

## Development Trust minutes 5/11/12

### **Minutes of the Sanday Development Trust Board Meeting held**

**at Heilsa Fjold on Monday 5 November 2012 at 7.30 p.m.**

**Present:** S Towrie (chairman), E Williams (treasurer), M Stockton, H Collinson, R Brown, L Brown, R Gilholm, J Towrie, R Towrie, S Thorne

**In attendance:** U Clackson (clerk), R Thorne (ranger)

### **Apologies for absence**

An apology for absence had been received from S Clackson

1. *1.Welcome, introductions & apologies*

**Action:** The board did not accept S Clackson's apology

1. *2.Minutes*

a) Minutes of the meeting held on 3 September 2012 (previously circulated)

**Matters arising** (not dealt with elsewhere on the agenda)

**Action:** The board was reminded that when discussing individual employees the non-directors have to be excluded. Neither may such information be included in publicly accessible minutes.

The board accepted the September minutes as a correct record to be signed by the chairman

1. *3.Directors to stand down at AGM*

The longest-serving third of the elected directors will have to be resign. Therefore J and R Towrie as well as S Thorne will resign prior to the AGM but will all be entitled to stand for re-election should they desire to do so.

1. *4.Accounts*

Notes were received from the treasurer re the accounts as received from the accountant:

The figures as shown in the accountant's accounts differ from those distributed every 3 months by the treasurer. The reason for this is that the accountant used a different, more complex, accounting method for allocating sums of money to particular months.

**Action:** The board approved the accounts as a correct record to be presented at the AGM.

## 1. **5.AGM programme and preparations**

The suggestion was made by the chair that a smaller board would possibly work more effectively. However, the board felt that a larger number of directors might lead to a larger number of volunteer helpers which would be needed for making Heilsa Fjold a success.

The returning officers for any election during the AGM were determined as R Thorne and G Ellis.

E Williams is prepared to look after the keynote speaker on the day of the AGM.

S Towrie is prepared to host the visitor overnight and give them breakfast.

Catering will be provided by the Youth Centre staff under the direction of S Towrie.

E Brown and H Collinson will set up the community hall ready for the AGM. E Brown will ensure that a projector, a laptop and the piano are available.

U Clackson will put an event announcement into Radio Orkney.

U Clackson will book the Afternoon Club bus, if possible, and inform the public that free bus transfers will be available.

E Williams and U Clackson will stuff the envelopes on Wednesday the 11<sup>th</sup> November. Invitation letter, director nomination form, accounts and reports are to be photocopied and sent.

## **Next meetings**

**AGM**

Tuesday 20 Nov 2012