

Sanday Development Trust
enhancing quality of life



**Minutes of the meeting of the Sanday Development Trust
held at Heilsa Fjold on Tuesday 22 July 2014 at 7.30 pm**

Present: S Towrie (Chairman); L Brown; U Clackson; H Collinson; D Grieve; J Muir;
S Thorne; 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

Director apologies were received from D Skea, M Stockton and J Towrie.

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

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

2. Board membership

R Brown had resigned from the Board, having recently taken on the post of chairman of the
Community Council. The Board were asked to co-opt J Muir as community council
representative in his place, in accordance with article 70.

Action agreed: That J Muir be appointed co-opted director.

3. Minutes of the last meeting

The minutes of the meeting held on 10 June had been circulated.

Action agreed: That the minutes of the meeting held on 10 June 2014 be confirmed as a
correct record and be signed by the chairman.

4. Sanday Surgery Fund

Following discussions with the doctor, it was proposed that a new sub group be formed to
support the Surgery.

Action agreed:

4i. That the Sanday Surgery sub group be formed, terms of reference as follows:

To purchase equipment or training as advised by Sanday surgery medical staff for emergency, preventative or other medical care on Sanday.

4ii That membership of the sub group be: S Murray and D Thomson from Sanday Surgery and D Skea from the Development Trust Board of directors.

4iii That the sub group have power to spend up to £500 without consulting the full Board.

4iv That S Murray explain to the community the reasons for the formation of the fund within the governance of the Trust in an article for the Sanday Sound.

5. Finance Report

A financial report showing current fund balances had been circulated.

Action agreed: That the report be received with thanks

6. Administration and Finance Officer Report

A report had been circulated. It was suggested that training in chairmanship and committee skills would be beneficial to both the Trust directors and to other group members.

Action agreed:

6i. That the report be received with thanks

6ii. That training in chairmanship and committee skills be arranged and other group members be invited to participate.

7. Projects and Grants Officer Report

A report had been circulated. It was noted that the final report on Heilsa Fjold had been submitted to the BIG Lottery who had agreed that any underspend on the project be carried forward to support the centre manager post and purchase of equipment for Heilsa Fjold.

Action agreed: That the report be received with thanks

8. Ranger Report

A report had been circulated. R Thorne added that a meeting had been held with B Archibald, Head of Transportation and Amenities at Orkney Islands Council, with regard to the proposed marine centre. A formal response had not yet been received.

9. Centre Manager Report

A report had been circulated. In addition the Board were informed that the first 'farmers market' had been a success. All five stalls had been sold and all stall holders were happy with the level of attendance. Nevertheless it was expected that a higher turnout could be achieved in the future.

It was proposed that two picnic tables be purchased for Heilsa Fjold so that users could sit outside when the weather was nice. There was some discussion regarding the best type of table to buy. In the interests of expediency it was agreed that the chairman discuss the matter with the centre manager and projects and grants officer and agree the best type to purchase with a guide price of around £150.

It was also proposed that a replacement post box be purchased as the existing one was very rusty and leaky. It was suggested that the post box might be more weather proof if it was fixed to the wall next to the main door.

It was suggested that the regular opening times for Heilsa Fjold be posted in the window and that a sign be put up to inform users that dogs were not allowed on the premises.

Action agreed:

9i. That the report be received with thanks

9ii. That two picnic tables be purchased following discussions between the chairman, centre manager and grants and projects officer

9iii. That a new, more robust, post box be purchased as proposed and that consideration be given to relocating the post box to make it more weather proof.

9iv. That signs be put up as suggested advertising regular opening hours and the rule about dogs.

10. Saturday drop-in Report

A report had been circulated from the drop-in supervisor.

Action agreed: That the report be received with thanks

11. Heritage Group Report

A report from the Heritage sub group had been circulated. The Board were advised that R Peace had been appointed to the Heritage Centre Assistant post and had started in post on 22 July.

12. Satellite dish and broadband equipment

An offer of £50 had been received for the obsolete satellite dish and broadband equipment from Heilsa Fjold.

Action agreed:

12i. That the offer to purchase the obsolete equipment be accepted.

12ii. That consideration be given to formulating a policy for disposal of surplus items.

13. Date and time of next meeting

Action agreed: That the next meeting be held on Tuesday 2 September at 7.30pm.

