

Development Trust minutes 29/8/12

Minutes of the Meeting of the Sanday Development Trust
at Heilsa Fjold on Wednesday 29 August 2012 at 7.30 p.m.

Present: S Towrie (Chairman); S Thorne; J Towrie; R Towrie; M Stockton; E Williams
(Treasurer); R Gilholm; M Dearness; R Brown

In attendance: U Clackson (Clerk); J Kenny (Heilsa Fjold Manager); R Thorne (Ranger),

1. Apologies for absence

Apologies for absence had been received from L Brown, S Clackson, H Collinson and G Ellis.

Action agreed: That consent for absence be given to the above named directors and the CDO.

2. Minutes of the last meeting

Minutes of the meetings held on 19 June 2012 and the 3 July had been previously circulated

Action agreed: That the minutes of the meeting held on 19 June 2012 and the 3 July be confirmed as a correct record and be signed by the chairman.

3. Matters arising

re point 5 (Report Heritage Group 19 June minutes)

The Ranger reports having received an e-mail from Sheila Garson asking him to submit a formal request for the rune stone to be exhibited in Heilsa Fjold and also asking a number of questions associated with ownership and insurance status. Rod suggests that he will deal this matter, and related matters to do with the Pictish picture stone over the winter.

Action agreed: The Ranger should draft a letter for the Chairman to send to Sheila Garson.

re 8c (Other urgent business, Sanday website, 19 June minutes)

The Ranger complained that updates to the Sanday website he had sent to the CDO had not appeared. He stressed the important of regular updates for the value of our website, as for any other website.

Action agreed: The chairman will discuss this matter with the CDO in the course of their next management meeting.

re special meeting 3 July

The architect's fee has now been paid but so far no receipt has been received. (Information only)

3. Communications

Any communications received are discussed in point 8 "Any other urgent business".

Reports

4. Directors

a) Treasurer "Balances at 30 June 2012" ~ previously circulated

"Financial Projections 2011-2015" ~ previously circulated

"Memo Ivan Houston Seminar" ~ previously circulated

The treasurer reported that since compilation of the balances on the 30 June the outstanding grant for the Youth Centre construction project has been received which was used to pay outstanding invoices for the project to Orkney Builders and the Surveyor. Of the received money £ 34,093.79 are earmarked for capital expenditure for Heilsa Fjold and cannot be spent for any other purpose.

The SDT unrestricted funds have been bolstered by repayment of a loan to the construction project. Out of this, the architect's fees (£ 7,704) have been paid, which represents a loan to the heritage centre project.

The financial projections had been requested by OIC and had also been shared with the directors. It illustrates again, that the SDT still crucially depends on grant funding. Grant funding is expected to diminish in the near future, but hopefully not disappear altogether.

The need to engage in money-earning activities was stressed once again.

The Memo was an offer of a free seminar "Understanding financial statements" to learn financial expertise for the evaluation of grant applications. This may become relevant for grant applications we might make to funders in the future, and, in due course, the SDT may

well become a grant giving organisation itself. This seminar was offered for some time in autumn this year and be open to SDT directors and employees. There may be a follow-on meeting at a later date.

Action agreed: The suggested seminar found general approval and the treasurer was asked to organise it and to agree a date.

5. Sub-groups

a) Heritage Group (report previously circulated)

The report was noted. A summary of the conditions of the Horne Bequest has been received from the Sanday Community Association and is filed at the SDT.

The Sanday Community Council is drawing up the lease of the Temperance Hall and this issue is in hand and the costs associated with it will be borne by the Sanday Community Development Fund accessible by the SCC.

Myra is in the process of putting her house, which currently accommodates the temporary Heritage Centre, on the market so other accommodation may need to be found for the 2013 season.

A Fundraising Sub-Sub-Group to the Heritage Sub-Group has been set up and has lots of exciting ideas.

The architect's fees have been paid but no receipt has been received yet.

b) Recycling Group ~ (previously circulated)

The previously circulated report was noted

i) Request of release of funding for a carpet cleaner

The group requested approval of a financial frame for purchasing a carpet cleaner both for cleaning donated carpets and for setting up a service cleaning carpets in people's houses. An outline budget of £ 500 for cleaner, ancillaries and consumables was granted and a detailed plan was requested.

Action agreed: The clerk to inform the Recycling subgroup of this decision.

ii) Ferry tickets (report previously circulated)

The group had requested a method of prepaying ferry trips for volunteers.

Action agreed: The group was given permission to pre-pay tickets and asked to develop a system for doing so which prevents misuse.

c) Sanday Soukka 2012 ~ (previously circulated)

The previously circulated report was noted. There will be a Soukka Subgroup meeting on Tuesday the 4 September where decisions on 2013 will be made.

