

Minutes of the Shapinsay Development Trust board meeting held on the 22 November 2016 at 18.00.

Present: Sheila Garson (Chair), Jean-Baptiste Bady (Vice Chair), Stuart Roy Mclvor, Steven Bews.

In attendance: Davie Campbell, Nic. Thake

1. Apologies

None Received

2. Minute of the meeting of 23rd June

Minutes of this meeting were discussed. Acceptance was proposed by JBB - Seconded SBw and noted.

3. Declarations of Interest

SRM - noted membership of the board of OHAL in relation to agenda item 10. SG later noted an interest in Correspondence item b as soon as it arose.

4. Matters arising

None

5. Appointment of Treasurer (Agenda 5)

After a discussion Stuart Roy Mclvor agreed to accept this position nominated by SBw and seconded by SG.

6. Appointment of Company Secretary (Agenda 6)

Steven Bews suggested that Davie Campbell be appointed - JBB seconded the suggestion. Davie agreed and will assume this role.

7. Six Month Financial Report and Options for future reporting (Agenda 7)

Davie outlined the details of the six-monthly report. He indicated that he had worked with existing budget heading but wished to expand budget headings and work toward a more in depth financial reporting structure. SG indicated that Shapinsay Renewables Ltd. will action a gift aid payment before the end of December to ensure tax efficiency. This

should be considered a first payment and that additional payment might then follow, if appropriate.

Salaries are under target as external funds have made greater contribution to total salary expenses than expected when budget was assigned.

Noted that car charging costs need switching to EV / transport rather than expressed as general running costs. NT indicated that this could be extrapolated from charge point data.

It was noted that all other budget heads are either on, or under budget.

It was agreed that there would be a commitment made to present quarterly reports to the community and that this should be announced in Shapinsay Sound.

It was noted that next quarter will have the SSE funded generator included as a dedicated fund and that small amounts have been tidied up and transferred to other appropriate heads of account.

It was agreed that DC would provide monthly summaries to the board and then attend to present broader quarterly reports.

Resolved – that the following summary to be published in the December issue of Shapinsay Sound:

Shapinsay Development Trust
FINANCIAL STATEMENT - 6 Months to Sept 2016

	Annual Forecast	Year to Date	% of Annual Forecast
Income			
Monies Received (SRL)	127,700.00	20,000.00	16%
Potential from SDT Reserves	7,389.90	0.00	0%
BIG HIT Grant	41,621.95	41,621.95	100%
Charges/Donations	2,500.00	1,495.00	60%
Totals	179,211.85	63,116.95	35%

Expenditure			
Salaries & Contracts	63,148.00	30,677.24	49%
Rents	22,700.00	0.00	0%
SDT Boathouse Budget	7,741.90	3,813.25	49%
Running Costs & Utilities	12,000.00	7,460.46	62%
Transport Costs	27,000.00	13,278.32	49%
BIG HIT - Project Costs	41,621.95	239.00	1%
SWAP	3,000.00	1,189.09	40%
Here to Help	1,000.00	0.00	0%
Misc	1,000.00	130.00	13%
Totals	179,211.85	56,787.36	32%

Note: SRL Monies Currently Based on Last Financial Year's figures.

Note: Accounts to be Published on a Quarterly Basis

8. Shapinsay Renewables Ltd. Report (Agenda 8)

October figures were studied and commented on and the opportunity was also offered to view reports July - September.

9. Staffing Update (Agenda 9)

SG informed the board that there are applicants for all the jobs advertised. VAO has suggested that there should be short listing on Friday. There is a procedure provided in the handbook and policies. The Chair, a Director and an independent advisor will interview. VAO has **advised that Third Sector short listing doesn't have to be completed with everyone who will interview present.** Short-listing will take place Friday 25th. It was resolved that SG, JBB and HK of VAO will then interview the following week. Interviews will take place at VAO in Kirkwall as this is more private. It was noted that AM had previously indicated he would be

interested in interviewing but as he was not at this meeting it was decided to proceed based on the decision of this meeting.

The CAO's six-month initial funding is almost all spent. LC who is currently contracted to provide the trial role should be invited to give a presentation at the board meeting in January.

10. Island Housing Fund / Rural Housing Fund / Scottish Land Fund - EOI (Agenda 10).

NT outlined the contents of a confidential paper which had been circulated to the board including proposals which might be given effect with funding from the Island Housing Fund / Rural Housing Fund and the Scottish Land Fund. This paper was discussed and it was resolved that - an Expression of Interest would be made to the Rural Housing Fund before the end of 2016 and that an application for feasibility funding would then be prepared, further, that an invitation would be made to Luke Fraser of OIC inviting him to brief the board in January 2017 and that a public consultative meeting should then be arranged for the following month. NT to action.

11. SWAP (Agenda 11)

NT reported on current and anticipated applications and offers. No new applications were presented to the board for their consideration.

12. Correspondence (Agenda 12)

a) An email was read out regarding Roles and responsibilities of board training. It was resolved to invite Edwina Lloyd of VAO to deliver this training during December. NT to action.

b) A letter from JM at OIC regarding road schemes was read out by NT. JBB offered to report back to SCC regarding its contents. The board indicated its willingness to consider providing matched budget in the next financial year in support of a track maintenance scheme to be run in collaboration with SCC. The sum of £1000 was mentioned as a starting point for discussion. JBB will report back at next meeting.

14. AOB

JBB raised the question of placement of an external case for the defibrillator currently held at the Boathouse. In the light of information offered regarding a similar unit to be placed at the school / community centre clarification will be sought on all proposed locations around Shapinsay before purchasing a box, the installed cost of which is estimated to be in the region of £600 - which is currently unfunded.

15. Date of Next Meeting

Monday 16th January 2017 at the Boathouse starting 18.00 was agreed as the time, location and date of the next board meeting.