



**Minutes of the meeting of the Sanday Development Trust
held at Heilsa Fjold on Monday 7 September 2015 at 7.30 pm**

Present: S Ray (Chair); U Clackson; H Collinson; R Gilholm; C Leslie; J Mitchell; J Muir; M Stockton; S Thorne;

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

The chair welcomed all present and in attendance.

1. Apologies for absence

Apologies for absence were received from P Allan, L Brown, D Skea and S Towrie.

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

2. Minutes of the last meeting

The minutes of the meeting held on 13 July 2015 had been circulated. J Muir asked that it be recorded that he had left the meeting at item 11 while the application from the Agricultural Association was discussed.

Action agreed: That the minutes of the meeting held on 13 July 2015 be confirmed as a correct record with the above addition, and be signed by the chair.

3. Ranger report

A report had been circulated detailing Ranger activities which had been carried out by R Thorne and others. In answer to a question R Thorne advised the board that use of substitute leaders was working very well.

Action agreed: That the report be received with thanks

4. Heritage centre assistant report

A report had been circulated. R Thorne added that approximately £1100 had been donated at the heritage centre and around £1500 taken in shop sales, although it should be noted that the sales figure was turnover, not profit.

Action agreed: That the report be received with thanks

5. Drop-in report

A report was circulated.

Action agreed: That the report be received with thanks

6. Heilsa Fjold centre manager report

A report had been circulated. It was suggested that the café could offer takeaway lunches to school staff.

Action agreed: That the report be received with thanks and that the PGO ask the centre manager to look into this. (IS)

7. Administration and finance report

A report had been circulated.

In answer to a question, the AFO explained the necessity for a complete audit trail for all income and expenditure.

Action agreed:

7i That the report be received with thanks

7ii That the AGM be held on 3 November 2015 in the community room if available. (KH)

7iii That the directors to stand down be D Skea, M Stockton, S Thorne and one to be randomly selected out of L Brown, U Clackson, C Leslie and S Towrie (KH)

7iv That the AFO arrange a meeting to approve the trustees' report and accounts when complete and invite Ivan Houston from Scholes Accountants to the meeting.

9. Projects and grants report

A report had been circulated.

In relation to the meeting with Fiona Morrision from SSE, J Muir added that SSE seemed to have a preference for supporting big projects and that for a big project with significant community benefit it would be possible to access several years funding in one year.

Action agreed: That the report be received with thanks

10. Finance report

A report had been circulated showing income and expenditure against budget for the first quarter. So far expenditure was within budget. Staff travel and subsistence had been shown in staffing which made the staffing line appear over budget.

Action agreed

10i That the report be received with thanks

10ii That the report format be approved subject to ongoing monitoring and adjustment as required.

10iii That staff travel and subsistence be detailed separately from other staff costs and that a differentiation be made between travel and subsistence for training and for other purposes. (KH)

11. Staffing

11i Heritage centre assistant

The board were asked to consider increasing the hours of the heritage centre assistant to continue the post through the winter. The main purpose would be to carry out important record keeping, care of artefacts, research and other activities which would enable the Trust to apply for museum accreditation. Apart from raising the standard of the heritage centre to that of a museum, this would also enable the Trust to access museum funding sources. There were a number of potential funding sources which would help support the increase in hours and the PGO was attending a course which focused on funding heritage projects.

Action agreed:

11i (a) That the heritage centre assistant post be increased to 17.25 hours per week following on from the end of the current contract for 30 weeks.

11i (b) That the staffing budget be amended to include the cost of the post.

11ii Office Assistant

The board were asked to consider appointing an office assistant to help with some of the day to day tasks, thus freeing some the AFO's and PGO's time to carry out the more high level tasks which were currently compromised by lack of time. The board did not see the need for an office assistant but agreed to reconsider at the next meeting following receipt of a proposed job description and supervision plan.

Action agreed: That this item be considered further at the next meeting

12. Kettletoft and Sanday plan

A summary of the results of the consultation was circulated. There was strong support from the community for developing Kettletoft and a number of ideas for use of the buildings.

Highlands and Islands Enterprise were to visit the Kettletoft properties with a view to possible funding assistance. HIE would also be able to offer specialist support and advice.

It was proposed that a full structural survey be carried out by surveyors with relevant experience in order to establish the viability of the buildings and their value. It was noted that the old store building was B listed and that this would significantly affect how renovations were carried out.

It was suggested that a working group be formed to develop a business plan and that consideration be given to suitable membership of the working group, including people with relevant experience who were not members of the Trust.

Action agreed

12i That a full structural survey be carried out (IS/SR)

12ii That the formation of a working group to develop a business plan be considered. (IS/SR)

13. Sanday Development Trust community fund

Applications were received from the sports club, the school and the Xmas tree party group. J Muir left the meeting while the application from the sports club was discussed.

Action agreed: That donations be made as follows:

Sports club £250

School £247.50

Xmas tree party group £250

14. Goose culling

An independent group had arranged with a shooting trip organiser to bring shooting parties to Sanday and were contributing towards costs. Therefore no input from the Trust was needed at this time.

15. Date and time of future meetings

Action agreed:

15i. That meetings be held as follows (all at Heilsa Fjold at 7.30pm):

26 October

14 December

25 January

7 March

18 April

15ii. That a special meeting be arranged to approve the accounts prior to the AGM.

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Signature of Chairman

