

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 11th November. Invitation letter, director nomination form, accounts and reports are to be photocopied and sent.

Next meetings

AGM

Tuesday 20 Nov 2012