

# Sanday Development Trust

enhancing quality of life



## **Minutes of the meeting of the Sanday Development Trust held at Heilsa Fjold on Monday 13 April 2015 at 7.30 pm**

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

**In attendance:** K Howe (Administration and Finance Officer (AFO)); I Sawyer (Projects and Grants Officer (PGO)); R Thorne (Sanday Ranger)

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

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

The chairman opened the meeting with thanks to all those, staff and volunteers, who had been involved with the creation of the leaflet for prospective GP candidates. The leaflet had been extremely well received and would continue to serve as an excellent guide to living and working on Sanday.

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

The minutes of the meeting held on 23 February 2015 had been circulated.

**Action agreed: That the minutes of the meeting held on 13 February 2015 be confirmed as a correct record with the following amendment and be signed by the chair.**

### **Item 10 'Islander' to read 'Insider Guide'**

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

#### **3i. Ice rink (4i)**

S Ray had further investigated the ice rink and found that a considerable amount of work and expense would be required in order to bring the ice rink to a safely useable condition. It was agreed that this would not be the best project to pursue at the current time.

**Action agreed: That the ice rink be not pursued further.**

#### **3ii. National Farmers Union request to recruit shooting parties for goose culling (19)**

The chairman had looked further into the possibility of recruiting shooting parties for goose culling. The official cull would be on Sanday in August. There seemed to be some possibility of recruiting shooting parties in September, but there was a question over whether organising a cull was within the charitable objectives of the Development Trust. It was felt that the Trust could assist with recruitment if someone else were to organise a cull. Various possibilities for how a

shoot could be organised were suggested.

**Action agreed: That the chairman continue to look into this matter**

### **3iii Kettletoft site (4ii)**

The PGO updated the Board on plans to hold public meetings to discuss the Sanday plan, which would include discussion of the potential purchase and development of the Kettletoft site. More detailed plans would be needed before Orkney Islands Council could comment on the viability of a development.

**Action agreed: That plans for the public meetings continue.**

### **3iv. Bicycles (15)**

The Scottish Government had introduced a new cycling policy to encourage the use of bicycles. It was therefore suggested that it would be a shame to dispose of the Trust bicycles at such a time and that possibly the bicycles could be incorporated into Orkney Island Council's scheme. It was noted that the headteacher of Sanday School had kindly offered the use of the school bicycle shed.

**Action agreed: That the PGO contact Orkney Islands Council to discuss the matter.**

### **3v. North Isles Landscape Partnership Project (12)**

A meeting had been held to agree priorities. S Ray was compiling the report to forward.

## **4. Administration and Finance report**

The AFO was working on updating the accounts following time spent on preparing the final claims for the Temperance Hall project. An up to date finance report was to follow.

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

## **5. Ranger report**

A report had been circulated. In answer to a question, R Thorne clarified that some of the work which he did for the Soulka and the heritage group was in his capacity as ranger and some was voluntary.

Draft artwork for a Sanday Development Trust leaflet was circulated. A number of amendments were suggested.

**Action agreed:**

**5i. That the report be received with thanks**

**5ii. That 3000 leaflets be printed**

## **6. Centre Manager report**

A report had been circulated. A good start had been made with the swishing shed.

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

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

**7i. PAT testing** Two tenders had been received for PAT testing at Heilsa Fjold

**Action agreed: That the PGO confirm that the lower tender was a quotation, not an estimate, and if so accept the lower tender.**

### **7ii. Heilsa Fjold opening**

The PGO proposed that Heilsa Fjold be open for longer hours by asking staff to work on a rota system to provide cover. This would satisfy the insurer who was insistent that staff be on the premises if the building was open. It was suggested that young people might like to be able to play music at Heilsa Fjold.

**Action agreed: That the proposed opening hours be approved and that the PGO enquire the cost of a performing rights license to allow music playing at Heilsa Fjold.**

**The PGO report was received with thanks.**

## **8. Heritage group report**

A report had been circulated.

It was suggested that the bill from Cloustons relating to the repair of the leaky window might be unfair on the grounds that proper instructions had not been received in relation to the trickle vents.

**Action agreed: That S Thorne discuss this with Cloustons**

The fire alarm needed to be repaired following lightning damage. B Walls had agreed to quote for replacing the faulty panel. This needed to be done by 1 May for the summer opening.

**Action agreed: That B Walls be asked to quote and to replace the panel if the quote was reasonable.**

**The heritage group report was received with thanks.**

## **9. Staff coverage at Heritage Centre**

It was proposed that additional staff coverage be provided to ensure full opening hours at the heritage centre in the summer. Current staffing costs were met by a grant from Sanday Community Council. Additional hours would be paid for out of unrestricted funds.

**Action agreed: That staff coverage be increased to 17.25 hours per week for the season.**

## **10. Out of pocket expenses**

It was proposed that expenses guidelines be increased in line with current costs.

**Action agreed: That expenses guidelines be as follows and that approval from the chairman be sought if expenses were likely to be above these amounts:**

**B&B £75**

**Dinner £20**

**Friends and family (Dinner, B&B) £25**

**Daily subsistence £12**

**Mileage 40p per mile**

## **11. Proposal to build a distillery on Sanday**

A proposal had been put forward to build a distillery on Sanday supported by the Development Trust. The board discussed the proposal and agreed that a production company would be a good idea but were not convinced that a whisky distillery was the right one. It was agreed however that licensing requirements in relation to production size be investigated prior to further discussion.

### **Action agreed:**

**11i. That the proposer be thanked for his thoughtful proposal**

**11ii. That the matter be considered further when licensing requirements were known**

P Allan left the meeting at this point.

## **12. Donations policy**

The amended donations policy had been circulated.

### **Action agreed:**

**12i. That the amended donations policy be approved.**

**12ii. That an upper level of £250 be awarded at any time and that a total of £4000 be budgeted for the financial year 2015/2016, £1000 per quarter.**

**12iii. That all applications be considered by the board of directors.**

## **13. Volunteer policy and agreement**

The amended volunteer agreement had been circulated.

**Action agreed: That the volunteer policy and agreement be approved.**

## **14. Prospective GP candidates visit to Sanday**

Lunch was to be provided for delegates at the Heilsa Fjold cafe. The board were asked to approve that the lunch be paid for out of the Trust's unrestricted funds.

**Action agreed: That payment be approved**

## **15. Sanday Fiddle Club**

The board were asked if they would be able to receive the funds remaining in the Sanday Fiddle Club account when the charitable organisation was wound up. The money would be intended for the support of music education on Sanday, this having been the prime objective of the Sanday Fiddle Club.

**Action agreed: That this would be acceptable.**

## **16. Discounted ferry tickets**

The board were asked to consider assisting Trust members and staff with the purchase of 50% discounted ferry tickets. The current requirement to buy fifty tickets in advance in order to qualify for the discount meant that many people were unable to benefit from the discount.

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

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

**Action agreed: That the next meeting be held on Monday 18 May 2015 at 7.30pm at Heilsa Fjold.**

