

Sanday Development Trust
enhancing quality of life



**Minutes of the meeting of the Sanday Development Trust
held at Heilsa Fjold on Tuesday 9 September 2014 at 7.30 pm**

Present: S Towrie (Chairman); U Clackson; C Leslie; J Muir; D Skea; M Stockton;
S Thorne; J Towrie; R Towrie

In attendance: K Howe (Administration and Finance Officer); J Taylor (Heilsa Fjold Centre Manager); R Thorne (Sanday Ranger); P Allan (Observer); S Ray (Observer)

1. Apologies for absence

Director apologies were received from L Brown and H Collinson.

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

Apologies were also received from G Speers (Saturday drop-in supervisor), A Binny-Douglas and S Clackson.

2. Minutes of the last meeting

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

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

3. Disposal of surplus items

The need for a policy for disposal of surplus items in a fair and reasonable way was discussed. It was agreed that items should be passed to the recycling group for sale.

Action agreed: That once an item has been deemed surplus to requirements it be passed to the recycling group for sale at the best price.

4. Amended accounts for year ending 31 March 2013

The accounts had been amended by Scholes Accountants to show funds which should have been shown as receivable at 31 March 2013.

Action agreed: That the amended accounts for year ending 31 March 2013 be approved.

5. Annual trustees report and accounts for year ending 31 March 2014

The annual trustees report and accounts were circulated.

Action agreed: That the trustees report and accounts for year ending 31 March 2014 be approved.

6. Financial Report

A report showing current fund balances and expenditure was circulated.

Action agreed: That the financial report be received with thanks.

7. Administration and Finance Officer Report

A report had been circulated.

It was noted that the annual general meeting (AGM), planned for 30 September, would clash with the next Screen Machine visit. It was therefore proposed that the AGM be moved to Thursday 2 October or to Monday 29 September depending on availability of the community room or community classroom.

8. Ranger report

A report had been circulated.

Clarification was sought on the financial procedure with regard to lighthouse visits and remuneration for the trained safety assistants. It was noted that it was essential for a trained assistant to accompany all visits in order to comply with Lighthouse Board policy and therefore costs were incurred with each visit.

Action agreed:

8i That the report be received with thanks

8ii That a charge of £3 per person be made for a lighthouse visit to assist with costs.

8iii That the trained safety assistant be paid £25 per attendance and that any shortfall be met from the general fund.

9. Centre Manager report

A report had been circulated.

The new post box would be fixed to the wall by the main entrance as this was a more sheltered spot.

The café would be trialling Sunday afternoon teas once the Sunday Experience tours

finished at the end of September.

Two picnic benches had been sited at Heilsa Fjold.

White painting inside Heilsa Fjold had been completed. It was proposed that the coloured areas also be painted.

Action agreed:

9i That the report be received with thanks

9ii That the coloured areas inside Heilsa Fjold be painted as proposed

10. Heritage Group Report

A report had been circulated

Action agreed: That the report be received with thanks

11. Business hubs at the Temperance Hall

It had already been agreed that the reuse centre would be sited at one of the business hubs but so far the use for the second unit had not been agreed. The heritage group expressed interest in expanding the heritage centre if no business users came forward.

Action agreed: That the projects and grants officer be consulted to find out if any firm expressions of interest had been received already and that written expressions of interest be sought through the Sanday Sound.

12. Saturday drop-in sessions

It was nearly a year since the Saturday drop-in sessions had started and it was proposed that as they were so successful they be continued. There was sufficient surplus from the youth development worker project fund to fund the drop-in supervisor post for another year and the funders were happy that the surplus be used in this way.

Action agreed: That the Saturday drop-in sessions continue for another year

13. Synthetic ice rink

A letter had been received from R Gilholm suggesting that a synthetic ice rink be acquired from Orkney Islands Council Education Services and that it be sited permanently at or near Heilsa Fjold. R Gilholm would be prepared to donate land and to carry out preparatory work voluntarily.

The Board discussed the suggestion and considered matters such as maintenance and storage. It was agreed that the suggestion should be considered further and that more detailed information should be sought.

Action agreed: That the chairman follow up the matter with R Gilholm

14. Development Trust Bicycles

It was suggested that the two bicycles owned by the Development Trust should be made available for hire, being kept either at Heilsa Fjold or the reuse centre.

Although the Board agreed in principle, a number of practical difficulties were raised such as the need for maintenance checks before and after every use, the need to provide adequate safety helmets and adjust the bicycles for every user, the need to clean bicycles which have been taken off road, and the need to collect bicycles if left somewhere other than where arranged. All of these issues would require a considerable input of resources, including time.

Action agreed: That the matter be considered further

15. Development Trusts Association of Scotland (DTAS) Seminar Report

S Towrie had recently attended a DTAS seminar. The main theme of the seminar had been the importance of formalising relationships between Development Trusts and their associated Community Interest Companies (CIC). There was a need to create service level agreements and memoranda of understanding. An interim agreement had already been made with the chairman of Sanday Enterprises CIC to make a regular payment for administrative support provided by the Trust.

Action agreed: That this matter be considered further after the AGM.

16. Date and Time of Next Meeting

Action agreed: That a short meeting be held immediately after the AGM to elect office bearers and that the date and time of the next ordinary meeting be set at that meeting.

