



**Agenda for the meeting to be held at Heilsa Fjold
on Monday 28 November 2016 at 7.30pm**

1. Apologies for absence To decide whether consent should be given for absence. (In consideration of article 73(g))

2. Minutes of the last meeting (Attached) The board are asked to confirm that the minutes of the meeting held on 10 October 2016 are a correct record and to authorise the chair to sign the minutes.

3. Minutes of the special meeting held on 9 November (Attached) The board are asked to confirm that the minutes of the special meeting held on 9 November, to elect office bearers, are a correct record and to authorise the chair to sign the minutes.

4. Matters arising from the minutes

5. Subgroup membership

5i. To confirm/change membership of sub groups

Finance and pensions: Treasurer, AFO, A Binnie Douglas, S Towrie

Kettletoft: Chair, PGO, P Allan, A Binnie-Douglas, C Leslie, S Pugh, M Stockton and J Walker

Care: PGO, S Towrie plus other volunteers

Heritage: L Brown, M Stockton plus other volunteers

Soulka: L Brown, S Towrie plus other volunteers

Reuse and recycling: H Collinson plus other volunteers

Sanday Surgery: S Towrie plus two members of Sanday Surgery medical staff

5ii. To consider need for a staffing subgroup and to agree membership

6. Subgroup terms of reference

To confirm terms of reference for reuse and recycling group (attached)

7i. Staff reports To receive reports from staff as follows: Ranger (attached), Heritage Centre Assistant (attached), Centre manager (attached), Family drop in supervisor (to follow), AFO (attached) and PGO (attached).

7ii. To consider matters raised in staff reports

7. **Harbour House** To decide on offer to purchase

9. **Any urgent business** (Any urgent matters that need a decision to be made before the next meeting)

10. **Any other competent business**

11. **Date and time of future meetings.**

To consider dates of future meetings, including considering the day of the week on which meetings are held.

Note that meetings have been arranged on Monday 16 January, 7.30pm, at Heilsa Fjold and Monday 27 February, 7.30pm, at Heilsa Fjold

ENDS

SDT Meeting November 2016

Ranger's report 5th October to 28th November 2016

Advertised Ranger Events

5 th Oct	Waders & Wildfowl	8	26 th Oct	Wildlife walk	8
8 th Oct	Seal first aid	4	27 th Oct	Storytelling	8
12 th Oct	Binoculars workshop	5	30 th Oct	Seal pup walk	4
15 th Oct	Binoculars practical	4	5 th Nov	Seal pup walk	3
16 th Oct	Lighthouse Tour	7	6 th Nov	Beach tidy	postponed
20 th Oct	Storytelling	9	8 th Nov	Beach tidy	2 + S1/2
22 nd Oct	Seal pup walk	16	12 th Nov	Wader Watch	8
23 rd Oct	Sunday Stroll	9	13 th Nov	Goose Count	5
16 th Nov	Beginner's Birdwatching	6		TOTAL	106

It's been a busy time with sealcam on the go and lots of interest from a wide audience. We've had regular viewers from Sanday, Orkney, Scotland, England, USA and even Australia and New Zealand. The camera was also picked up by BBC Autumnwatch and I hope to follow this interest up next year and make it higher profile with them. We've had several visitors coming over to Sanday for the day to see the seal pups and afterwards the visitors have often then joined in other Ranger events.

Some other activities

- Sanday Experience end of season meeting
- Beached Bird Survey along Newark and Lopness.
- Sanday Sound Report.
- WEBS counts for BTO.
- Completion of November & December programme of events.
- Application for Paths for All health walks training submitted.
- Heritage group meeting.
- Annual Greylag Goose census.
- Promotion of sealcam and answering queries generated.
- Recording of dead seal pups for Scottish Marine Animal Strandings Scheme.
- Rescue, first and release of downed Fulmar.
- Preparation of Seal first aid, Binoculars for Beginners and Birdwatching for Beginners workshops.
- Promotion of The Adventure Show: Roads Less Travelled which will air on 27th/28th December on BBC 2 Scotland.
- Meeting with SSE cable ecologists surveying the cable route.
- Responding to queries and requests via Facebook and email.
- Continued promotion of Sanday Ranger Facebook page and answering queries generated by page:
 - 1184 likes / post reach of 545,743 people since page launched.
 - 82 new likes during reporting period / post reach of 45,608 people during reporting period
- Continued promotion of Sanday Ranger Twitter feed.

