

# Sanday Development Trust

enhancing quality of life



## **Minutes of the meeting of the Sanday Development Trust held at Heilsa Fjold on Tuesday 14 January 2014 at 7.30 pm**

Present: M Stockton (in the Chair); L Brown; R Brown; U Clackson; H Collinson; C Leslie; M Stockton; S Thorne

In attendance: K Howe (Administration and Finance Officer, Clerk); G Ellis (Projects and Grants Officer); R Thorne (Ranger); A Binnie (Observer)

### **1. Apologies**

Apologies for absence were received from H Collinson, D Grieve and D Skea.

Action agreed: That consent for absence be given to the above named directors.

Apologies for absence were also received from members of staff as follows: G Speers (Family Drop-in supervisor) and J Taylor (Heilsa Fjold Centre Manager).

### **2. Minutes of the last meeting**

Minutes of the meeting held on 17 December 2013 had been circulated.

Action agreed: That the minutes of the meeting held on 17 December 2013 be confirmed as a correct record and be signed by the chairman.

### **3. Re-use centre container**

Opinion was divided on the viability of the container. A meeting was to be held with the grants and projects officer to discuss the future site of the re-use centre. The need for a container might be affected by the outcome of the meeting so it was agreed to consider the future use of the container again after the meeting. It was however agreed that the re-use group should only collect items that were of saleable quality as it was apparent that many items collected for re-use were really not re-useable and had to be disposed of, at a cost, by the re-use group.

Action agreed:

3i That consideration of the container be included on the agenda for the next meeting

3ii That the re-use group consider a policy to ensure that only saleable items are collected.

### **4. Lease agreement with HM Coastguard**

Access to the shed at Heilsa Fjold remained an issue for the solicitor acting on behalf of the Coastguard so an agreement had still not been reached. The projects and grants officer had suggested a clause to release the Coastguard from all obligations if access ever became a problem. A reply had yet been received.

Action agreed: That the projects and grants officer continue to follow up this matter.

## **5. Reporting project outcomes**

The format of reporting project outcomes was briefly discussed in relation to the youth development project 2011 to 2013.

Action agreed: That this matter be considered in more depth at the next meeting.

## **6. Development Trust Website**

The grants and projects officer had been in contact with the web master to discuss the apparent viral problem which some people were experiencing but had not yet received a reply.

Action agreed: That the projects and grants officer continue to follow up this matter.

## **7. Finance report**

The finance report had been circulated.

Action agreed: That the report be received with thanks.

## **10. Administration and Finance Officer report**

A report and a number of policies due for review had been circulated. Policies considered were: Health and safety; Child protection; Volunteer development and Complaints.

Action agreed:

10i That the report be received with thanks

10ii That the policies be approved, following updates of contact names and details.

10iii That a notice be put in the Sanday Sound informing people that they could see Trust policy documents at Heilsa Fjold.

## **11. Litter letter**

The ranger had circulated a letter outlining the aims of Outdoor Orkney and the difficulties involved in relation to beach rubbish collection. A meeting was to be held on 6 February in the Community Room to discuss the issue and it was hoped that directors would attend and encourage others to attend also. There were to be presentations from L McKay of Outdoor Orkney and A Bignall of Enjoy Wild Orkney as well as from R Thorne, Sanday ranger.

Action agreed: That the report be received with thanks

## **12. Sanday lighthouse accommodation block**

Northern Lighthouse Board Properties were planning to dispose of the Sanday lighthouse accommodation block. The ranger had been approached informally to assess whether there might be any interest in the acquisition of the accommodation block by the Development Trust in order to safeguard its future. The Board discussed the possibility but it was felt overall that the Trust was not in a position to take on the responsibility.

## **13. Heilsa Fjold Centre Manager report**

A report had been circulated. One of the plans to increase use of Heilsa Fjold was to ask local artists if they would like to display works of art. It was felt that this was a good idea but that artists should sign a disclaimer in case of damage to their work.

Action agreed: That the report be received with thanks and that the centre manager be advised that if artists display their work at Heilsa Fjold they should sign a disclaimer.

## **14. Car Hire**

It was noted that there would no longer be a car hire service available when A Muir moved away from Sanday and the suggestion was made that the Development Trust meet this need. There were many issues to be considered.

Action agreed:

14i That this item be considered at the next meeting

14ii That C Leslie find out about insurance costs

## **15. Café provision at Heilsa Fjold**

G Ellis, on behalf of the community shop, advised the Board that the community shop could not continue to provide a café service indefinitely as the demands of running the shop were too great. The Board were asked to consider whether Heilsa Fjold should continue to provide a café service, currently on Tuesdays all year round and on Tuesdays and Wednesdays in the summer, and if so how to proceed. Some discussion had already taken place between the projects and grants officer and the centre manager to discuss a viable provision.

It was agreed that the café provided a valuable service and should continue, either by franchise or appointment. Care should continue to be taken to avoid unfair competition with island businesses.

Action agreed: That the projects and grants officer further discuss café provision with the centre manager and advertise accordingly in the Sanday Sound.

## **16. Running Costs of the Development Trust**

A budget for the running costs of the Development Trust for 2014 had been produced.

Action agreed: That Sanday Renewables be requested to contribute £32,000 to Sanday Development Trust to cover running costs for 2014.

**17. Date and time of next meeting**

Action agreed: That the next meeting be held on Tuesday 25 February at 7.30pm