

# Sanday Development Trust

enhancing quality of life



## **Minutes of the meeting of the Sanday Development Trust held at Heilsa Fjold on Monday 13 July 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:** K Howe (Administration and Finance Officer (AFO)); I Sawyer (Projects and Grants Officer (PGO)); R Thorne (Sanday Ranger); K Douglas (Member); R Dempster (Member); R Dempster (Member)

The chair welcomed all present and in attendance.

### **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 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 18 May 2015 had been circulated. The AFO drew everyone's attention to a minor change to the circulated minutes clarifying the nature of the technical difficulties which had been experienced by the heritage centre assistant (item 12).

Action agreed: That the minutes of the meeting held on 18 May 2015 be confirmed as a correct record and be signed by the chair.

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

#### **3i. Cloustons bill for window repair (3ii)**

It was noted that a detailed explanation for the unexpectedly high bill had been received from Cloustons along with a good will reduction of £120. The bill had therefore been settled.

**3ii. Sea life web cam (14)** The board were pleased to hear that it was hoped and expected that the sea life web cam would be in place by the end of July.

### **4. Budget**

The budget document had been amended following an informal discussion by directors. Everyone was reminded that just because spending levels were approved in the budget, this did not mean that money should be spent unnecessarily but that all spending should be planned in line with the charitable objectives of the organisation, long and short term plans and agreed spending limits.

**Action agreed:** That the amended budget be approved

## **5. Ranger report**

A report had been circulated. R Thorne had arranged substitute leaders for July and August events to cover his leave of absence. He was very pleased that he had more availability than expected so had been able to lead some events himself.

Action agreed: That the report be received with thanks

## **5. Heritage Centre Assistant report**

A report had been circulated. It was added on behalf of the heritage group that in order to operate the heritage centre at the desired level, including working towards museum accreditation, more hours of work were needed than were currently allocated to the heritage centre assistant. The heritage centre was already supported by many hours of voluntary work and it was appropriate that the hours worked by the heritage centre assistant be increased significantly. The PGO informed the board that she was to attend a training event for sourcing funding for heritage centres. This was particularly important bearing in mind that the seedcorn funding only supported the heritage centre assistant to the end of the current summer season. It was agreed that this matter should be considered further.

Action agreed:

5i That the report be received with thanks

5ii That this matter be discussed further at the next meeting

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

A report was circulated. The need for cover during the supervisor's annual leave was discussed. It was agreed that it was important to maintain the drop-in sessions as they were so well used.

Action agreed: That the PGO arrange cover for drop-in sessions (IS)

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

A report had been circulated including user numbers taken from the visitors book and donations received. Following last year's success two farmers markets were to take place in July and August.

Action agreed: That the report be received with thanks.

## **8. Administration and finance report**

A report had been circulated.

Directors were asked to consider whether it would be worth changing insurer for Heilsa Fjold from Markel to Aviva in order to enable the centre to be open unmanned. The net increase in premium would be £857. It was felt that this increase would be worthwhile in order to have the centre open for use more often and without the dependence on staff cover.

Directors were also asked to consider whether to increase the premium by £100.70 to cover laptops and stock. It was agreed that this was worthwhile as long as the cover included accidental

damage.

Action agreed:

8i That the report be received with thanks

8ii That the insurer for Heilsa Fjold be changed from Markel to Aviva to allow unmanned opening (KH)

8iii That cover be increased to include laptops and stock as long as the laptops were covered for accidental damage. (KH)

## **9. Projects and grants report**

A report had been circulated.

Following the news that NHS Orkney were unlikely to financially support care homes in the outer northern isles, the PGO had arranged to meet with P Herickson to discuss possible ways to continue.

It was encouraging that some new faces were seen at the public consultation. So far 35 questionnaires had been received. Directors were asked to encourage more people to complete questionnaires to get the best supported ideas from the community.

It was suggested that the Trust should consider creating a 'Welcome' pack for new residents.

Actions agreed:

9i That the report be received with thanks

9ii That the PGO consider creating 'Welcome' packs

## **10. Equality and Diversity**

The revised equality and diversity policy, statement and action plan had been circulated.

Action agreed: That the revised policy, statement and action plan be approved

## **11. Sanday Development Trust community fund**

Applications were received from the Agricultural Association, the Community Association, the Sanday Guides and the newly formed Sanday Players.

Action agreed: That donations be made as follows:

Agricultural Association, £238.20

Community Association, £238.20

Sanday Guides, £250.00

Sanday Players, £250.00

## **12. Goose culling**

No one had expressed interest in the post of shooting guide. Other possibilities were being

considered. The board were asked to decide whether, in principle, the Trust would take on the role of employer. The AFO stated that the additional workload created in this event would be manageable.

Action agreed: That, depending on the precise conditions, the Trust take on the role of employer if required.

### **13. Business units**

Three different proposals had been received for the lease of business unit 1. It was noted that no directors had an interest in any of the proposals.

The proposals were presented anonymously.

K Douglas outlined the potential for home working on Sanday in support of the proposal to use the unit as a home working base for people who did not have suitable accommodation in their homes. R Dempster also spoke in support of the proposal in order to increase employment opportunities on the island.

The board discussed the proposal and agreed that the idea was sound but that the business unit was not suitable for such use at the moment and it would require a considerable investment for the unit to be made suitable. It was agreed that the idea for a home working base be considered further at another time but unfortunately the business unit was not the right place for it.

A vote was taken on the two remaining proposals. Five voted in favour of the shop and six voted in favour of the bike hire business.

Action agreed:

13i That the business unit be let to D Pendlebury, as proposed, for a bike hire business.

13ii That the two Trust bicycles be loaned to D Pendlebury to help establish the business.

### **14. Harbour House**

The Trust was asked by Orkney Islands Council (OIC) whether they might be interested in acquiring Harbour House, Kettletoft, at a favourable rate, for the benefit of the community. The board discussed potential uses for the building, including home working base, offices and a gateway house.

Reservations were expressed about the acquisition of a building without a clear plan and without knowing how much would need to be invested in the house to bring it up to modern usage specifications.

It was agreed that interest should be expressed in order to find out exactly what sort of offer OIC had in mind.

**Action agreed:** That the chair contact OIC to express interest.

### **15. Skills for Sanday fund**

A bid had been made to the Royal Bank of Scotland Skills and Opportunities Fund. Only one bid per session received funding depending on the number of votes received and unfortunately the

bid had not received enough votes to be successful. The award committee felt that the project had considerable merit and had therefore offered an award of £10,000 towards the project as well as some second hand IT equipment. A small financial contribution would have to be made by the Trust to secure the funding offered. The board were asked to decide whether to accept the funding offer.

**Action agreed:**

**15i** That the funding be accepted (IS)

**15ii** That SSE be approached to assist with the required contribution from the Trust (IS)

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

Action agreed: That the next meeting be held on Monday 7 September at 7.30pm

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Signature of Chairman