5. Officers

a) Ranger ~ (report previously circulated)

The Ranger requested to have more input into the grant funding applications (to the Spurness Wind Fund and to SNH) relating to the Ranger post in addition to the CDO and also to include some funding for the reprinting of leaflets and the creation of a new "Heritage" leaflet in the grant application.

Action agreed: The board will revisit this topic during the revision board meeting on the 3 September.

There will be in the near future a "debriefing meeting" with Sue McArthur (SECIC) regarding the "Sanday experience" and how to develop it in the coming year.

b) Heilsa Fjold Manager

Joanne presented a report, a written copy of which will be enclosed with these minutes.

The most important new development is that the Youth Centre has obtained a grant for the employment of a "Youth centre assistant – IT support". The conditions of the grant were very restrictive and the only person on Sanday fulfilling all of these (Andy Robinson) has been employed for 25 hours/week from next Monday, 3 September 2012. The grant covers his wage for 26 weeks. His employment should help to extend the opening hours of the centre as well as help with IT.

There has been a meeting the cafe staff. Ellie and Sarah had a meeting with Maggie and more senior HF staff. They have plenty of ideas on how to develop the cafe, extending opening times and products on offer.

Rod recalled from the Sanday Experience that the young staff at times have difficulties coping. The Sanday Experience would need the centre to be more organised and the young cafe staff be given more adult support in order to cope with a variety of difficulties. The HF manager requested on behalf of the Centre to be given more notice of the "Sanday Experience" bookings.

Rod encouraged a review of whether the Sanday Experience is actually a beneficial customer for the cafe or if it would be better to move the lunch to some other establishment.

c) Community Development Officer

The CDO wrote a report about the fuel situation which was discussed in item 7.

d) Youth Development Worker ~ (previously circulated)

The report was noted.

C Lennon plans to run a Senior Drama Club on Saturday morning and Junior Drama Club on Wednesday afternoons..

e) Admin staff including PQASSO process

No report has been received.

6. Others

No other reports were received.

7. For discussion

. Fuel and shop situation in Sanday

(also see previously circulated document "Essential Fuel supplies on Sanday" by the CDO)

The CDO's report highlighted the difficulties involved with the SDT getting involved with improving the fuel situation. Meanwhile information has been obtained which indicates that private enterprise may be taking steps which will improve the situation without further action by SDT.

Action agreed: The board agreed not to pursue this issue.

8. Any other urgent business

a) HIE employment training

HIE is offering a series of three seminars on employment issues. The first and second of these will be attended by S Towrie as the chairman and the third of these will be attended by L Brown as the vice.

b) Suggested car wash business, Rebecca Ray ~ (also see copy of e-mail exchange in this matter previously circulated)

No further plans or communications in addition to those distributed have been received.

c) Broadband

The Trust has been approached by the company that set up broadband at the Youth Centre with the suggestion to improve broadband provision. (Experience with this company had been mixed.)

Action agreed: The board agreed that the CDO should enter into a conversation with this company and pursue this issue.

d) Purchasing goods for SDT

Our chartered accountant pointed out to us that goods purchased privately on the behalf of the SDT and refunded might result in the purchaser having to pay tax on the refund. This problem may affect any goods other than food and travel. It is therefore recommended to make any payments directly via SDT accounts.

e) General note on "giving credit" to funders

Please be careful to give due credit to all appropriate funders on letter headings, leaflets etc. Material support by individuals should be responded to by means of an appreciative thank-you letter.

f) Pool table

The Youth Centre in Heilsa Fjold has been donated a pool table from the Seatter family.

Action agreed: The board agreed that the chairman should write a thank-you letter and the pool table be made available to the users of the centre.

g) Deep cleaning Heilsa Fjold

It has been observed that it is not easy to keep the floor of the public areas clean. M Dearness suggested borrowing or hiring an industrial cleaning device when it is next in use

at the school to use it to clean the cafe areas. The cleaners have been helpful and generous in the past when asked to also clean the community wing area in addition to the school. After the cleaning the floor should be properly sealed.

Action agreed: This suggestion found general approval.

h) South access to Heilsa Fjold

S Thorne suggested to re-instate a gate in the southern boundary wall. M Dearness pointed out that closing the gates had been a condition of the building permit on account of security issues at the obscure gateway which used to serve the bungalows at the location where HS is today. The same drive also serves the West Manse. This discussion ended without a conclusion.

Date and time of future meetings including AGM

Special revision meeting: 3 September 2012

Board meeting: 3 October 2012

AGM: in November, date to be confirmed

Signature of Chairman

Date