

**Sanday Development Trust**  
enhancing quality of life



**Minutes of the meeting of the Sanday Development Trust  
held at Heilsa Fjold on Monday 29 May 2017 at 7.30 pm**

**Present:** S Ray (Chairman); P Allan; H Collinson (from item 11); C Leslie; J Muir; S Pugh; M Stockton; S Towrie; J Walker.

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

The chair welcomed everyone present and in attendance.

**1. Apologies**

Apologies for absence were received from L Brown and F Campbell. H Collinson sent apologies for late arrival.

**Action agreed:** That consent for absence be given to the above named directors.

**2. Minutes of the last meeting**

Minutes of the meeting held on 24 April 2017 had been circulated.

**Action agreed:** That the minutes of the meeting held on 24 April 2017 be confirmed as a correct record and be signed by the chairman.

**Matters arising from the minutes**

**3. Physiotherapy service (3)** The board had agreed at the January meeting to support a trial physiotherapy service on the island. No further progress had been made as it was proving difficult to coordinate transportation and suitable premises. Action was ongoing.

**4. Lady Post Office (5)** Following the February meeting the chair had written to the Post Office on behalf of the board to express the need to retain a post office in Lady village. No reply had yet been received.

**5. Your Island Your Choice (6)** Funding had been awarded for the inter-island communication project which was being led by the Eday Partnership. As part of the project, a screen was to be installed at Heilsa Fjold which would enable teleconferencing between the isles communities.

**6. Turbine software upgrade (7)** The proposed software upgrade had been carried out by SSE at the wind farm. A ten percent contribution had been made by SRCIC as requested. It was hoped that the upgrade would result in increased production.

**7. Proposal from THAW Orkney (16)** Following the recent visit by P Rickard, of THAW Orkney, the board were asked to decide whether to contribute towards the cost of delivering an advisory service. This would help people access funding towards measures to reduce fuel poverty. A contribution of £5762 was requested from the Trust. THAW would qualify for match funding from the Scottish government if sufficient other contributions were made.

The matter was discussed at length, concern being expressed at the cost and whether it represented good value for money for Sanday. The precise benefit to the Sanday community was unquantifiable as it would depend on take up of the service offered. Experiences of delivery of previous and existing heating assistance and insulation schemes were shared.

Opinion remained divided due to the uncertainty of benefit but, following a vote, it was agreed to support the proposal. It was suggested that the Sanday community be made aware of the decision in order to maximise potential benefits.

**Action agreed:**

**7i** That £5762 be contributed to THAW towards delivery of a fuel poverty advisory service

**7ii** That efforts be made to advise the Sanday community of the service and that it was supported by the Trust.

**8. Parking at Heilsa Fjold (20)** Following the decision to restrict parking on the hard surface outside Heilsa Fjold to drop off and disability access only, it was suggested that appropriate signage be erected. It was noted that consideration was already being given to erection of a sign to remind people to leave clear access from the coastguard shed.

**Action agreed:** That a disability access sign be erected.

**9. Minutes of the Care for Sanday subcommittee meeting**

Minutes of the meeting held on 12 May 2017 had been circulated. It was noted that the Highland Small Communities Housing Trust (HSCHT) had been awarded funding to carry out a housing needs assessment and that members of the subcommittee had volunteered to hand deliver questionnaires to houses on Sanday.

The PGO advised that HSCHT would donate £0.75 to the Trust per survey delivered, raising about £165. The importance of a high response rate was emphasised and it was suggested that a visit be made to householders who did not respond to the initial consultation in order to offer assistance with completion of the questionnaire if

required. A temporary, casual, worker would be employed for this and the cost was estimated to be £495 plus mileage.

Concern was expressed that confidentiality would be breached if help was given to complete the questionnaires. It was stressed that help would only be given where it was requested and that nobody would be put under pressure to complete the survey against their will or to divulge confidential information. All of the survey data would be held in confidence by HSCHT who would share information only as necessary to allow specific actions to be carried out. HSCHT would advise the Trust of which households to visit following the initial survey response.

All data would be held in compliance with the Data Protection Act.

**Action agreed:**

**9i.** That the minutes be received with thanks;

**9ii.** That a casual worker be employed to offer assistance with completion of surveys.

**9iii.** That pay for the job be capped at £495 plus mileage.

**10. Care of Older People Conference**

The fifth annual Care of Older People Conference was to be held in Edinburgh in November. S Towrie had volunteered to attend the conference representing both the Care for Sanday subgroup and the Orkney Health and Care Group and would personally cover travel and accommodation costs. Attending the conference would be very useful for informing the continuing work of the Care for Sanday subcommittee and it was suggested that the Trust pay the conference fee of £90.

