

Sanday Development Trust

enhancing quality of life



Agenda for the meeting to be held at Heilsa Fjold on Monday 16 January 2017 at 7.30pm

- 1. Apologies for absence** To decide whether consent should be given for absence. (In consideration of article 73(g))
- 2. Minutes of the last meeting** (Attached) The board are asked to confirm that the minutes of the meeting held on 28 November 2016 are a correct record and to authorise the chair to sign the minutes.
- 3. Matters arising from the minutes**
 - 4i. Staff reports** To receive reports from staff as follows: Ranger (attached), Heritage Centre Assistant (attached), Centre manager (attached), Family drop in supervisor (attached), AFO (attached) and PGO (attached).
 - 4ii.** To consider matters raised in staff reports
- 5. Finance report** To receive the report. Management accounts for the third quarter and notes attached.
- 6. Letter from SSE** (attached) To decide whether to accept SSE's proposal that SRCIC financially supports a software update. (ST)
- 7. Physiotherapy service on Sanday** To consider attached letter requesting support for a physiotherapy service on Sanday.
- 8. Kettletoft development – Consideration of community suggestions** (SR)
- 9. Any urgent business** (Any urgent matters that need a decision to be made before the next meeting)
- 10. Any other competent business**
- 11. Date and time of future meetings.**

To confirm: Monday 27 February, 7.30pm, at Heilsa Fjold

SDT Meeting January 2017

Ranger's report 29th November to 10th January 2017

Advertised Ranger Events

3 rd Dec	Wildfowl Walk	3
10 th Dec	Beachcombing	8
11 th Dec	Sunday Stroll	3
14 th Dec	Beginner's Birdwatching	1 - Postponed
21 st Dec	Bird Race	6
26 th Dec	Post-Xmas Ramble	Postponed - weather
27 th Dec	Post-Xmas Ramble	11
	TOTAL	31

It's been a quieter period with some events having to be postponed due to poor weather. As a result of the weather, I have been busier responding to reports of dead seals and we have successfully rescued two seal pups (one trapped in the rock armour at Loth and one abandoned pup at Backaskall). The Orkney Ferries crew have been very supportive allowing me to send seals over to Orkney Seal Rescue unaccompanied and returning the crate to me. Worryingly, I had a report of a possible stoat sighting near Sellibister just after Christmas. Camera traps have been put out and I am currently working with SNH to put together a tracking plan for the area to ensure coverage of the area in case it is confirmed.

Some other activities

- Investigation of possible stoat sighting near Sellibister – ongoing work with SNH.
- Recording of dead seal pups for Scottish Marine Animal Strandings Scheme.
- Promotion of The Adventure Show: Roads Less Travelled which aired on 27th/28th December on BBC 2 Scotland.
- Completion of January programme of events.
- Rescue of a seal pup trapped in the rock armour at Loth.
- Check, uplift and relay of seal pup to Orkney Seal Rescue
- Preparation of advertising for Islander 2017 magazine
- Comments and proof-reading Visit Orkney newsletter item on Sanday.
- Beached Bird Survey along Newark and Lopness.
- Sanday Sound Report.
- WEBS counts for BTO.
- Preparation of Birdwatching for Beginners workshops.
- Responding to queries and requests via Facebook and email.

- Continued promotion of Sanday Ranger Facebook page and answering queries generated by page:
 - 1219 likes / post reach of 585,623 people since page launched.
 - 36 new likes during reporting period / post reach of 39,880 people during reporting period
- Continued promotion of Sanday Ranger Twitter feed.

Emma Neave-Webb 10th January 2016

DROP-IN REPORT JANUARY 2017

The drop-in was closed over Xmas and New Year. Saturday 7th Jan was the first drop-in after the xmas break. Some youths did come to the centre during the holidays which is great. The centre is being used regularly with all ages and also out with the drop-in sessions.

The new safety dart board is being well used at the moment. The Wii is greatly missed due to there being no television upstairs. Hopefully there will be a replacement sometime soon.

I bought more craft materials in December. These get used up quickly and the craft area is very popular with all ages.

The next Wed drop-in will be on 11th Jan, this being the first one after the holidays. I shall keep a close eye on usage figures in the weeks to come.

All in all everything is ticking over as normal.

