

Sanday Development Trust
enhancing quality of life



**Minutes of the meeting of the Sanday Development Trust
held at Heilsa Fjold on Monday 11 March 2019 at 7.30 pm**

Present: S Ray (in the Chair); K Brogan; L Brown; T Brown; U Clackson; M Knowles; M Lennie; J Muir and S Towrie.

The Chair welcomed all those present in attendance, thanking people particularly for turning out during a power cut.

In attendance - staff: K Howe (Administration and Finance Officer (AFO), Clerk); E Neave Webb (Ranger, Get Growing Project Coordinator), I Sawyer (Projects and Grants Officer (PGO)).

1. Apologies for absence.

Aim: To decide whether to give consent for absence, taking into account article 73(g), which allows for removal of directors who are frequently absent.

Preamble: Apologies received from J Hinchliffe.

Decision: Consent given for absence.

Action: No additional action required.

2. Membership.

It was noted, with regret, that C Leslie had resigned from the board. The Chair expressed thanks for the contribution made by C Leslie to the work of the Development Trust, in the capacity of director, over the last five years.

Action: Update records and advise Companies House.

AFO

3. Minutes of last meeting.

Aim: To approve minutes as a correct record, particularly in regard to decisions made and actions taken.

Preamble: Minutes were circulated for meetings held on 11 February 2019. It was noted that a personal comment from J Muir had been misunderstood as a community council matter. All reference to the dental service in connection with community council (item 14) was

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deleted.

Action: Minutes, with above amendment, to be signed by Chair.

Chair/AFO

4. Matters arising from the minutes.

4i. Your Islands Your Choice. (11 February, item 10.)

Thanks were expressed to K Brogan for his contribution to the distribution of Your Island Your Choice project funding. K Brogan emphasised the effective team work from all involved from the different island organisations.

No further action required.

4ii. Lady Village proposed development. (11 February, item 3iii.)

Aim: To update on progress following recent meeting with Sanday Community Association.

Preamble: A joint meeting was held with the Community Association on 12 February to discuss concerns regarding the Trust's proposed housing development in Lady Village. The Community Association were arranging their own independent valuation of the land concerned, and different options were being considered by the Care for Sanday group. The business plan was on hold and Scottish Land Fund and Highlands and Islands Enterprise were aware of the situation. L Fraser, Orkney Islands Council Housing Manager (Policy and Planning), had offered to come out to assist with negotiations if required.

J Muir commented that there were a number of issues that would have benefitted from discussion by the board prior to meeting with the Community Association, but further discussion was curtailed because of an emergency fire call-out.

J Muir left the meeting at this point.

4iii. Line management. (11 February, item 4.)

Aim: To update on restructuring of line management.

Preamble: Four directors volunteered, in addition to the Chair, to assist with line management; P Allan, K Brogan, J Hinchliffe and M Knowles. How the work was to be distributed, and policies to enable a consistent approach, were underway and the system would be implemented soon.

Decision: Update noted with thanks.

Action: Continue as planned.

Staffing sub

5. Funding of Ranger service (See 11 February, item 3ii.)

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Aim: To discuss ideas for future funding of Ranger service.

Preamble: It was expected that funding from Scottish Natural Heritage (SNH), which had reduced from full to part funding in recent years, would end in 2019. The Trust was committed to continuing the service, but needed to establish a new income stream in order to fund it. Notes made at the January planning meeting were circulated for reference.

L Brown joined the meeting at this point.

E Neave Webb, Ranger, circulated papers outlining the purpose of the Ranger service and outlining potential, Ranger delivered, services, which could raise an income.

T Brown joined the meeting at this point.

It was agreed that in order to continue to provide a local service, with no cost to users, an income had to be generated from external sources.

i. There was potential to attract match funding from Visit Scotland's themed year, 'Scotland's Coast and Waters' for 2020.

ii. The possibility of increasing promotion of Ranger led, wildlife, tours was discussed. It was emphasized that the Ranger could provide bespoke specialist tours, which was a market niche currently occupied, on Sanday, only by the Ranger. SNH were encouraging development of tour services in order to plug the funding gap. It was noted that the tour season had extended in recent years, and people were booking from April through to November. There was potential to start by offering day tours, and work towards building up capacity for tour holidays. Although the need to fix the Ranger's summer programme reduced flexibility for offering tours, this difficulty could be overcome, for example by utilising the relief tour guide.