**Action agreed:** That S Towrie attend the conference on behalf of the Trust and that the Trust pay the conference fee.

**11. Staff Reports**

Reports had been circulated from the Ranger, Heritage Centre Assistant, Heilsa Fjold Centre Manager, Learning Coordinator, Get Growing! Manager, Gardener, AFO and PGO.

**11i** Ranger – The chairman added that an agreement had been made with the Royal Society for the Protection of Birds (RSPB) for the Ranger to assist with stoat trapping. This would involve some additional hours which would be paid for by the RSPB. This had already been approved by a majority of directors via email.

**11ii** Heilsa Fjold Café – An offer had been received from P Oliver to operate a café at Heilsa Fjold on Mondays from 1.30pm. This would not impact on the yoga group who met at Heilsa Fjold on Monday mornings. It was noted that the Belsair Hotel

opened for food on a Monday. P Oliver would be hiring the facilities for running her own business.

It was pointed out that the existing café sign gave the impression that the café was open full time and that it should be made clear when the café was closed, as this had caused disappointment to visitors.

**11iii** Skills for Sanday – A course had been held recently with only two participants. The question was raised as to whether a course should go ahead for such a low number. The PGO pointed out that more people were expected for that course and there had not been time to cancel. Normally courses would only go ahead if a reasonable number were expected and would not be repeated if little interest was demonstrated.

**11iv** Get Growing! – The question was raised as to what the gardener would be able to achieve during the current season, erection of the polytunnel, polycrub and shed being delayed due to the time taken by the OIC to consider planning consent. The gardener was very busy making preparations and was going to put an update in the Sanday Sound so that the community could be kept informed. It was noted that the gardener was not currently working at full capacity, so that he would be able to invest more time when it was needed.

**11v** Housing needs assessment survey – C Leslie and M Stockton volunteered to help hand deliver survey forms.

**11vi** Purchase of laptop for Get Growing! Manager – It was requested that £1000 be paid onto the credit card in order to facilitate purchase of a laptop from an online source. Some discussion was held as to the necessity to make an online purchase and it was agreed that this represented best value for money. It was noted that purchase of a laptop was included in the grant funding received.

**Action agreed:** That £1000 be paid onto the credit card to allow purchase of a laptop for the Get Growing! Manager in addition to other regular credit card purchases.

H Collinson joined the meeting at this point.

**11vii** Communications – The PGO expressed concern that not enough was being done to raise the profile of the Trust due to lack of time available to staff.

**Action agreed:** That this matter be considered further at the next meeting.

## **12. Harbour House**

Discussion was held as to the best way to proceed with Harbour House.

The possibility of converting the house into two separate accommodations was discussed but it was agreed that it was best to get the house renovated for use as soon as possible, and that significant changes should not be made to the layout. It was further agreed that it would be most effective to appoint an architect for the

new design.

The question of project management was raised. It was noted that funding was available for a project manager, the original intention being to oversee all of the development at Kettletoft. There was however no guarantee that the old stores and yard would be purchased. No decision was made on how to proceed with project management.

**Action agreed:** That the PGO put Harbour House design out to tender.

### **13. Community donations**

Applications had been received as follows:

Sanday Community Association, for £250 towards the cost of the North Isles sports on 1 July;

Sanday Golf Club, for £250 towards the cost of fencing and lawn feed and weed.

**Action agreed:** That the above applications be approved and donations made as requested.

**14. Road signs** A number of comments had been received that there was no road sign to the ferry at the Loth junction on the Kettletoft to Burness road. J Muir offered to raise this with the community council.

**15. Ranger tours** A proposal had been received to incorporate ranger tours into the role of the Ranger. The board were asked to consider whether the idea should be considered further. It was noted that tours were offered by other people on the island. P Allan declared an interest, as tours were offered as part of his business.

The need to generate a sustainable income for the Ranger post was considered and it was agreed that the idea be discussed further when more details were known.

**Action agreed:** That this item be included on the next agenda.

### **16. Skills for Sanday funding**

The Bank of Scotland had approved funding for Skills for Sanday. However the Trust were unable to accept the funding as the project would then be double funded. The Bank of Scotland would not approve funding an extension to the project but were open to a resubmission for consideration in November

### **17. Quarry**

It had been heard that one of the other island trusts was opening a quarry. According to OSCR this was not an appropriate activity for a charity but the PGO agreed to investigate to see under what circumstances it might be possible for a quarry to be supported on Sanday.

## **18. Board membership**

J Muir advised that community council elections would be held before the next meeting and it was therefore possible this might be his last meeting. He had enjoyed his time on the board and thanked other directors for working so well with him.

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Signature of Chairman

Reminder of forthcoming meeting dates:

3 July, 7.30pm  
28 August, 7.30pm  
16 October, 7.30pm  
4 December, 7.30pm  
22 January, 7.30pm



