Board members. NT outlined the possibility of reshaping the organisation with the use of Community Interest Company and a small Board to oversee the operation which would only require a quarterly meeting by Directors.

6. Financial Report

Papers circulated prior to the meeting.

Amendments were made in the P and L to include the £60000 Gift Aid from the trading subsidiary and the Subordinated Loan payment.

It was agreed that the Gift Aid would be now called Gifted funds.

It was noted that there had been no update on the Board meeting with the Accountant and DS asked when the Board had agreed with Orcadia for the return of the Accounts. After discussion it was agreed that Orcadia should be asked to submit draft account by the end of May with a discussion in mid June and final accounts at the end of June. DS to Action an email Orcadia

ASJ asked why the new finance system had not progressed. It was agreed that DS would meet with ASJ and look at the software and report back.

7. Financial Review

To be referred to the next meeting.

8. Project Updates.

a) Boathouse

The planning issue with parking was still to be resolved but NT reported that Billy Groundwater was looking at this.

There was a request for additional light and ventilation and two windows had been added to the plan to accommodate this.

Savings were discussed with Billy Groundwater and there were no initial problems in finding savings. It was indicated that the porch would be required to be added to the requirements at no additional cost and this was agreed.

DS would need to find the de-minimis value of the HIE funding as it was not clear from the terms of the grant. Additional logo would be required for the HIE contribution. NT would write a piece for the newsletter to inform the community of the grant.

b) Charge Point.

Meter and fuse board were to be fitted by Fraser Electrical prior to the installation of the charge point. These were still to be completed.

c) Broadband

SBn gave an brief update but at this point there was no further progress with this project.

d) Transport

Electric Vehicle (EV)

The Board agreed to lease a Nissan Leaf based on the quote supplied by Fleetdrive. It was also agreed to ask the school to run a competition to name the vehicle. NT mentioned that in conversation with the head of the school it had been asked that a logo for the SDT be designed as well.

OOH Boat

Following the OOH user's group meeting which saw attendance from 19 people it was agreed that the following proposals were set before the Board.

Eileen Phillips had volunteered to take the bookings at weekends between 2-4pm.

That NT would discuss with Harvey the possibilities of flexibility and responsibility for decisions.

The exploration of a text messaging service.

Timings of the late boat in summer being set back to a later time.

Investigate funding for sports groups

These proposals were agreed by the Board and a review would be conducted in 3-4 month time.

It was also asked to investigate the need for a disclosure for the operator of the system to cover carrying children passengers travelling alone. NT to report back to the Board.

Bus

NT had been investigating the use of the Minibus for hire out with Shapinsay but had found that the lack of MIDAS trained drivers had proved difficult. It was agreed he would speak to Octo bus to see if there was any scope in acquiring MIDAS drivers.

9. Responses to curtailment – Next Step

NT and DS had met with Mark Hull from Community Energy Scotland (CES) to discuss the Low Carbon Marine Transport Report and further projects under the LECF Funding. This was continued with an additional meeting with Kris Hyde from ITM later in the week.

Projects discussed included:

1. Demand Side Management (DSM) – proposal to indicate to Rousay that we were keen to be included in further developments with DSM.
2. LCMT – to plan the next stage of this project. It was agreed that Mark would produce notes to accompany the report which would be kept as a record within the Trust to highlight some of the concerns with data in the report.
This was agreed by the Board for the possibility of a feasibility study with Cheetah and Orcades Marine. It was to be decided if Aquatera would be involved at this stage.
3. Involvement with ITM to engage in a large project with electrolysers and hydrogen production.
NT and DS met with Kris Hyde from ITM to discuss possibilities and discussion led to a number of ideas for a first stage bid to the LECF fund which has a deadline on 25th May. It was agreed that the application would carry the Trust name and at this stage the initial application would be prepared by ITM.
The options discussed were Electrolyser to produce Wind to Diesel, Wind to Work and a Fertiliser project.
The projects would also require partners and Highland Park, University of Sheffield, ITM, JCB, an Orkney distributor and a process engineer would be approached.
The total project costs were around £3.5-4.5 million.
Stage two of the application would require more trust input and this would be required next April (2016).

10. SRL Report.

It was noted that the payment of a further £30,000 had been given to the SDT.

There was no SRL Report on productivity.

11. SWAP

An additional application had been received for the PA1 and 2 Training. It was agreed that the following grant would be authorised.

Ian Eunson - £180

12. Correspondence.

Confirmation from the Playgroup to accept the £653 held by the Trust for the play park had been received. Both NT and DS had offered support on a voluntary basis if required.

NT had received a letter from Karen Evans on behalf of the Heritage Group for assistance with the webcam at Mill Dam. NT had indicated that there was no funding but a SWAP application might be considered.

NT had received a personal request to distribute postcards from VAO and was bringing this item to the Boards attention. It was agreed that ASJ would contact VAO separately regarding this item.

13. AOB

NT asked that the Board considered a report from the 10 weeks additional work in acquiring funding. It was noted that due to the Trusts combined income the funding possibilities were greatly reduced with most funders not willing to consider bodies with income over £200,000. Due to the time restraints on the meeting the Board decided to look at this item under a separate discussion to be held on 14th May from 7.30-8.30pm.

14. DONM – 3rd June 2015

At this point the meeting was closed at 10.30pm