Emma Neave-Webb 18th November 2016

ENDS

October/Early November 2016 Heritage Centre Report

A shorter report than usual as I was on holiday for two weeks of October.

The Heritage Centre remained open seven days a week until the end of October, with a rota of volunteers manning it in my absence, although there were a few gaps as October seems to be a popular time for people to go away. From the beginning of November we shall be open weekends only, 9.30am – 5pm, until next May. Visits can be made by prior arrangement outside these times,

by phoning Myra, Rod and Sylvia, or me. Although the Makkin and Yakkin Group meet in the Centre on Tuesday afternoons, as do Andrew and Sheena to work on the Photographic Archive, so it is usually open at this time as well.

Before I went away I drew up a plan of the building, and provided measurements and structural details of the floor, for one of the curators in the Orkney Museum, who needed them to pass on to HES for their information with regards to the installation of the Appiehouse Stone. We are looking into several options for its display, and have been urged not to rush into it but to regard it as an opportunity to provide something really special.

I did also manage to get a couple of coats of paint on the lower sections of the outside of the windows before I went away, as instructed by the joiners who repaired them earlier on in the year, since when (the repairs) they seem to have been watertight.

I have been involved in an email correspondence with a Dutch geologist who was instrumental in setting up the website about fossil fishes in Orkney (www.landforms.eu/orkney/Fossils/index.htm). He needed to find the source of some heaps of stone that were lying at Loth a few years ago, in which he found some important fragmentary fish fossils in order to reconstruct their place in the total geological history of Orkney. With much help from one of our council roadmen, we seem to have got to the bottom of this problem, and have been offered some fossil fish for the Heritage Centre. Other email correspondence covers subjects as diverse as postmarks and cannonballs. A model ship in a glass case (another item donated by Mary Davidson, formerly of Scarrigar), has recently been restored by Evan Williams, who has done an amazing job. It is currently on display in the Horne Room, and the next task is to find out more about the ship, the Diana.

Other recent additions to the collection include an old recruiting poster for the Seaforth Highlanders, perhaps dating to the First World War or thereabouts, found in the attic in the former drill hall in Lady – this is now in one of the drawers of the display case housing part of the Battle of Jutland exhibition, and an unusual cruise lamp from Roo.

ENDS

Centre Manager's report October/Early November 2016

CAFÉ

Still continues to do well, Lisa is now doing Tuesdays only for the winter season and also as Sanday Experiences have finished till next year.

REGULAR EVENTS

Cuppa, Cake and Crossword-Thursdays

Total takings since this began = **£521 + £6 = 527**

Total invoices paid to date= **£254 + 20 =274**

VISITOR NUMBERS

These are from the visitor book, plus numbers I keep for events, cuppa cake days etc. They do not include Senior YC, Gail's drop ins, Yoga Group or SDT meetings, or Skills for Sanday.

September- 150

October- 153

Other updates-

Room Bookings up!

A good few months for room bookings with Scottish Sea farms booking the meeting room for training for over a week bringing in an income of £192.

Both vets are using us more too!

Cuppa Cake-

I am going to re-launch in November, changing to Fridays as its gone rather quiet.

Due to holidays there was no official event held in October.

Future Events-

Newbies/Oldies Get Together-This was held on Friday November 11th 2.30pm to 4pm with tea and cake available. Thanks to Emma who stepped in for me as I was off with the flu, 6 attended, some new folk too.

