

# Sanday Development Trust

enhancing quality of life



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

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

**In attendance - staff:** K Howe (Administration and Finance Officer (AFO), Clerk); 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 P Allan.

**Decision:** Consent given for absence.

**Action:** No additional action required.

### 2. 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 10 December 2018 and 14 January 2019.

**Decision:** Minutes approved for both meetings.

**Action:** Minutes to be signed by Chair.

Chair/AFO

### 3. Matters arising from the minutes.

#### 3i. Co-option of non-Trust director to serve on board of Sanday Renewables Community Interest Company (SRCIC). (10 December, item 8.)

**Aim:** To receive update.

**Preamble:** This matter had not yet been progressed due to other pressures.

**Decision:** Continue as planned.

Chair's initials

Action: Approach people as previously agreed.

ST

**3ii. Future funding of Ranger post. (10 December, item 11iv.)**

Aim: To decide how to continue funding the Ranger post, assuming end of funding from Scottish Natural Heritage (SNH), expected October 2019.

Preamble: Proposed that this matter be discussed at a single purpose meeting. Next appropriate scheduled meeting date 11 March.

Decision: Discuss at next meeting, 11 March. Ask Ranger to attend meeting. Current job description to be circulated.

Action:

3ii(a) Include on agenda for next meeting.

3ii(b) Invite Ranger to meeting.

3ii(c) Circulate Ranger job description.

AFO

PGO

PGO

**3iii. Business plan requirement for Lady Village development. (14 January, item 3.)**

Aim: To receive update.

Preamble: SKS Consultants were appointed by Highlands and Islands Enterprise (HIE) to produce business plan for proposed development. A business plan was required in order to be able to apply for funding. Work on the business plan had begun and it was anticipated that some additional cost would be incurred in drawing up architectural plans.

A number of concerns had been put forward by the Community Association, who owned the plot identified for development, and had an interest in the proposed development. It seemed that some misunderstanding had arisen due to inadequate consultation and it was agreed that the two organisations needed to work more closely together. A meeting was to be held on 12 February to discuss the concerns raised and how to proceed.

Action: Attend joint meeting on 12 February.

Chair/ST/

PGO

**3iv. Soulka committee. (10 December, item 6)**

Aim: To note members of Soulka committee.

Preamble: Soulka decision making committee were L Brown, T Brown, C Leslie, S Towrie (directors), R Brown, K Bruce, H Hines and K Muir.

Decision: Noted.

Action: Update terms of reference booklet.

AFO

### **3v. Leave and Time Off in Lieu (TOIL). (10 December, item 19)**

Aim: To receive update.

Preamble: The need for a TOIL policy was discussed by the staffing subgroup and a draft policy was underway.

Decision: Noted.

Action: Continue as agreed.

AFO/  
Staffing

### **4. Line Management.**

Aim: To receive update on discussions held by staffing subgroup in relation to line management.

Preamble: The increased burden of line management associated with increased staffing levels was recognised by the staffing subgroup. It was recommended that the burden on the PGO be alleviated, allowing the PGO to focus more on project work and grant funding applications. The only way to do this, without creating a new post, was for directors to become more involved with line management. It was anticipated that, in addition to alleviating the burden on the PGO, directors would increase their understanding of staff roles, which would assist with strategic planning.

The initial proposal was for three directors to take on the role, in addition to the Chair, who would continue to line manage the PGO. The PGO would continue with day to day management and in the first instance, directors would be involved with such things as time sheets, holiday and TOIL monitoring. Training would be sought from Voluntary Action Orkney (VAO) to assist directors who volunteered for the role and the directors would work together for mutual support and to ensure consistency. There were also appropriate employment policies either in place or being drafted.

Decision: Agreed in principle. K Brogan, J Hinchliffe and M Knowles volunteered to take on the role.

Action: Proposal to be considered in more detail by staffing subgroup and proposal put before full board.

Staffing/  
AFO

### **5. Communications Team.**

Aim: To receive update on discussions held by staffing subgroup in relation to effective communication with the community.

Preamble: New directors had sensed a degree of negativity towards the Trust, and felt this was due to inadequate communication. Although it was recognised that project staff did their best to keep the public updated and there were regular reports in the Sanday Sound, the website was not regularly updated and staff lacked time for further reporting. There

being no further capacity within the existing staff, it was suggested that a voluntary communications group be formed to consider and implement an effective communication strategy.

The possibility of publishing minutes in the Sanday Sound was discussed. It was agreed that this was not necessarily the most engaging and effective means of communication, and that a specially compiled newsletter might be more appropriate, but that it would be a good interim measure.

#### Decisions and Actions:

5i. Communications team be formed. Initial volunteers: K Brogan, T Brown, S Towrie.

5ii. Approved minutes be forwarded to I Brown, coordinator, for inclusion in Sanday Sound.

AFO

### **6. Staff reports**

Aim: To receive staff reports and make decisions as necessary.

Preamble: Reports were circulated from the Heritage Centre Assistant, Heilsa Fjold Manager and Kettletoft Coordinator. The reports were received with thanks.

### **7. Leaflets (Heritage).**

A new stock of leaflets was required, particularly for the summer season, and an update on the new, all inclusive, leaflet was requested. Funding for leaflets had been approved within the current round of Northern Isles Landscape Partnership (NILPS) funding. It would therefore be essential to liaise with NILPS in order to coordinate efforts. The new Sanday leaflet was still being drafted by the Ranger. The importance of a map of the island was discussed and it was noted that a map was included in the new leaflet.

#### Decisions and actions:

- i. Continue with new Sanday leaflet. Ranger continue as planned.
- ii. Liaise with NILPS to coordinate efforts.

