

Sanday Development Trust
enhancing quality of life



**Minutes of the meeting of the Sanday Development Trust
held at Heilsa Fjold on Tuesday 10 June 2014 at 7.30 pm**

Present: S Towrie (Chairman); L Brown; U Clackson; H Collinson; C Leslie; D Skea; S Thorne; J Towrie; R Towrie

In attendance: G Ellis (Projects and Grants Officer); K Howe (Administration and Finance Officer); R Thorne (Sanday Ranger); P Allan (Observer); S Ray (Observer)

1. Apologies for absence

Apologies were received from D Grieve and M Stockton.

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

Apologies were also received from G Speers (Saturday drop-in supervisor) and J Taylor (Centre Manager).

2. Board membership

The Board were asked to approve the appointment of P Allan to the Board of Sanday Renewables Community Interest Company (SRCIC) in accordance with article 22.2 of SRCIC.

Action agreed: That the appointment of P Allan to the Board of SRCIC be approved and that Companies House be informed accordingly.

3. Minutes of the last meeting

The minutes of the meeting held on 22 April 2014 had been circulated.

Action agreed: That the minutes of the meeting held on 22 April 2014 be confirmed as a correct record and be signed by the chairman.

4. Offer from Northern Lighthouse Board for acquisition of lighthouse accommodation building

There was not yet a report from the working group.

Action agreed: That this item be deferred to the next meeting

5. Easycar

Easycar had sent information about their car hire agreement. At least one person on Sanday had entered into an agreement with Easycar.

6. Screen Machine

The Board were asked to consider whether to support a second visit, later in the year, from the Screen Machine. Some of the films shown at their first visit had been well attended. It was felt that showing '12' rated films would attract a bigger audience than '15' rated films.

Action agreed: That the second Screen Machine visit be supported with a contribution of £108, as long as the Community Association and Community Council were also supporting it with the same contribution.

7. Sickness absence policy

The draft sickness absence policy circulated at the previous meeting had been amended so that there was a 3 stage process for dealing with long term absence rather than a 4 stage process. Directors approved the sickness absence policy but requested clarification of the qualifying period for occupational sick pay entitlement.

Action agreed: That the sickness absence policy be approved and that occupational sick pay entitlement be considered further and a report received at the next meeting.

8. Annual General Meeting (AGM)

A date for the next AGM was set and production of the report decided on.

Action agreed: That the AGM be held on 23 September 2014 and the administration and finance officer produce the report.

9. Administration and Finance Report

A report from the Administration and Finance Officer had been circulated.

Action agreed:

9i. That the report be received with thanks

9ii. That the next topic for training be chairmanship and committee skills.

9iii. That representatives from the sub groups distribute equality and diversity questionnaires to volunteers.

10. Projects and Grants Report

A report from the Projects and Grants Officer (PGO) had been circulated.

The PGO added that there was now a starting date of 6 July for the lease of the shed and small office by the Coastguard.

It was disappointing that the Heritage Centre was not yet able to receive visitors because of a hold up at Orkney Islands Council (OIC) who did not seem to have received the electrical installation certificate. It had definitely been delivered and OIC were following up the matter.

There was some discussion about the need to keep the website up to date and the best way to do this. The PGO estimated that it would take about 2 hours a week to keep it updated effectively and there was not currently that capacity available among employees. It was suggested that it might be appropriate to ask the Community Council and Community Association to contribute funding to assist as the website was designed to benefit the whole community not just the Development Trust and its members.

Action agreed:

10i. That the report be received with thanks

10ii. That the PGO look into sourcing funding for updating the website.

11. Centre Manager Report

A report from the Heilsa Fjold Centre Manager had been circulated.

The Board noted that the low water pressure at Heilsa Fjold continued to cause difficulties but that a plumber was looking for the cause.

The Board were asked to consider buying picnic tables for siting outside Heilsa Fjold. It was agreed that although it was a good idea to have outdoor seating in the summer the suggested table was too expensive and the existing folding tables might be suitable.

P Allan informed the Board that the evening drop-in sessions were proving successful but that the children would like access to the sound studio and store cupboard. They also wanted more equipment. It was agreed that these issues would have to be discussed further and that the centre manager should be involved and possibly also the children. It was felt that along with access to equipment came the need for accountability.

The issue of dogs was raised and it was agreed that no dogs should be allowed on the grounds or inside the building.

Action agreed:

11i. That the report be received with thanks

11ii. That the centre manager try to source lower cost picnic tables

11iii. That the grants and projects officer discuss issues relating to the drop-in with the centre manager

11iv. That there be a policy that no dogs, except for guide dogs, be allowed on the premises.

12. Saturday drop-in Report

The Board heard that the Saturday drop-in session continued to be popular and was going well.

Action agreed: That the report be received with thanks

13. Ranger Report

A report from the Ranger had been circulated. R Thorne added that a meeting had been held with B Archibald, Head of Marine Services at Orkney Islands Council (OIC), and that there was general support for the proposed marine centre on Sanday. The matter would however have to be considered in more depth by OIC.

Action agreed: That the report be received with thanks

14. Sanday Soulka Report

A report on the 2014 Soulka had been circulated.

Action agreed: That the report be received with thanks.

15. Quality of Life subgroup

The doctor had approached the Board to see if it would be possible for the Development Trust to manage a subgroup to support the Sanday Surgery, funded by money which people donated to the Surgery fund. The purpose of the fund was to buy pieces of specialist equipment which were not provided by the National Health Service but were felt by surgery staff to be of benefit to the community. The fund was currently administered by the doctor and the nurse. If the Trust agreed to support a sub group the doctor and the nurse would continue this role. D Skea had also agreed to sit on the subgroup.

There had been a subgroup in the past for 'quality of life' which might be a suitable heading for the new sub group.

It was agreed that it would be feasible to create a subgroup as requested but there was some concern that people would be confused if the old surgery fund became part of the Development Trust. The name of the subgroup would therefore have to be considered with care and its terms and references would have to be made very clear to the community.

Action agreed: That the chairman discuss the matter further with the doctor.

16. Planning Application

The Trust had been asked to support an objection to a planning application by a Kirkwall shop on the grounds that the proposed development might have negative consequences for Sunday shops. The Board agreed that it was not appropriate to object on behalf of the whole of the Trust but that individual directors and members should object if they felt so inclined.

17. Date and Time of Next Meeting

Action agreed: That the next meeting be held on Tuesday 22 July at 7.30pm