Gail

Drop-in Supervisor.

Heritage Centre Report November – December 2016

As mentioned last time, the Heritage Centre and Croft continue to be open weekends only, and have had one or two visitors over the last few months, generally island residents or their guests. The Makkin and Yakkin Group also meet in the Heritage Centre once a week, as do the photographic archivists.

In October a subgroup was formed by the Heritage Group to try to get things moving for the eventual return to Sanday of the Appiehouse Stone. Sylvia, Rona and I visited the Tankerness House Museum to see the stone (which is in storage) and discuss the display. The curator there wanted plans of the layout of the Centre for forwarding to Historic Environment Scotland, who are going to install the stone, and a structural survey done to establish the weight-bearing capacity of the floor, as the use of former kirk flagstones in the display to make a link between Christianity in Pictish and modern times was debated. I've drawn up plans and sent them to the curator, Sylvia and I met to discuss the interpretation boards and I have been in touch with the County Archaeologist about the text. Sylvia, Jim Towrie and I have located a suitable flagstone and Jim has volunteered to make a plinth. We have had a survey done by an engineer who was visiting the island on holiday and very kindly spent part of a morning at the Heritage Centre measuring the thickness and spacing of the floor joists and doing all the relevant calculations for us – his report has also been sent to the curator in Kirkwall. Sylvia has sent in the proposal for the display, and we are now awaiting approval before we go any further.

Over the last few weeks I have been spending time researching the two cannonballs we have, (it turns out they are likely to have been from the Sanday Volunteers from the 1860s rather than the wreck of the Utrecht as was first suggested), a possible metal spearhead found slotted between the stones of a byre wall, and trying to tackle the boxes of archive material from Clickimin and get it filed away in the new cabinet in the Horne Room. Last weekend I was totally distracted by a little box of around 60 letters sent home to Sanday by a soldier serving in WW1. Although a bit repetitive, they offer an interesting snapshot into the farming life he was missing and reminiscing about rather than life as a soldier. Ideally I'd like to transcribe them as they are quite difficult to read, and although not in bad condition considering their age, they probably would become so with too much handling.

Ruth Peace

Centre Manager's report - Mid November-December 2016

CAFÉ

Still continues to do well, Lisa is now doing Tuesdays only for the winter season and also as Sanday Experiences have finished till next year.

REGULAR EVENTS

Cuppa, Cake and Crossword-Thursdays

Total takings since this began = **£529 Invoices-£294 profit=£235**

Due to lack of support, plus two other establishments now offer coffee shop facilities, it has been decided to stop these for the time being. I can always resurrect if the situation changes.

VISITOR NUMBERS

November-146

December- 65 (lower due to only one café session this month)

These are from the visitor book, plus numbers I keep for events, cuppa cake days etc. They do not include Senior YC, Gail's drop ins, Yoga Group or SDT meetings, or Skills for Sanday.

Other updates-

Afternoon Tea and Cakes event- 9th December. Lisa made some wonderful cakes and sandwiches, sadly there were only 10 of us attended, (despite lots of advertising and flyers in advance) so at least she broke even.

Future Events-

Informal Get Together for New islanders January 27th 2.30-4pm

Will hold another of these as more folk have arrived since my last one, all islanders are encouraged to attend regardless of how long you've lived on Sanday!

February-Old fashioned Games evening (date toTBA)

Games from the old days-Charades, Yes/No Game, Tell Me Game etc. I always aim to do something different that doesn't clash with events being held around the island already (e.g. cards or bingo).

DROP-IN REPORT JANUARY 2017

The drop-in was closed over Xmas and New Year. Saturday 7th Jan was the first drop-in after the xmas break. Some youths did come to the centre during the holidays which is great. The centre is being used regularly with all ages and also out with the drop-in sessions.

The new safety dart board is being well used at the moment. The Wii is greatly missed due to there being no television upstairs. Hopefully there will be a replacement sometime soon.

I bought more craft materials in December. These get used up quickly and the craft area is very popular with all ages.

The next Wed drop-in will be on 11th Jan, this being the first one after the holidays. I shall keep a close eye on usage figures in the weeks to come.

All in all everything is ticking over as normal.

Gail

Drop-in Supervisor.