Afternoon Tea and Cakes event- Lisa has agreed to do a special tea and cakes on Friday afternoon 2.30-4pm on 9th December, Emma will attend and if any Directors can come along so we can answer any questions about the Trust and its plans, to help raise our profile that would be good.

ENDS

AFO report for meeting 28 November 2016

AGM and Annual reporting – Accounts and reports finalised and presented at AGM. Annual reporting to Companies House and OSCR to be completed.

Remember that, although some aspects of annual reporting are administrative, if you want the AGM to be a public relations event, it really needs to be more collaborative. One or two good ideas were put forward at the last minute this year but there wasn't enough time to organise them. There are always opportunities to volunteer to help when the AGM comes up on the agenda so please be prepared for next year.

Pensions subgroup – Discussed contribution possibilities. The Trust are able to make whatever contribution they choose, as long as it meets the statutory minimum. Not all staff are automatically eligible for inclusion or for a contribution from the Trust. In order to be as fair as possible to all staff the subgroup recommend a contribution of 2.7% of salary per month to be matched by a contribution from employees of 2.7%.

Staffing subgroup – There are a number of staffing matters which have never been discussed by the board, for example annual leave and notice procedures. It is statutorily required to inform staff of these in writing. Up to now everything has been at the statutory minimum but it is up to the board as employer to decide. It would be helpful for these matters to be considered by a sub group to make recommendations to the full board. Training in staffing matters can be arranged if required. It has been suggested that the pensions group take on staffing generally.

Complaints policy – There was mention of a complaint at the last meeting so I thought I would remind you that we do have a complaints policy. I have attached it for your reference and for review. It should be on display in Heilsa Fjold, and probably now it should also be on display at the Heritage Centre.

Insurance – There is no problem with the Development Trust and SECIC being covered by the same insurance policy. It doesn't compromise the separation of the two organisations and it is likely to keep costs down. I haven't yet had a chance to discuss in depth with the broker to make sure the policy is exactly what we want it to be. If anyone has expertise in insurance matters you would be welcome to assist.

Finance reporting - Please be aware that there are further issues with the production of the

management accounts report format. I will be addressing these at the earliest opportunity once I have been shown how the report format was created.

M&As – New model M&As from DTAS still to be looked at.

Routine – Book keeping, processing payments, raising invoices, payroll, agenda, minutes etc.

KH 16/11/16

DROP-IN REPORT NOVEMBER 2016

After the school summer holidays, the Thursday afternoon drop-ins changed to Wednesdays 3-5.30pm. These were well received for a while but have become a bit quieter now due to the winter. This is the usual trend for November and December. I have however had some children come in especially on Wednesdays to make Birthday cards for their relatives. The craft equipment still proves to be popular.

The badminton net arrived and it was a great success. I took it out when the weather was calm and sunny at the end of summer. The young folk loved it. I have attached a couple of photos showing you it being used.

The Saturday drop-ins are busy as usual.

A new child friendly dartboard has been ordered. This should hopefully limit any damage as the tips of the darts are made from hard plastic as opposed to steel. The new dartboard and darts come as a set.

All in all, everything is ticking over as usual.

Gail

Drop-in Supervisor

ENDS

Projects and Grants Officer's report November 2016

Skills for Sanday

- ◆ Job advert was placed in the Sanday Sound
- ◆ Deadline for application was 18th November - 2 applications received.
- ◆ Shortlisting should be completed prior to this board meeting, with the aim of interviewing on 5th December
- ◆ Had hoped to hear back from Scottish Sea Farms by now but no news at the date of writing
- ◆ Application was submitted to Gannett Foundation. Date not given for when we'll hear back about that one.
- ◆ No courses are currently being delivered except for the Birding for Beginners via the ranger service

- ◆ Final report to be submitted to RBS in due course

Community Gardening

- ◆ The lease of the land to the south of Heilsa Fjold did not go before committee. When passing through finance and legal a query arose and the investigations were not complete in time for it to be considered by Council. It will now appear on the January agenda. This means timings will be tight. I've gone back to the council to get an estimate of timescales and will contact the funders should this be necessary.
- ◆ Depending on the timescales quoted, I'm intending to put a piece in the January Sound about the project

