

Sanday Development Trust

enhancing quality of life



Minutes of the meeting of the Sanday Development Trust held at Heilsa Fjold on Monday 16 January 2017 at 7.30 pm

Present: S Ray (Chair); P Allan; A Binnie-Douglas (via Skype); L Brown; H Collinson; C Leslie; J Muir; S Pugh; M Stockton; S Towrie

In attendance: K Howe (Administration and Finance Officer (AFO)); I Sawyer (Projects and Grants Officer (PGO)); R Thorne (Observer).

The chairman welcomed everyone present and in attendance.

1. Apologies for absence

Apologies for absence were received from J Walker.

Action agreed: That, in consideration of article 73(g), consent for absence be given to the above named director.

2. Minutes of the last meeting

Minutes of the meeting held on 28 November 2016 had been circulated.

Action agreed: That the minutes of the meeting held on 28 November 2016 be confirmed as a correct record and be signed by the chair with the following amendment:

Item 5i – Remove C Leslie from Heritage subgroup

3. Minutes of the recycling group meeting

The minutes of the recycling group meeting, dated 28 November, were circulated.

Action agreed: That the minutes of the recycling group meeting be received with thanks.

4. Staff reports

Reports were received from staff as follows: Ranger, Heritage Centre Assistant, Centre Manager, Family drop-in supervisor, AFO and PGO.

4i. Action agreed: That the reports be received with thanks.

4ii. Matters arising from staff reports:

4ii(a) Heilsa Fjold - In answer to a question the PGO confirmed that the swishing shed

was still active at Heilsa Fjold, with a regular turnover of clothing and a good throughput of customers. The centre manager was also considering new options to attract people to use the centre, following the 'Cuppa, cake and crossword' event which had now finished.

The directors discussed the television breakage. It was disappointing that no one had yet apologised for causing the breakage, but it was felt that it should be replaced.

4ii(a) Action agreed: That a new television be purchased for Heilsa Fjold from unrestricted funds.

4ii(b) Pensions auto enrolment - The AFO confirmed that arrangements for pensions auto-enrolment were in hand and that AJB Scholes, the accountant, would be arranging for letters to be sent out to staff informing them of the upcoming changes.

4ii(c) Skills for Sanday - The Board were pleased to hear that Scottish Sea Farms had offered to contribute to the Skills for Sanday project. The possibility of asking Scottish Sea Farms to offer training through Skills for Sanday was also discussed.

4ii(c) Action agreed:

- i. That the funding offer from Scottish Sea Farms be accepted (IS)
- ii. That the PGO look into the possibility of training being offered (IS)

4ii(d) Community Garden - H Collinson informed the board that the gardening club had invited a visitor to talk about the existing community polytunnel in Stromness. This would be held in March or April.

4ii(e) Office Server - Everything was in place for the server to become operational. All that remained was for the VPN to be set up to enable access.

5. Finance report Management accounts to 31 December had been circulated. The AFO apologised that quarter two figures for 'Heritage Centre' and 'Youth Development' had not been deleted and therefore the summary showed incorrect totals. With those corrections in place, income and expenditure were broadly on track and in most cases expenditure was well within budget.

Action agreed:

5i That the AFO circulate corrected management accounts for directors' records (KH)

5ii That the report be received with thanks

6. SSE proposed software update

A letter from SSE had been received by SRCIC informing the company of a proposed software upgrade which should result in increased production capacity and therefore increased profit. SSE asked that SRCIC contribute ten per cent of the upgrade cost and offered a deal which would involve SRCIC paying their contribution over a three year period

with an interest rate of 8 per cent.

Directors agreed that a contribution should be made towards the cost of the upgrade, in order to secure a share of any increased revenue, however it was agreed that it was unnecessary to accept the loan offer, as there were sufficient funds in the SRCIC account to pay their share up front. It was also felt that the upgrade cost was very high and agreed that SSE should be asked to share a breakdown of the cost.

Action agreed: That the SRCIC board respond to SSE indicating a willingness to pay a share of the upgrade cost, a ten per cent share expected to be £11,300, up front and requesting a breakdown of the cost to ensure that the contribution requested was a fair share. (ST, LB)

7. Proposed physiotherapy service on Sanday

A letter had been received from a physiotherapist working in Kirkwall who was looking into the possibility of offering a service in the isles. The service would initially have to be financed privately but there was a possibility that it might become funded, through the Change Fund, if a demand was shown. Support towards travel costs for six, monthly, visits was requested from the Trust.

There was a lengthy discussion around the benefits of a physiotherapy service in the isles, and it was agreed that there was a significant demand from Sanday residents and significant benefits to having a local service as opposed to having to travel to Kirkwall.

The question of whether a health related service should be funded by the Trust rather than the National Health Service was discussed and consideration given to the recent refusal to fund a visit from the alcohol advisory service. It was felt however that for the relatively small cost of six return journeys to Sanday, there could be significant benefit for the community. It was therefore agreed that the requested support for a six month trial would be offered.

It was also agreed that the service should be offered in collaboration with the Sanday Surgery.

Action agreed:

7i That the PGO respond, offering to cover travel costs for a six month trial period of monthly visits.

7ii That S Ray discuss service delivery with the Sanday Surgery.

8. Kettletoft – Consideration of suggestions from the community

Directors were asked to start considering the community's suggestions for use of the buildings in Kettletoft, particularly thinking of requirements for an architect's brief.

It was agreed that internal features should allow maximum flexibility.

Action agreed: That further consideration be given to this matter

9. Community Council Meeting

J Muir reminded directors that they were invited to attend the community council meeting, on 7 February, at which the request to fund a new school bus would be discussed.

10. Emerging Leaders Programme

Highlands and Islands Enterprise were starting a new leadership training programme, particularly aimed at community leaders. A preliminary meeting was to be held in February and the programme would start in the spring. The cost to the Trust would be £550 per person.

The PGO had expressed interest and interest was also expressed from several directors. It was noted that there would be a significant time commitment.

Action agreed:

10i That the Trust finance a place on the course for the PGO.

10ii That the PGO circulate details to interested directors for their further consideration.

11. Date and time of future meetings

The need to hold meetings on a day and time that the vice chair could attend in person was discussed, but it was not possible to reach agreement on a change of day or time.

Meetings for the following year were therefore set as follows:

27 February, 7.30pm

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

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Signature of Chairman