Sanday Development Trust

enhancing quality of life



AFO report for meeting 16 January 2017

I was on leave for some of December and the first week of January.

Annual reporting to OSCR and Companies House was completed and submitted.

I have spent a lot of time working on Sage, reconciling and making corrections, also doing SECIC's Sage and VAT return. The glitches in the management accounts spreadsheet have been ironed out and I have extended the spreadsheet to include the new departments.

Management accounts for the third quarter are included with the agenda. The fund balance report is still to be done. I'm afraid I ran out of time this week.

Pensions information is with Scholes.

Staffing sub group meeting to be arranged

M&As - I have started to look at the new model M&As from DTAS. There are a lot of changes, including references to the land reform act, which we will need to include. It would help if I could have a volunteer to go through the document with me to make sure that all the changes are included. (I found it quite tricky going through the M&As on my own when adding the new object and purposes. Half a sentence got left out which, fortunately, Imogen spotted.) Let me know if you would like to volunteer. Thank you☺

KH 12/01/17

Projects and Grants Officer's report January 2017

Apologies for the lack of interim update this time around.

Skills for Sanday

- ◆ Tracy Ranger is the successful applicant for this post, subject to receipt of references (NB this information is still confidential as of 9th Jan). Tracy has confirmed that she'd be delighted to accept.
- ◆ Scottish Sea Farms have been in touch to confirm that our application for £5010 has been successful. They fund upon receipt of paid invoices (i.e. in arrears) but this shouldn't cause an issue.
- ◆ Are the directors happy to accept the offer of funding?
- ◆ No courses are currently being delivered except for any via the ranger service

Community Gardening

- ◆ I've now been informed that the lease of the land to the south of Heilsa Fjold will not go before committee until the meeting at the start of March 2017.
- ◆ Meantime, I'll start organising the drawings and plans necessary for planning permission.
- ◆ I'll inform the funder that there will be a slight delay to some elements of the project getting going.
- ◆ First batch of funding has been received from the People's Health Trust (£19,492)
- ◆ Intending to put article in February Sandy Sound, along with advert for relevant staff. Job description and person spec to be circulated to the board shortly.

Ranger Service

- ◆ No update regarding the lighthouse licensing agreement.
- ◆ £500 donation from Northlink not yet received but should be in soon.
- ◆ See Ranger report for info re possible stoat sighting.

Sanday Care

- ◆ Information needed for the joint expression of interest has now been received. A final draft of this has just been circulated to all the partner Trusts, as well as Luke Fraser at OIC and Chessa.
- ◆ Alongside this, I've been drafting the brief for consultants and again this will be circulated shortly once the first draft is complete.

Drop-ins/Heilsa Fjold

- ◆ Safety dartboard now up for the youths to use
- ◆ Fire door next to dart board has been repaired by Duncan
- ◆ No-one has come forward regarding the damage to the TV upstairs. As asked in my last report, what do the directors feel about asking the kids to try and fundraise some money towards a replacement? Any replacement purchased will have a hardened screen to try and reduce the chance of this happening again.

Website

- ◆ Kate Edwards has volunteered her services to assist with keeping the website up to date.

- ◆ Intending to deliver training for her in January.
- ◆ Andy Binnie-Douglas still undertakes some of the updating.

Kettletoft

- ◆ Business plan from SKS has been signed off.
- ◆ All invoices have been paid and funding received from Scottish Land Fund with regards to the feasibility and survey work.
- ◆ Application to Scottish Land Fund's Stage Two fund has been submitted (the fund for the monies to purchase properties), along with all the supporting documents. This was a large (file size wise) email but if anyone would like to see all of it or just the application, please let me know and I can email it out.
- ◆ SLF have confirmed receipt of the application with a couple of minor queries which I've now responded to.
- ◆ An Expression of Interest was submitted to the Islands' Housing Fund and the Trust has now been invited to apply. This relates to the costs involved in renovating Harbour House.
- ◆ CONFIDENTIAL ITEM
- ◆ Estimate for clearing the yard has been obtained from Sinclair Haulage
- ◆ A qualified acceptance to OIC's offer to sell Harbour House has been submitted, with a clause that allows until the 17th of February to secure the purchase funding

North Isles Landscape Partnership Scheme

- ◆ Emma and I met with David Graham re the landscape coast seascape element of the work. Despite advice, his own time restrictions have meant that a survey has been produced. It would be helpful if all directors could take the time to complete it: <https://www.surveymonkey.co.uk/r/XG7XNQJ>. Paper copies are available at HF as well. Deadline 31st January.
- ◆ Alister Brown had a meeting with HLF and HES in mid-December. At this meeting, HLF announced that contrary to previous landscape partnership projects, they do not wish to have a 'show case' project as part of the scheme. It is intended to discuss further with Alister in the next week or two as to other ways NILPS could support a Kettletoft regeneration project.