Ranger Service

- ◆ No update regarding the lighthouse licensing agreement.
- ◆ Some issues with seal cam due to gloomy days – other ways of powering it for next year being looked at.
- ◆ Northlink will be making a donation of £500 to support the webcam costs, in return for allowing them to stream the webcam on their website (<http://www.northlinkferries.co.uk/seals/>)

Sanday Care

- ◆ Greater clarity has now been provided by Luke Fraser regarding the Islands Housing Fund, Rural Housing Fund and how to submit a joint application.
- ◆ Email sent to the partner isles requesting information and setting out process but lack of progress as only 1 other island has emailed across the requested information.
- ◆ Intend to push the other isles harder regarding this once the application to SLF has been submitted
- ◆ Sandra and I attended the latest 'community led care' session in Kirkwall. OHAC are incredibly pessimistic about any form of supported housing in the isles due to the current financial climate, despite the common message from the isles. Session was good in identifying that most isles are experiencing common issues, therefore (in theory) common solutions could be found.

Drop-ins/Heilsa Fjold

- ◆ Have emailed Gail re magnetic darts. Looking at 'safety' dartboards to see if this may be a better solution
- ◆ Large donation of xbox games received from Ruraidh who resides at Holland. Over 18 games are stored in the cupboard to ensure not accessed by younger children
- ◆ Glass has arrived on Sanday for the fire door and will be fitted as soon as we have the appropriate weather
- ◆ As circulated previously, the TV upstairs has been broken. As a plasma screen, it no longer works following the impact. No one has been in touch to confirm what happened and I've not rushed to replace it. What do the directors feel about asking the kids to try and

fundraise some money towards a replacement? Any replacement purchased will have a hardened screen to try and reduce the chance of this happening again.

- ◆ Cream teas afternoon on 9th December from 2:30-4pm. It would be good to see a few directors present who could chat to attendees informally about the work of the Trust

Website

- ◆ Zoe Robinson who has been undertaking much of the website updating of late has secured a job in Kirkwall and will no longer be able to do the website updating.
- ◆ Plan to advertise for a new volunteer in the January Sound
- ◆ Andy Binnie-Douglas still undertakes some of the updating and I'll be trying to cover it too, until a new volunteer is secured

Kettletoft

- ◆ Stage One report (options appraisal) from SKS signed off by the sub-group on 14th November.
- ◆ Invoices for stage one and expenses received and authorised for payment by SLF
- ◆ Herd Law has been retained as our solicitors for potential purchases
- ◆ Valuations have been carried out on all 3 properties
- ◆ Spoke to SEPA regarding the implications of any buried waste (old coop yard) but this would be a council issue in the first instance. I therefore spoke to the Council's waste department but apparently it's more of a planning issue. Investigations continue
- ◆ I've chased OIC for response and pricing regarding clearing the site.
- ◆ Please see email updates for all other progress on this project.

North Isles Landscape Partnership Scheme

- ◆ Spoke with Naomi Bremnar regarding the visitor and marketing study she's undertaking for NILPS and also encouraged her to speak to local businesses who would have a better grasp of local challenges and opportunities.
- ◆ Local landscape and coastal character assessment is the next consultant visit planned for early December. He would like a survey style consultation. I've advised against this due to the number of surveys carried out recently.
- ◆ An appraisal of Sanday's wildlife and natural places is also about to be undertaken – please see the survey link sent out by Steve to get involved
- ◆ As mentioned previously, NILPS has great potential to assist the Trust with redeveloping the Kettletoft Store

Broadband

Spoke to Felix Spittal of HIE/Community Broadband Scotland regarding opportunities that will be arising related to SSE's planned works on Sanday and to their underwater cabling. He was less enthusiastic than I'd hoped and is advising against taking any action.

