

# Sanday Development Trust

enhancing quality of life



## Minutes of the meeting of the Sanday Development Trust held at Heilsa Fjold on Monday 26 January 2015 at 7.30 pm

**Present:** S Ray (Chairman); P Allan; L Brown; U Clackson; H Collinson; R Gilholm; C Leslie; J Muir; S Thorne; S Towrie;

**In attendance:** K Howe (Administration and Finance Officer); I Sawyer (Projects and Grants Officer); J Taylor (Heilsa Fjold Centre Manager) R Thorne (Sanday Ranger)

### 1. Apologies for absence

Apologies for absence were received from J Mitchell, D Skea and M Stockton.

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

### 2. Minutes of the last meeting

The minutes of the meeting held on 17 November 2014 had been circulated.

**Action agreed:** That the minutes of the meeting held on 17 November 2014 be confirmed as a correct record and be signed by the chairman of the meeting.

### 3. Matters arising from the minutes

**3i. Ice rink** Research indicated that there was significant interest in the synthetic ice rink. Concern was expressed by some directors that the equipment may not be suitable and it was suggested that the Council be approached for an initial discussion with a view to carrying out a trial during the school holidays.

**Action agreed:** That S Ray follow up this matter

**3ii Notice board** The Board were advised that Sanday Tourism and Business Group (STaBG) had two notice boards which the Trust could use. However new notice boards had already been purchased. It was agreed that the Trust would take possession of the STaBG notice boards for future use.

**Action agreed:** That S Ray follow up this matter

#### 3iii. Surplus items for sale

It was suggested that when items were offered for sale a closing date for offers should be included in the notice. It was agreed that this would be reasonable.

**3iii Action agreed:** That a closing date be included when surplus items are offered for sale.

### **3iv. Front entrance to Heilsa Fjold**

A letter had been received from S Clackson objecting to the reopening of the entrance nearest to the front door at Heilsa Fjold. The objection had been considered prior to the work being carried out.

**Action agreed:** That S Ray reply to S Clackson on behalf of the Board

### **4. Kettletoft Site**

Directors were asked to decide whether to continue considering the purchase of the old shop building and yard for sale at Kettletoft and if so how to proceed.

It was generally agreed that it would be of significant benefit to the island for the Trust to take possession of the property and that it could even be considered an obligation in order to help to rejuvenate the village of Kettletoft. It was suggested however that it may not be prudent to purchase the property without a plan, including costs and how the costs would be met. It was also unfortunate that the unsightly garage site was not included with the property for sale.

The Trust was in a good position to seek funding for development of the site, although ownership of land in the vicinity would have to be thoroughly researched and consultations held, for example with the Harbours Authority and Orkney Islands Council.

Initial consultation with the community had produced positive feedback and a number of ideas of how the site could be developed.

It was agreed that the next step would be to consult the community further at a public meeting.

**Action agreed:** That S Ray and I Sawyer organise a public meeting.

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

A report had been circulated.

It was suggested that a record be kept of numbers of users and income generated by activities at Heilsa Fjold. Although the diversity of uses made it difficult to accurately record user numbers it was agreed that an attempt be made.

**5i. Action agreed:** That I Sawyer and J Taylor consider recording number of users and income generated at Heilsa Fjold

The possibility of increasing the opening hours at Heilsa Fjold was discussed. The implications for security, cleaning, insurance and kitchen hygiene were considered. It was agreed that it would not be necessary for users to have access to the kitchen as the kettle and water could be left in the main area.

**5ii. Action agreed:** That I Sawyer and J Taylor look into increasing the opening hours at Heilsa Fjold and that the matter be reviewed in a few months.

### **6. Ranger Report**

A report was circulated. R Thorne added that the seal cam was attracting thousands of viewers. Discussions on the marine centre were continuing and a meeting with Business Gateway was to

take place.

**6. Action agreed:** That the report be received with thanks.

J Taylor and R Thorne left the meeting at this point

## **7. Projects and Grants Officer Report**

**7ia. Volunteer policy and agreement** The revised volunteer policy and agreement had been circulated. The policy was approved with a minor amendment but it was agreed that the volunteer agreement was too long and should be rewritten in a more friendly way. It was noted that the agreement was aimed at regular long term volunteers and was not appropriate for occasional and one off volunteering.