PGO/Ranger  
PGO

### **8. Finance Report.**

Aim: To receive a report of income and expenditure against budget up to 31 December 2018 (quarter 3).

Preamble: A summary of income and expenditure against budget, from 1 April 2018 to 31 December 2018, was circulated. It was noted that £3000 of Ranger funding was due from SNH and that funding of up to £11792 was still receivable towards Skills for Sanday, of which £5010 could not be claimed until project completion. The full report, showing figures for each project individually was to be circulated by email.

Decision: Report received with thanks.

Action: Circulate full report.

AFO

### **9. Proposed investment in Old Mutual Wealth. (See confidential minutes, 11 June, item 7.)**

A report of projections for the next five years was circulated. Projections for low, medium and high growth were shown. Low and medium growth projections were very poor, and concern was expressed that in the current financial climate, with exit from the European Union expected in the near future, the investment proposed was too risky, and should not be pursued at the current time. Although a second report showed that the fund had performed well over the last five years, the board were concerned about future performance.

The need remained to spread the Trust's assets, and other, potentially safer, investment opportunities were discussed. It was suggested that B Elliott of Gregor Howitt Wealth Management be consulted.

Decision and Actions:

(i) Defer investment in Old Mutual Wealth. Advise Orkney Independent Financial Advisers.

LB

(ii) Consider other options. Consult B Elliott.

JM

### **10. Your Islands Your Choice. (See 10 December, item 10i.)**

Aim: To receive update.

Preamble: K Brogan attended a steering group meeting on behalf of the Trust. Information on the fund was widely disseminated on the island and eight applications for funding were received. The added cost of all eight project applications was greater than the finance available. Voting was taking place on line. Final presentations and voting would take place on 27 February. Money would be awarded to projects in order of popularity.

Decision: Update received with thanks.

No additional action required.

### **11. Kettletoft Update**

Aim: To receive update on progress in Kettletoft.

Preamble: In addition to the circulated report, C Whitman updated directors on progress following the recent subgroup meeting. A detailed business plan was required for funding applications. Various business ideas had been put forward, of which the subcommittee's favoured suggestion was a bakery. Before planning in detail, it was necessary to establish that someone was committed to running a bakery on Sanday. If so, they would contribute to the planning process, assuming a bakery became one of the Trust's favoured options.

The question was asked of whether the building could be used for accommodation. This

would depend in part on compatibility with any business use.

Other suggestions being considered were a brewery, a launderette and a bottled water factory.

A great deal of research was underway to establish viability of suggestions, including compatibility with the listed status of the building.

## **12. Joint meeting with Sanday Community Council and Community Association.**

Aim: To receive update of meeting.

Preamble: A recent meeting was held to discuss improved communication between organisations and the role of the Island Link Officer (ILO).

It was felt that take up of the small grants, available from SSE through the community council, was low, and should be advertised by the ILO. Awareness of the community development fund was also low and was to be advertised by the ILO. It was further agreed that Development Trust minutes be published in the Sanday Sound in order to foster better communication.

It was planned that an annual meeting of all organisations would be held to review projects and progress. Another joint meeting was to take place on 4 June, 7.30pm, in the community classroom. This was an open meeting, to which all were welcome.

It was noted that the ILO was available for consultation on Mondays, Tuesdays and Thursdays from 10am to 2pm, in the old terminal building at the airfield. It was also noted that the Community Council had accepted the offer to adopt the old red phone boxes.

Decision: Update received with thanks.

No additional action required.

## **13. Report from Community Association representative.**

Trust meeting dates were forwarded to the Sanday Sound as agreed.

## **14. Report from Community Council representative.**

Land near Cross kirkyard, owned by Scottish Water, was to be transferred to the community council.

Further disposal of scrap cars would be considered following completion of the current round.

Transport timetables were currently under discussion.

## **15. Future of rural funding.**

A survey was circulated by the PGO, on behalf of the Scottish Islands Federation (SIF), seeking views on rural funding decision making, following the end of the LEADER programme, in 2020. Directors were encouraged to respond to the survey if they hadn't done so already, and the PGO offered to put in a response on behalf of the Trust. Although a member of the SIF board, the PGO advised that there was no conflict of interest in this case.

Decision: Agreed.

Action: PGO to respond on behalf of the Trust.

**16. SSE underground cabling.**

PGO

Aim: To update the board on forthcoming work affecting Heilsa Fjold.

Preamble: The PGO advised that the overhead power lines, running along the western boundary of Heilsa Fjold and the community garden, were being replaced with underground cables. The PGO was meeting a representative from SSE, at Heilsa Fjold, to ensure that the work could be undertaken without damaging the garden and to discuss how to negotiate the swishing shed.

Decision: Report received with thanks.

Action: Continue as planned.

**17. Ebikes.**

The AFO was approached by a member of the Stronsay community, who was looking into getting some ebikes for use on the island, and asked whether Sanday Development Trust might be interested in collaborating. The board felt that they were not able to become involved but that the opportunity could be given to D Pendlebury of Pendlebury Pedals.

PGO

Decision: Agreed.

Action: Advise N Bremner (Stronsay) and D Pendlebury.

**18. Date and time of future meetings.**

Meeting dates as follows:

AFO

Month	Date	Subject	Board reports	Management accounts
March	11 <sup>th</sup>	Ranger post		
April	22 <sup>nd</sup>	Normal meeting	Yes	
May	13 <sup>th</sup>			Yes end of year
June	10 <sup>th</sup>	Normal meeting	Yes	
July	1 <sup>st</sup>			
August	19 <sup>th</sup>	Normal meeting	Yes	Yes 1 <sup>st</sup> quarter
September	16 <sup>th</sup>	AGM planning		
October	No meeting	N/A		

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

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Signature of Chair