

# Sanday Development Trust

enhancing quality of life



## **Minutes of the meeting of the Sanday Development Trust held at Heilsa Fjold on Monday 23 February 2015 at 7.30 pm**

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

**In attendance:** S Murray (for item 3); K Howe (Administration and Finance Officer); R Thorne (Sanday Ranger)

### **1. Apologies for absence**

Apologies for absence were received from D Skea.

**Action agreed: That, in consideration of article 73(g), consent for absence be given to the above named director.**

Apologies for absence were also received from I Sawyer (Projects and Grants Officer) and S Clackson.

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

The minutes of the meeting held on 26 January 2015 had been circulated.

**Action agreed: That the minutes of the meeting held on 26 January 2015 be confirmed as a correct record and be signed by the chair.**

### **3. Website**

Doctor S Murray informed the Board that NHS Orkney would be recruiting a new, full time, medical practitioner for the Sanday Surgery because he was retiring in the summer. Dr Murray stressed the importance of the role that the Sanday website would play in this process as potential applicants would look on line to get an idea of what living and working in Sanday would be like. In order to attract a good field of applicants it was therefore essential that the website provide accurate, up to date, information.

**Action agreed: That a working group (S Thorne, S Towrie and S Murray) meet to review and update the on line information and that U Clackson contact Orcadia Design to ask that the website be updated urgently.**

S Murray thanked the Board for their time and left the meeting at this point.

### **4. Matters arising from the minutes**

**4i. Ice rink (3i)** S Ray had not yet been able to take this further.

**Action agreed: That S Ray follow up the matter as soon as time allowed.**

#### **4ii. Kettletoft site (4)**

A public meeting was still to be arranged. Consideration had been given to the time, location and format of the meeting in order to maximise interest and attendance. Some consideration had also been given to finding a surveyor, should the decision be made to pursue further the procurement of the site.

**Action agreed: That S Ray and I Sawyer continue to plan a public meeting.**

#### **5. Volunteer agreement (7ia)**

In the absence of the projects and grants officer it was agreed to postpone this item to the next meeting.

**Action agreed: That this item be postponed to the next meeting**

#### **6. Donations policy (7ic)**

In the absence of the projects and grants officer it was agreed to postpone this item to the next meeting.

**Action agreed: That this item be postponed to the next meeting**

#### **7. First Aid training (7iic)**

In the absence of the projects and grants officer it was agreed to postpone this item to the next meeting.

**Action agreed: That this item be postponed to the next meeting**

#### **8. On line banking (9i)**

Following advice received from the Trust's business adviser at the Royal Bank of Scotland, the treasurer recommended that the payment procedure remain as it was, rather than changing to an on line payment facility as had been agreed at the previous meeting. The treasurer had been advised that it was good practice to have two signatories for charities and that it was preferable if they were directors. In online banking, payments were made by one person. The potential cost saving was too small to justify the change to online banking without other significant advantages. The issue of ensuring that wages were paid on time could be resolved in another way, perhaps by paying wages into staff accounts via the post office.

**Action agreed:**

**8i. That the Trust banking procedures remain unchanged, except that a credit card be obtained as previously agreed.**

**8ii. That a direct debit be set up to ensure that credit card balances are fully paid each month (KH)**

**8iii. That consideration be given to a system to ensure that wages are paid on time (KH).**

## **9. Ranger report**

A report had been circulated.

Draft artwork had been produced for the Islander magazine advertisement. It was suggested that some more information be included on the map page, perhaps a QR code to link to the website. Taking into account timescales for the advertisement it was agreed that this would have to be considered the following year. R Thorne stressed that up to date details for the Sanday Enterprises section of the advertisement were urgently needed.

### **Action agreed:**

**9i. That the report be received with thanks**

**9ii That the double page advertisement be approved**

**9iii That U Clackson provide details for the Sanday Enterprises section.**

## **10. Heritage group report**

A report had been circulated

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

## **11. Finance report**

A report showing fund balances to 15 January had been circulated.

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

## **12. North Isles Landscape Partnership**

The Board were asked to review the list of priorities for Sanday. It was felt that this should be considered at a single purpose meeting.

**Action agreed: That S Ray organise a meeting at Heilsa Fjold to discuss this item and that any available directors attend.**

## **13. Terms of reference for subcommittees**

The Board considered the need for all subcommittees to have terms of reference in order to clarify their purpose and powers and to review the subcommittee structure and terms of reference regularly.

**Action agreed: That all sub committees have terms of reference and that the subcommittee structure and terms of reference be reviewed regularly.**

## **14. Youth drop-ins and youth development work**

A review of the youth drop-in facility had been circulated. It was recommended that a second drop-in session be offered each week and that older children be supported by the drop-in supervisor both in running sessions and working towards youth achievement awards and Duke of

Edinburgh awards where appropriate. Directors agreed to accept the recommendations for a six month trial period. It was also agreed that supervised drop-in sessions should not be limited to Sunday school age children.

**Action agreed: That a second, supervised, drop-in session be made available, as recommended, for a six month trial period and that the age restriction be lifted.**

## **15. Bike hub**

The projects and grants officer had reviewed the ongoing problem of how to use the Trust bicycles safely and effectively. A number of recommendations were made, including creation of a 'bike hub'. After some discussion it was concluded that the Trust was not currently in a position to be able to offer the bicycles for use. It was not felt however that the bicycles should simply be sold off as surplus but that some thought should be given to how best to dispose of them.

Proposed: That the two Trust bicycles be disposed of.

For:8  
Against:3

Motion carried

**Action agreed: That the two Trust bicycles be disposed of.**

## **16. Revised room hire charges at Heilsa Fjold**

A report had been circulated recommending revised room hire charges.

**Action agreed: That the recommended revised room hire charges be adopted but that there be no minimum booking time for individuals.**

## **17. Gift Aid scheme**

The projects and grants officer had looked into setting up a gift aid scheme for the Trust. The amount of work involved was considered in relation to the potential financial gain. It was agreed that it was not worthwhile to set up a gift aid scheme at the present time.

## **18. Access to Heritage Centre**

It was noted that a spare set of keys was kept at Heilsa Fjold for emergency access.

## **19. National Farmers Union request to recruit shooting parties for goose culling**

The National Farmers Union requested the assistance of the Development Trust with the next planned goose cull. This would be of considerable benefit to the farming and therefore the general community and would provide an employment opportunity on Sunday.

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

## **20. Date and time of next meeting**

**Action agreed: That the next meeting be held on Monday 13 April 2015 at 7.30pm at Heilsa Fjold.**