Broadband

Nothing to report

IT

My laptop has also been purchased now in use and I'll shortly be prepping my old laptop for reuse once I'm certain I've not missed moving anything across. I've partially set up Kate's new laptop and hope to have this ready for use by the time of the board meeting.

New server is in the office, Sage is installed and it's connected to the network. This took slightly longer than anticipated so the VPN has not been set up yet. Once this is place, data can be transferred into Sage.

Waste on Sanday

Approached OIC regarding taking back items when wheelie bins are delivered but the plans for this have not been finalised yet so no decisions have been made.

Items to be addressed

- 1 Are the board happy to accept the offer of funding from Scottish Sea Farms?
- 2 TV upstairs at Heilsa Fjold – would the directors like to request that the kids fundraise to replace or simply purchase a replacement?
- 3 Which directors would like to receive the SLF application and which directors would like to receive everything?

I'm on annual leave from 13-19 February.

I'm always available if anyone has queries between meetings that I can help with. Please email me at pgo@sandaydevelopmenttrust.org.uk



Sanday Development Trust
C/O Imogen Sawyer
Heilsa Fsold
Sanday
Orkney
KW17 2BN

Friday 22nd December 2016

Dear Ms Sawyer,

Heart of the Community Trust

I am writing to confirm that your application for funding from the Scottish Sea Farms Heart of the Community Trust has been successful.

I am pleased to confirm that the Trust will support Sanday Development Trust with funding to the value of £5010. The offer of the grant is subject to your agreement to:

- Engage in all related PR activities Scottish Sea Farms undertake
- Display the Scottish Sea Farms logo on all PR material including website/social media streams.
- SSF logo to be displayed on site

Our usual practice is to send a cheque to the association upon receipt of invoices covering the work mentioned in the proposal. However, we are aware that fundraising has its challenges and we can be flexible in how we support your organisation.

Please contact me to discuss how we can best support you.

Yours sincerely
For Scottish Sea Farms Ltd

A handwritten signature in black ink, appearing to read "Georgie".

Georgie Mackenzie
Heart of the Community Trust

Sanday Development Trust

enhancing quality of life



Notes on management accounts report to 31 December 2016

Management accounts prepared to 31 December. This shows income and expenditure against budgeted figures. It includes both restricted and unrestricted funds.

Sanday Surgery, Kettletoft, Community Garden and Care have all been added. These funds/departments are therefore no longer included in 'Central Activities'.

Some specific notes to help you understand the report:

(1) Central activities

Grants received = £6343 This is funding towards PGO post.

Donations = SRCIC donation (£68205) and SECIC donation (£12528)

Other income = Repayment of loan from SRCIC (from years ago) and the insurance contribution from SECIC

Telephone and internet is a little higher than it should be because BT charged for an engineer's visit in error. This has now been credited to the BT account.

(2) Heilsa Fjold

Telephone and internet as per 'Central activities' above

'Staff wages' includes cleaner and other contractors

Remember that 'Heilsa Fjold' is all unrestricted. The department report is designed to give only a rough idea of the costs attributable solely to Heilsa Fjold.

(3) Skills for Sanday

'Staff wages' includes tutor fees. This caused some misunderstanding in the last report. The breakdown is -

Staff wages £5211

Tutor fees £3272

(4) Heritage - 'Heritage Centre' includes custodian wages, which is part funded. The unrestricted element is not attributed to the heritage **fund**.

