

# Sanday Development Trust

enhancing quality of life



## **Minutes of the meeting of the Sanday Development Trust held at Heilsa Fjold on Monday 18 May 2015 at 7.30 pm**

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

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

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

Apologies for absence were received from C Leslie and D Skea.

**Action agreed:** That, in consideration of article 73(g), consent for absence be given to C Leslie and D Skea.

Apologies for absence were also received from G Speers (Drop-in supervisor).

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

The minutes of the meeting held on 13 April 2015 had been circulated.

Action agreed: That the minutes of the meeting held on 13 April 2015 be confirmed as a correct record and be signed by the chair.

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

#### **3i. Trust bicycles (3iv)**

The PGO had contacted Orkney Islands Council (OIC) to see if the Trust bicycles could be used as part of the Scottish initiative to increase bicycle use. OIC could not see how the Trust bicycles could become part of the initiative as the service was to be tendered out to private contractors.

Following further discussion the directors remained unable to see a way for the Trust to provide a cost effective bicycle hire service on Sanday and therefore the only way forward was for the bicycles to be either sold or loaned out.

The favoured suggestion was to offer the bicycles on a loan basis, for one year, to help establish a bicycle hire business.

Action agreed: That an advertisement be placed in the Sanday Sound seeking expressions of interest in establishing a bicycle hire business on Sanday with the assistance of the loan of the two Trust bicycles. (IS)

**3ii. Bill for window repairs at Heritage Centre (8)** A letter had been sent to Cloustons

requesting a reduction in the cost of the window repairs as discussed at the last meeting. So far no reply had been received.

Action agreed: That S Thorne continue to follow up this matter.

**3iii. Whisky distillery (11)** HMRC had been unable to comment on the likelihood of a licence being granted for a whisky distillery on Sanday because no business plan had yet been produced. The number of small distilleries which had been licensed in recent years suggested that it would probably be achievable.

There were however a number of other issues to be overcome. The number of small distilleries increased competition, although it was noted that small distilleries tend to sell to a local market. The market share for a Sanday distillery was therefore likely to be small.

In addition, it was unlikely that the amount of water and barley required could be produced on Sanday. Importing these ingredients would increase cost and the finished product would be less marketable as a 'Sanday' product.

A feasibility study would be costly as it would have to be carried out by distillery experts and the start up costs for a distillery would be very high.

Directors discussed the pros and cons.

Proposed and seconded: That a distillery on Sanday be not pursued further at the current time.

Motion carried.

Action agreed: That E Williams be thanked for his suggestion which unfortunately could not be taken further by the Development Trust at the current time.

**3iv. Discounted ferry tickets (16)** The PGO had been in contact with Orkney Ferries who were willing to consider an arrangement with the Development Trust to help islanders with the purchase of discounted ferry tickets.

Some concern was expressed on the possible effects on local businesses if more islanders were able to take advantage of half price ferry travel. It was noted however that travel to Orkney mainland was not solely for shopping but that many services were accessible only on the mainland.

It was suggested that the PGO contact other development trusts to find out what they do in this regard.

Action agreed: That the PGO continue to follow this up with Orkney Ferries and also contact the other island development trusts.

#### **4. Ranger report**

A report had been circulated.

R Thorne added that he had spent a lot of time ensuring the continuation of the Sanday Experience bus tour following what he felt had been poor management of the service, particularly in relation to the retiring guides. A meeting was to be held with the new guide and all other involved parties to ensure that the tour ran smoothly.

Action agreed: That the report be received with thanks

## **5. Heritage Centre assistant report**

A report had been circulated.

Action agreed: That the report be received with thanks

## **6. Drop-in report**

A report had been circulated. The board were delighted to see the number of young people using the centre.

## **7. Heilsa Fjold Centre manager report**

A report had been circulated detailing events and activities. Numbers of users were added at the meeting.

The treasurer requested that more information be routinely included to show user numbers and income generated by different activities.

Action agreed: That the report be received with thanks and that consideration be given to reporting user numbers and income.

## **8. Heilsa Fjold dog policy**

A number of people had visited Heilsa Fjold expecting to be able to sit outside with their dog. It was felt that the blanket ban on dogs could potentially dissuade people from using the facility and also lose business for the café. It was proposed that well behaved, leashed, dogs be allowed outside the building. It was also suggested that a stock of 'poop bags' be kept and that a water bowl be available.

Action agreed:

8i That the policy be modified to allow well behaved, leashed, dogs on the grounds but that staff and café staff retain the right to ask people to leave in the case of unacceptable behaviour.

8ii That 'poop bags' and a water bowl be available.

## **9. Administration and finance report**

A report had been circulated.

Action agreed: That the report be received with thanks

## **10. Projects and grants report**

A report had been circulated. In answer to directors' questions the PGO outlined proposals for an advice service and a learning fund.

Actions agreed:

10i Budgets – That a single purpose meeting be held to consider the budget

10ii Subcommittee terms of reference – That the proposed terms of reference be presented by the PGO at a heritage group meeting

10iii Health and safety policy – That I Sawyer oversee implementation of the policy

10iv That the report be received with thanks

## **11. Finance report**

A report had been circulated showing expenditure by fund

Action agreed: That the report be received with thanks

## **12. Heritage group report**

A report had been circulated. Attention was drawn to the excessive amount of the heritage centre assistant's time which had been taken up due to difficulties with the printer.

Action agreed:

12i That the report be received with thanks

12ii That the PGO install Microsoft Office on the heritage centre computer to ease technical difficulties.

## **13. Financial procedures**

Members of the heritage group felt that the new purchasing process was excessively bureaucratic and requested that it be streamlined for approved expenditure. This was agreed in cases where suppliers were happy to invoice the Trust.

## **14. Sealife webcam funding**

The proposal for a sea life centre had been shelved and instead it was proposed that an underwater camera be installed. Scottish Natural Heritage (SNH) had agreed that they would fund the camera in place of the previously agreed sea life centre. The board were requested to approve a 50% contribution which would be in the region of £1500.

Action agreed: That the Trust approve a 50% contribution as requested and that S Ray inform SNH of the decision.

## **15. Business units**

The current tenants wished to sublet their business unit. The implications of this were considered, including that it would be unfair on other islanders who had expressed interest in the unit but had not been awarded the tenancy. It was agreed that subletting was not an option and that the situation should be discussed with the tenants with a view to releasing them from the tenancy early and giving fair consideration to other potential tenants.

## **16. World host training**

Host training was on offer through the Orkney tourism group at a subsidised rate of £45 per head. The board were asked to assist with the £45 fee.

Action agreed: That assistance be considered

**17. 'Sanday Exposed' photography competition**

The cost of buying enough disposable cameras for all children on the island to enter this competition was unreasonably high. It was therefore suggested that entrants use their own camera but that the Trust buy two digital cameras and make them available to anyone who needed one. The Trust would then own two digital cameras for future use.

Action agreed: That two digital cameras be purchased as agreed.

**18. Date and time of next meeting**

Action agreed:

18i That the next ordinary meeting be held on Monday 13 July at 7.30pm

18ii That the budget meeting be held on Monday 25 May at 8pm

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Signature of Chairman