Ranger tours on Sanday were not currently promoted, because objections were made by local business owners who offered tour services, although it was felt that there was not a significant overlap in tour content. In answer to a question, it was noted that tours provided were charged appropriately to cover costs and raise funds, and did not compete with other tour providers on Sanday either by cost or content.

J Muir re-joined the meeting and P Allan joined the meeting at this point.

Concern that the backing of the Trust gave the Ranger an unfair advantage over other tour providers was repeated and it was suggested that it would be of greater benefit to all concerned to work collaboratively rather than competitively, and that the Trust consider providing a booking service for all tour providers.

iii. The possibility of the Ranger carrying out ecological consultation was discussed. Demand was irregular, and might conflict with other ongoing activities, but there was potential for good income when consultation work was available. It would be important to consider conflicting priorities if tendering for consultation work.

iv. Northern Isles Landscape Partnership Scheme (NILPS). It was disappointing to note that there seemed to be no intention to use local labour and expertise when carrying out projects planned by NILPS. The Trust therefore could not expect an income stream from this source.

The need to take immediate action was recognised, with the expectation that activities would evolve over time.

Decisions and Actions:

- (a) Explore possibility of funding through Visit Scotland's 'Coast and Waters' promotion. Ranger
- (b) Explore further the feasibility of private tour provision, in collaboration with other tour providers on the island, and with a view to future development of tour holiday provision. Ranger
- (c) Invite interested parties, including P Allan, U Clackson, A Hough and SECIC Manager, to discuss tour provision on Sanday and collaborative potential. Ranger

6. Complaint from Yoga group.

A letter was received from the yoga group complaining about interruptions during their session since the second office came into use at Heilsa Fjold. The yoga group were accustomed to absolute privacy during their class, but some crossing of staff from one end of the building to the other was now inevitable. A letter had been sent to the yoga group in November explaining the changes that were being introduced, but the letter had not been seen. The group were therefore taken by surprise when their privacy was reduced and were particularly disappointed when they were disturbed multiple times one day because of difficulties with the photocopier.

It was regrettable that the situation had arisen and it was suggested that a meeting be arranged with the yoga group to try to find a mutually acceptable compromise. It was recognised however that it would not be possible to guarantee absolute privacy in the future.

It was further suggested that written terms and conditions of room hire be produced, to avoid misunderstandings arising in the future.

Decisions and Actions:

- i. Meet with yoga group, at Heilsa Fjold, to discuss the situation. Chair
- ii. Write terms and conditions for hirers. HF mgr

7. Rates of room hire at Heilsa Fjold.

Aim: To decide on increase in room hire rates and simplified charging structure.

Chair's initials

Preamble: Rates for hire of Heilsa Fjold were set in 2011 and no increase had been implemented since, although changes had been made to the charging structure. A proposal to increase charges and to simplify the charging structure was circulated by the centre manager.

Following a request from a member of the community it was also suggested that Heilsa Fjold be officially opened on a Monday afternoon. The AFO was present most Mondays and opened the centre on a Monday afternoon when present, but this was an informal arrangement.

Decisions:

7i. Hire rates, with effect from 1 April 2019, as follows:

Main space, including use of kitchen, £9 for 4 hours, £2 per additional hour.

Main space, including use of kitchen, for less than 1 hour, £5

Meeting room only, £4 per 2 hours, £2 per additional hour.

Action:

(a) Publish new hire rates.

(b) Advise yoga group of new hire rates.

HF mgr
Chair

7ii. Heilsa Fjold to be opened on Monday afternoons with effect from 1 April 2019.

Action:

Add Monday opening to rota.

HF mgr

8. Transport Survey

J Muir advised that Orkney Islands Council were asking outer isles residents to complete a survey about the transport service, to assist with forward planning. This was a very important consultation which everyone was urged to take the time to complete.

9. Date and time of future meetings.

Meeting dates as follows:

Month	Date	Subject	Board reports	Management accounts
April	22 nd	Normal meeting	Yes	
May	13 th			Yes end of year
June	10 th	Normal meeting	Yes	
July	1 st			
August	19 th	Normal meeting	Yes	Yes 1 st quarter
September	16 th	AGM planning		
October	No meeting	N/A		

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November	11 th	Normal meeting	Yes	Yes 2 nd quarter
Nov / Dec	AGM			
December	9 th	Normal meeting – intro to Trust	Yes	
January 2020	13 th	Workshop – budgets and plan		
February 2020	10 th	Normal meeting	Yes	Yes 3 rd quarter

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Signature of Chair

Chair's initials