SANDAY DEVELOPMENT TRUST
MANAGEMENT ACCOUNTS
YEAR ENDING: 31/03/2017

SUMMARY PERIOD: 1 April 2016 to 31 December 2016

	Year to Date £	Central Activities	Heilsa Fjold	Heritage Centre & Croft	Ranger Service	Reuse Centre	Skills for Sanday	Sanday Soukka	Youth Development	Sanday Surgery	Kettletoft	Community Garden	Care
Income													
Income carried forward (restricted)	37,574	0	10,764	15,415	0	508	4,893	1,140	4,854				
Grants	59,052	6,343	0	6,930	4,917	0	5,000	0	0	0	16,370	19,492	0
Donations	86,978	80,733	85	2,478	0	0	0	330	0	2,781	0	0	571
Trading to raise funds	3,551	0	0	1,928	0	1,623	0	0	0	0	0	0	0
Rental income	4,650	490	4,160	0	0	0	0	0	0	0	0	0	0
Room hire fees	753	0	753	0	0	0	0	0	0	0	0	0	0
Supply of goods and services	525	396	39	0	90	0	0	0	0	0	0	0	0
Other activities for generating funds	7,471	0	240	260	688	0	1,358	3,534	1,391	0	0	0	0
Other income	665	665	0	0	0	0	0	0	0	0	0	0	0
Total income	201,219	88,627	16,041	27,011	5,695	2,131	11,251	5,004	6,245	2,781	16,370	19,492	571
Budgeted income	80,219	15,260	16,724	21,315	3,225	2,548	9,893	5,000	6,254				
% of annual budget received	251	581	96	127	177	84	114	100	100				

	Year to Date £	Central Activities	Heilsa Fjold	Heritage Centre & Croft	Ranger Service	Reuse Centre	Skills for Sanday	Sanday Soukka	Youth Development	Sanday Surgery	Kettletoft	Community Garden	Care
Expenditure													
Fundraising costs	3,196	0	316	84	104	0	273	2,281	138	0	0	0	0
Donations out	1,865	1,865	0	0	0	0	0	0	0	0	0	0	0
Trading expenses	871	0	0	871	0	0	0	0	0	0	0	0	0
Marketing	1,705	350	0	300	555	0	145	355	0	0	0	0	0
Staff wages inc PAYE	53,194	23,349	5,670	6,063	6,587	0	8,413	0	3,112	0	0	0	0
Rent paid	173	10	0	31	0	0	0	132	0	0	0	0	0
Rates (inc H2O charges)	0	0	0	0	0	0	0	0	0	0	0	0	0
Insurance	3,537	2,374	1,163	0	0	0	0	0	0	0	0	0	0
Heat & light	1,596	542	589	185	0	280	0	0	0	0	0	0	0
Repairs & maintenance	945	160	305	355	0	125	0	0	0	0	0	0	0
Renewals & new equipment	6,021	3,898	103	438	62	0	1,309	0	99	112	0	0	0
Stationery & printing	1,202	350	21	540	26	0	12	253	0	0	0	0	0
General supplies	1,306	8	298	170	21	0	408	56	345	0	0	0	0
Postage & carriage	332	319	0	0	0	0	2	11	0	0	0	0	0
Telephone & internet	1,117	414	406	297	0	0	0	0	0	0	0	0	0
Travel & subsistence	1,384	334	284	94	602	0	70	0	0	0	0	0	0
Professional fees	15,410	2,753	0	0	59	0	10	0	0	0	12,588	0	0
Bank charges	319	319	0	0	0	0	0	0	0	0	0	0	0
Subscriptions	375	103	272	0	0	0	0	0	0	0	0	0	0
Training	0	0	0	0	0	0	0	0	0	0	0	0	0
Sundry expenses	0	0	0	0	0	0	0	0	0	0	0	0	0
Total expenditure	94,548	37,148	9,427	9,428	8,016	405	10,642	3,088	3,694	112	12,588	0	0
Budgeted expenditure	131,498	58,074	20,918	16,816	13,047	508	11,336	4,945	5,854				
% of annual budget expended	72	64	45	56	61	80	94	62	63				



SSE Wind Generation
Clunie Power Station
Pitlochry
Perthshire
PH16 5NF

Tel: 01796 484 000

Sanday Renewables Community Interest Company
Upper Breckon
Sanday, Orkney
KW17 2AZ

12th January 2017

F.A.O. Sandra Towrie

Our Reference: SRC-SSE-TC01

Contract: Revenue Sharing Agreement
Subject: Turbine Software Upgrade Proposal

Dear Sandra,

We are writing to inform you of an opportunity to install a software based upgrade to all the turbines at Spurness Wind Farm. We propose that installation takes place as soon as possible and for Sanday Renewables Community Interest Company (Sanday Renewables) to cover a proportion of the associated costs. Installation will result in Sanday Renewables receiving an equally proportionate share of the benefit that this upgrade will provide.