He informed me that following the report this summer (Audit Scotland?) an open market review at the premises level will be announced within the next few months. A period of state aid consultation will then follow in preparation for a procurement exercise in late 2017, with builds taking place between 2018 and 2021.

The intention behind all of this is to enable a wider range of solutions to be considered and to allow procurement for smaller projects by a range of companies – not just BT Openreach.

His opinion is that having waited this long in effort to gain clarity over where BT will or won't be going, for the Orkney isles to push forward with an aggregated solution now is likely to take just as long and, at the end of it, those who benefit from the solution will only be able to use that supplier rather than having access to the open market.

A Sanday only solution taken forward by the Trust as a self build is a possibility and could be slightly quicker to implement but Felix and I are of the opinion that this would make us very reliant on 1 or 2 individuals and again, there would not be access to the open market.

IT

My laptop has also been purchased now and is partially set up. Shall finish setting up at a convenient point over the next few weeks as I shall do this one and Kate's on my own time.

New server is in the office, Sage is installed and it's connected to the network. This took slightly longer than anticipated so the VPN has not been set up yet. Once this is place, data can be transferred into Sage.

Items to be addressed

1 Does the board wish me to undertake further investigation into a self-build solution for delivering improved broadband on Sanday?

I'm always available if anyone has queries between meetings that I can help with. Please email me at pgo@sandaydevelopmenttrust.org.uk

ENDS

Reuse and Recycling Group - Terms of Reference

The reuse and recycling group is a subcommittee of the Sanday Development Trust. The board of directors of the Sanday Development Trust are ultimately responsible for all activities of the reuse and recycling group

1. Membership

Chair
Vice chair
Secretary
Other members

There must be at least one director of the Sanday Development Trust in the group. Other members could include:

- ◆ Other directors of the Trust
- ◆ Members of the Trust
- ◆ Other local people
- ◆ Representatives of local organisations
- ◆ Representatives of partner agencies
- ◆ Local councillors

All members of the subcommittee will be volunteers and subject to policies created by the Development Trust in relation to volunteers.

An individual with a particular interest in recycling issues should take the lead role within the subcommittee. This person does not necessarily have to be a director of the Trust. The workload can be varied to suit individual time availability and expertise.

2. Appointment of subcommittee

Following the Annual General Meeting (AGM) each year, the board of directors shall appoint a nominated director to the group who will undertake this role until the next AGM. This director shall be responsible for reporting to the full board of directors on a regular basis and for ensuring that minutes of meetings are forwarded to the Administration and Finance Officer (AFO) for circulation to the full board. Other members will be appointed by agreement with the board of directors. When appointing members account should be taken of the need for specific roles to be filled.

3. Frequency of Meetings

The subcommittee shall meet as required.

4. Recording of Meetings

The subcommittee shall ensure that an agreed written record of each of their meetings is forwarded for receipt at the next ordinary meeting of the full board of directors and for inclusion on the Trust's website. A Minute of the meeting will also be forwarded to the Projects and Grants Officer (PGO) at the earliest opportunity to ensure the officer is closely informed of progress. The subcommittee may wish to appoint a secretary to undertake this role.

5. Staff Attendance

Staff will provide a resource for the group but are not expected to attend every meeting or undertake the lead role. The PGO has overall responsibility for coordinating any funding applications and will provide any assistance in this regard. The PGO will share with the group details of any funding available that the group may not be aware of.

6. Role and Purpose of the Subcommittee

6.1 Run the reuse shop on Sanday

6.2 Raise funds to contribute towards the work of the Trust

6.2 Work with the PGO and the board of the Trust to develop proposals for furthering recycling on Sanday

7. Powers

7.1 To appoint members to the subcommittee subject to sections 1 and 2 above, 'Membership' and 'Appointment of the subcommittee'.

7.2 To incur necessary expenditure from the reuse and recycling budget in line with agreed spending limits, as detailed in the directors' handbook.