

Sanday Development Trust
enhancing quality of life



**Minutes of the meeting of the Sanday Development Trust
held at Heilsa Fjold on Monday 3 July 2017 at 7.30 pm**

Present: S Ray (Chairman); P Allan; L Brown; 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)); R Thorne; S Thorne.

The chair welcomed everyone present and in attendance.

1. Apologies

Apologies for absence were received from H Collinson.

Action agreed: That consent for absence be given to H Collinson.

2. 'Our journey to community asset ownership'

I Sawyer, PGO, delivered a presentation written for the community ownership conference hosted by Highlands and Islands Enterprise in June. The many steps between identifying the need to improve the environment in Kettletoft and the purchase of Harbour House were outlined along with the many agents involved, from the Development Trust board of directors to government agencies. Attention was also drawn to hopes and plans for the future.

The presentation was very well received at the conference and also by the Development Trust directors.

3. Membership It was noted that F Campbell had resigned from the board.

4. Minutes of the last meeting

Minutes of the meeting held on 29 May 2017 had been circulated.

Action agreed: That the minutes of the meeting held on 29 May 2017 be confirmed as a correct record and be signed by the chairman.

Matters arising from the minutes

5. Parking (8) A letter was received from the community council regarding safety concerns raised because of congestion caused by vehicles parking on the road outside Heilsa Fjold. This had been discussed at the previous meeting and a course of action decided. The chair would send a formal reply to the community council.

6. Lady Post Office (4) 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. A reply had never been received, but the indication was that the post office would be relocated into the community shop when the current postmaster retired.

7. Communications (11vii) It had been suggested at the last meeting that some consideration be given to raising the profile of the Trust. The Chair proposed that this matter be postponed to the next meeting.

Action agreed: That this matter be postponed to the next meeting

8. Ranger Tours (15) The Ranger had proposed that the role be extended to incorporate tours as there seemed to be a demand for such a service. A more detailed business plan had not yet been produced.

Action agreed: That this matter be postponed to the next meeting

9. Quarry (18) The PGO had been asked to look into the business model used for the establishment of a quarry on Westray, the advice from OSCR having been that opening a quarry was not a charitable purpose. The PGO had found that the quarry was to be operated by a trading subsidiary and that a mobile crusher would visit the site periodically to create the required aggregate. Some discussion was held as to whether this pattern could be followed on Sanday, and where might be a suitable site.

Action agreed: That progress on Westray be monitored and further consideration be given to the possibilities on Sanday.

10. 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.

10i. Skills for Sanday Crafts courses were generally well attended, but other types of course were attracting fewer participants. This was disappointing as it had been hoped that the project would benefit people wanting to improve their employment skills. There was some doubt as to whether the planned shearing course would take place due to the high cost. It was noted that a visit to Orkney by the Wool Board was expected later in the year and that it might be possible to take part in that if the Sanday course did not go ahead.

10ii. Get Growing It was disappointing that this project had not been able to get fully underway due to the delay of Orkney Islands Council in dealing with planning permission. Concern was expressed by the board, some of whom had received expressions of concern from members of the community, that costs were being incurred but it was not known when it would be possible to properly deliver the project. It was noted that, although staff hours were being banked for a later date, this was not an ideal situation. It was suggested that the hours could potentially be used for delivering the project in a different way, such as hedge planting. It was felt that a full review of the project needed to be undertaken and that the Get Growing Manager and Gardener should be involved.

Action agreed: That the Get Growing project be reviewed at the next meeting and that the Get Growing manager and gardener be asked to prepare a report and attend the meeting.

10iii. Housing Needs Survey It had been agreed that a worker be employed to offer help to households who had difficulty completing the housing needs survey. However, the Highland Small Communities Housing Trust (HSCHT) had advised that they could not inform the Development Trust of which households had not completed the survey without compromising their data protection policy. The survey would therefore still go ahead but the Development Trust would only be able to encourage people in a general way to complete the surveys, and not target individual households. There would therefore be no need to employ a worker to assist with the task.

10iv. Ranger scope Provision had been made in the Ranger budget to repair the scope, which was around ten years old, but unfortunately it was beyond repair. Although the scope was of high quality, an adequate replacement had been costed at around £650. It was suggested that the eye pieces from the old scope might be worth selling.

Action agreed: That the scope be replaced as suggested and that the eye pieces from the old scope be sold if possible.

10v. Heritage Centre painting One tender had been received for the painting of the window frames and door of the Heritage Centre. The cost seemed high but it was noted that there was a considerable amount of preparation work to do if the job was to be done properly. Members of the heritage group volunteered to do some of the work themselves, in order to keep the cost down. It was suggested and agreed that it would be reasonable to ask the one person who had tendered to undertake any work that heritage group members were not able to do themselves.

10vi. Surgery subgroup terms of reference Terms of reference for the Sanday Surgery subgroup had been amended to ensure clarity and transparency. It was also proposed that provision be made to fund the superficial upkeep of Flebister, such as room painting, in order to maintain a pleasant environment.

Action agreed: That the terms of reference be amended as proposed.

10vii. Gift Aid The rules for claiming gift aid had been simplified, so it was felt that it would probably be worthwhile being registered and claiming. This would involve extra work for the AFO and some expense, it being necessary to buy donation envelopes and a name stamp.

Action agreed: That the Trust register with HMRC in order to claim gift aid.

11. Finance reports The fund balance report for 2016/2017 and management accounts for the final quarter of 2016/2017 had been circulated.

Action agreed: That the reports be received with thanks.

12. Harbour House update It was noted that Harbour House had a council tax exemption in place because it was unfit for habitation in its current state.

13. Applications to community donations fund

Applications had been received from the Duke of Edinburgh Award group and from the newly formed Craft Hub.

J Walker declared an interest in the application from the Duke of Edinburgh Award group and abstained from the discussion. I Sawyer declared an interest in the Craft Hub.

It was agreed that valuable work was done by the Duke of Edinburgh Award scheme and that it would be helpful to know if a Craft Hub was viable. Both applications were therefore of benefit to the community.

Action agreed: That donations be awarded as follows:

13i Duke of Edinburgh Award Scheme £250

13ii Craft Hub £250

14. Letter from Sanday Community Council

A letter had been received advising that Sanday leaflets were in short supply on the ferries and that there seemed to be no system in place for monitoring supply. Directors noted that a number of people who travelled regularly were willing to replenish stocks, but it was difficult to keep on top of the very high demand.

15. Interpretation boards

The question was raised of responsibility for the upkeep of the interpretation board frames. It was noted that the boards were initially funded by Orkney Islands Council, about twelve years ago, and therefore potentially a matter for the Community Council to consider. It was expected that new interpretation boards would be funded in the near future by the North Isles Landscape Partnership Scheme, but the need to maintain the existing boards was pressing.

Action agreed: That J Muir raise the matter with the Community Council.

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Signature of Chairman

Reminder of forthcoming meeting dates:

- 28 August, 7.30pm
- 16 October, 7.30pm
- 4 December, 7.30pm
- 22 January, 7.30pm