**7ia. Action agreed:** That I Sawyer amend the volunteer policy accordingly and rewrite the volunteer agreement as suggested.

**7ib. Sickness absence:** The possibility of getting insurance to cover sick pay was discussed. Taking into account the generally low level of sickness absence within the Trust it was felt to be not necessary at the current time.

**7ib. Action agreed:** That the sickness absence policy remain unchanged at the present time.

**7ic. Grants and Donations policy** A draft grants and donations policy had been circulated. It was agreed that the policy should be for 'donations' only, that no retrospective payments be made and that all decisions be made by directors.

**7ic. Action agreed:** That the draft policy be amended and considered again at the next meeting and that the amount to be budgeted for the next financial year be considered at the next meeting.

### **7ii Heilsa Fjold shed**

**7iia Golf set** Little use had been made of the golf set and it was suggested that it might be more accessible in the possession of the Community Association. This was agreed.

**7iia Action agreed:** That I Sawyer offer the golf set to the Community Association

**7iib Swishing shed** A new use was proposed for the small shed at Heilsa Fjold, involving the exchange of unwanted clothing. The proposal was outlined in detail. Some concern was expressed that a swishing shed would detract from the popular clothing sales held periodically on the island but it was felt overall that it could be of benefit to the community and therefore deserved a trial.

**7iib Action agreed:** That the swishing shed be trialled as proposed for six months and that J Taylor and I Sawyer lead the project.

**7iic First Aid training** It was noted that there were suitably qualified professionals on the island who could deliver first aid training.

**7iic Action agreed:** That I Sawyer explore local options for first aid training.

**8. Financial management** Directors were asked to consider introducing a budgeting system so that spending could be monitored against forecast figures, rather than receiving a report which,

while showing current fund balances, did not show the projected financial situation. It was suggested that this would allow greater planning facility. It was also suggested that it would be useful for a small finance subcommittee to meet regularly to monitor the budget in between full Board meetings.

**8. Action agreed:** That a budgeting system be introduced and that the finance subcommittee be as follows: administration and finance officer, projects and grants officer, treasurer, R Gilholm and S Towrie.

## **9. Banking Arrangements**

A report was circulated outlining a number of difficulties with the current banking arrangements and suggesting changes which could alleviate the difficulties.

**9i On line banking.** On line banking was suggested as a way to speed up payments to suppliers and staff. Some concern was expressed that payments could then be made too easily and without adherence to the current payment checking procedure. It was agreed that each payment would still be scrutinised by two directors prior to authorisation.

**9i Action agreed:** That the Trust proceed with on line banking but that invoices continue to be scrutinised by two directors as previously.

**9ii Signatories** It was suggested that the senior staff member be a signatory in order to speed up the payment process for planned purchases.

**9ii Action agreed:** That I Sawyer be a signatory for the Trust current account and BIG account.

**9iii Company debit or credit card** It was suggested that a company debit or credit card be obtained. This would enable small purchases to be made where it was not feasible to use cheques and should reduce the amount of purchases being made by directors and staff from their personal bank accounts. It was suggested that a credit card would be safer than a debit card.

**9iii Action agreed:** That a credit card be obtained with a limit of £500.

**9iv Separate account** It was suggested that the £25000 which had been set aside for emergency use, such as payment of redundancies in the event of the Trust folding, should be kept in a separate account.

**9iv Action agreed:** That a separate account be set up to hold the £25000 emergency fund.

**9v Theft insurance** Directors considered the need to increase the insurance premium to cover theft by employees. It was agreed that the risk of theft was minimal and that there was no need to insure against it at the current time.

## **10 Next meeting**

**10i** The agenda being very full it was agreed to postpone the following items to the next meeting:

Consideration of priorities for the North Isles Landscape Partnership Scheme (IS),  
Consideration of creating terms of reference for sub committees (IS),  
Consideration of development of youth drop-ins (IS),  
Consideration of whether to create a bike hub or offer the bicycles for sale (IS),  
Consideration of revised room hire charges at Heilsa Fjold (IS),

Consideration of setting up Gift Aid scheme (IS),  
Consideration of access to Heritage Centre (LB),  
Consideration of Trust website (LB),  
Consideration of request from National Farmers Union to recruit shooting parties for goose culling (RG).

**10ii Action agreed: That the next meeting be held on Monday 23 February 2015 at 7.30pm at Heilsa Fjold.**

