



**Minutes of the meeting of the Sanday Development Trust  
held at Heilsa Fjold on Monday 27 February 2017 at 7.30 pm**

**Present:** S Ray (Chair); P Allan; L Brown; H Collinson; C Leslie; J Muir; S Pugh; M Stockton; S Towrie

**In attendance:** K Howe (Administration and Finance Officer (AFO)); T Ranger (Learning Coordinator); I Sawyer (Projects and Grants Officer (PGO)); G Speers (Drop-in supervisor); J Taylor (Heilsa Fjold Centre Manager); Three members

The chair opened the meeting by expressing the shock and sadness felt by everyone at the sudden death of Andy Binnie-Douglas, who had been a director of the Trust since November 2015. He expressed condolences to Andy's wife, Karen, on behalf of the Trust, and extended an offer of support.

**1. Minutes of the last meeting**

Minutes of the meeting held on 16 January 2017 had been circulated.

**Action agreed:** That the minutes of the meeting held on 16 January 2017 be confirmed as a correct record and be signed by the chair.

**2. Minutes of the staffing subcommittee meeting**

The minutes of the staffing subcommittee meeting held on 10 February had been circulated. It was noted that draft policies for annual leave and notice of termination of contract would be on the agenda for the next ordinary meeting, in order to allow more time for planning at this meeting.

**Action agreed:** That the minutes of the staffing subcommittee meeting be received with thanks.

**3. Matters arising from the minutes of the meeting held on 16 January**

**3i Heilsa Fjold TV (4iia)** No action had yet been taken to replace the damaged TV screen.

**Action agreed:** That this be followed up (SR)

**3ii Physiotherapy Service (7)** The chair was to meet with the doctor to discuss

the proposed service.

**Action agreed:** That the chair continue follow up.

**3iii Office Server at Heilsa Fjold (4iie)** A volunteer was being sought to finalise setting up of the office server. Suggestions were made of people to approach.

**Action agreed:** That the PGO continue follow up.

**3iv. Turbine software upgrade** SRCIC directors had been in touch with SSE who had confirmed that it would be acceptable for SRCIC to pay their full share of the software upgrade cost up front.

**Action agreed:** That SRCIC directors continue follow up.

**3v. Community Council Meeting (9)** It was noted that discussion of a replacement school bus had been postponed.

#### **4. Matters arising from the staffing subcommittee meeting**

There was a vacancy for a third director on the staffing subcommittee. The AFO briefly outlined the purpose of the subcommittee.

**Action agreed:** That S Pugh join the staffing subcommittee.

#### **5. Staff reports**

Reports were received from staff as follows: Ranger, Heritage Centre Assistant, Centre Manager, Family drop-in supervisor, Learning Coordinator, AFO and PGO. Directors welcomed T Ranger to the post of Learning Coordinator.

**5i. Action agreed:** That the reports be received with thanks.

#### **5ii. Matters arising from staff reports:**

**5iia. Interview Panels** Interviews were to be held on 3 March for the community garden project manager and on 6 March for the gardener.

**Action agreed:** That the interview panel on 3 March be S Ray, S Pugh and PGO and that the interview panel on 6 March be S Ray, H Collinson and PGO.

**5iib.** Ideas were sought for an individual who could provide architect sketches for the feasibility study. A number of suggestions were made.

**Action agreed:** That the PGO follow up.

**6. Proposal from THAW Orkney** A letter had been received requesting a contribution from the Trust towards delivery of Poverty and Social Inclusion Services

across Orkney. More details were to follow but the proposal included the intention to give practical support to people in fuel poverty. Training delivered through Skills for Sanday might also be included. P Rickard of THAW Orkney had offered to visit Sanday to address the board.

It was noted that the community council had received a similar letter but had voted to not support the proposal.

**Action agreed:** That the chair follow up and try to arrange a visit from P Rickard in March.

**7. Lady Post Office** Concern was expressed that the Lady Post Office might close following retirement of the current manager in May. It was agreed that it was highly desirable to keep two post offices on the island and that the Trust should write to the Post Office to express this view.

**Action agreed:** That a letter be written to the Post Office in support of maintaining a second post office on Sanday. (SR)

**8. Organisational Plan for 2017 to 2018** Directors and those in attendance formed groups to discuss elements of the Trust's forward plan. Strengths, weaknesses, opportunities and threats were also discussed.

**Action agreed:** That the PGO collate the various ideas and create a draft operational plan for the forthcoming year.

**9. Your Island Your Choice** As part of the 'Your Island Your Choice' funding programme, a proposal for a project which linked the island communities was sought. A proposal was being put forward to install equipment on each participating island to allow a high standard of virtual communication between the islands. Directors were asked to consider whether Sanday should participate. The project would be led by the Eday Partnership.

There were as yet no costs, partly because the cost depended on the number of participants.

The board were in favour of the project in principle, but needed more detail, particularly financial information, before making a final decision.

**Action agreed:** That participation be agreed in principle, subject to confirmation on receipt of costings and level of input required from the Trust. (PGO)

## **10. Funding Applications from the Trust**

The board were reminded of the need for all funding applications to be overseen by the PGO and approved by the board in order to ensure that the Trust's objectives and priorities were adhered to. Individual volunteers were not empowered to make applications on behalf of the Trust. The chair asked directors to ensure that this

requirement was strictly observed by all subgroups.

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Signature of Chairman

Reminder of forthcoming meeting dates:

24 April, 7.30pm

29 May, 7.30pm

3 July, 7.30pm

28 August, 7.30pm

16 October, 7.30pm

4 December, 7.30pm

22 January, 7.30pm