The upgrade is a software upgrade that will allow the turbines to continue to operate in higher wind speeds than they are currently able to. We estimate that this upgrade will result in a 2% increase in the site's annual Gross Income.

We estimate that the 2% increase will result in approximately £50,000 extra Gross Income per year (subject to actual output). This would mean an increase of £5,000 to your Annual Co Venturing Payment due to your 10% share of Wind Farm Net Income under the above referenced agreement. The extra Gross Income is based on our conservative estimate of production and is below the levels in the 16/17 'Low' projection you received in November 2016.

The cost of this upgrade is £113,000. We propose to share the cost using the same mechanism we use to share Exceptional Costs under our Revenue Sharing Agreement. We recommend using the Exceptional Cost mechanism as a transparent method for sharing the cost and associated benefits of the upgrade despite this being optional works.

We acknowledge that a consistent revenue stream is important to Sanday Renewables and therefore propose that we spread the cost of the upgrade over three years. We think it very



unlikely (but cannot guarantee) that these costs will decrease your Annual Co Venturing Payment over the course of the three years. This will predominantly be dependent on the variable nature of wind farm production and energy prices.

Spreading the £113,000 cost over 3 years at 8% interest (the same rate used on your Loan), would result in an annual Exceptional Cost of £43,799, of which you would ultimately pay £4,380 (10%) as your share of the addition to Wind Farm Costs. As we are projecting an annual increase of £5,000 to your share of Wind Farm Gross Income due to the benefits of the upgrade, we expect the upgrade to have no effect on Wind Farm Net Income / your Annual Co Venturing Payment for the first three years. You should see the annual £5,000 increase post three years of paying off the upgrade costs.

Can I please request that you review our proposal and inform us whether you are happy for us to proceed with the software upgrade and payment mechanism as detailed in this letter. If you have any queries or require further information then we ask you to contact our lead representative in this matter, Tom Carratt on 07810 858 114 or tom.carratt@sse.com.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Chris Balloch', written in a cursive style.

Christopher Balloch
Commercial Manager

Barbara Leslie
Physiotherapy
Twartquoy
Orphir
KW17 2RA
3rd January 2017

Sanday Development Trust
pgo@sandaydevelopmenttrust.org.uk

Physiotherapy and Massage Clinic for Sanday

Dear Trustees,

I am a physiotherapist with a special interest in outpatient care, having worked as an outpatient and womens health therapist with NHS Orkney for 10 years. I think the skills I have would be of use to the North Isles communities like Sanday, especially to people who find it difficult to get to Kirkwall to attend NHS appointments.

I am keen to provide a regular clinic on Sanday but am unsure about the feasibility of this proposal on account of the need to cover travel expenses to and from the island and uncertainty about uptake of the service.

I would like to ask if your trust would consider granting me a trial period during which the cost of my transport to and from Sanday is covered. I suggest doing this for a period of 6 visits, one per month for 6 months. This will enable me to keep prices reasonable and let residents try the service and see if it is something there would be an ongoing demand for.

Due to commitments at home I am keen to try and do my clinics within a day trip. Having looked at the boat and flight schedules, I think this would be best achieved by taking a day return flight.

During this trial period I would try to build a case to justify NHS funding to support such a service, and in doing so hope that I would not be asking for ongoing input from the Development Trust.

I welcome any support in this project and think it would be good to meet any people on the island who may have had experience trying to get additional NHS services for the island. I also would need to find a suitable place to host the clinic that is able to be warmed up and have a disabled toilet facility.

I am contactable by email: Barbaraleslie70@gmail.com

Phone: 01856 871140 Mobile: 07712133190

And through facebook messenger : <https://www.facebook.com/barbaralesliebailey>

I look forward to hearing from you,

Best regards,

Barbara