

Sanday Development Trust

enhancing quality of life



Agenda for the meeting to be held at Heilsa Fjold on Monday 24 April 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 27 February 2017 are a correct record and to authorise the chair to sign the minutes.
- 3. Matters arising**
 - 3i Turbine software upgrade (3iv)** (Update from ST/LB)
 - 3ii Other matters arising**
- 4. Staffing** The board are advised of the following appointments: Get Growing Manager, E Webb; Get Growing Gardener, A Cole
- 5. Annual leave policy** Draft attached for board approval
- 6. Policy for notice of termination of contract** Draft attached for board approval
- 7i. Staff reports** To receive reports from staff as follows: Ranger (attached), Heritage Centre Assistant (attached), Centre manager (attached), Skills for Sanday (attached); AFO (to follow); Family drop in supervisor (to follow), Get Growing Manager (attached) and PGO (attached).
- 7ii.** To consider matters raised in staff reports
- 8. Organisational plan and budget 2017 to 2018** Summary of budget attached to give overview. Also detailed budget attached to enable scrutiny of each project in detail. Operational plan to follow separately.
- 9. Applications for community donations** Two applications attached
- 10. Any urgent business** (Any urgent matters that need a decision to be made before the next meeting)
- 11. Any other competent business**
- 12. Date and time of future meetings.** To note meeting dates as follows:
29 May 2017; 3 July 2017;
28 August 2017; 16 October 2017; 4 December 2017;
22 January 2018

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Annual Leave Policy

Implemented: April 2017

Review: First review April 2018; thereafter to be reviewed every three years or on implementation of new legislation

1. Introduction

1.1 The purpose of annual leave is to enable employees to rest and recuperate away from the stresses of the workplace, thus contributing to a healthier, more effective, workforce. The Sanday Development Trust is committed to enabling employees to take annual leave as intended.

1.2 This policy sets out contractual terms and conditions in relation to annual leave entitlement.

1.3 The policy applies to all employees but employees who have worked for the Trust for less than one year may only take leave that has been accrued in advance, except by agreement with the board of directors. (See 3.3 below)

1.4 The policy complies with statutory requirements (Employment Rights Act 1996 and Working Time Regulations 1998).

2. Annual Leave Entitlement

2.1 Employees are entitled to 6.0 weeks paid annual leave. Of this 6.0 weeks, 5.6 weeks are statutory entitlement and 0.4 weeks are additional, contractual, leave awarded by the directors of the Development Trust. In this policy, statutory and contractual leave are treated in the same way, even where not specified.

2.2 Annual leave is calculated on a pro rata basis for part time employees. Therefore an employee who is contracted to work 35 hours per week will be entitled to 210 hours per year (the equivalent of 6 weeks at 35 hours) and an employee who is contracted to work 17.5 hours per week will be entitled to 105 hours per year (the equivalent of 6 weeks at 17.5 hours).

2.3 The 6.0 weeks of annual leave is inclusive of Scottish and UK public holidays. In other words employees are not automatically entitled to take paid leave on public holidays but public holidays are treated the same as any other work days in relation to leave requests.

2.4 Annual leave is calculated on an annual basis from 1 April to 31 March (the 'leave year').

3. Terms and Conditions of Annual Leave

3.1 Leave entitlement cannot normally be carried over to the next leave year but up to 1 week may be carried over, in exceptional circumstances, provided it is used up by 30 June of the following leave year.

3.2 Leave entitlement is calculated on a monthly basis ie employees are entitled to one twelfth of their annual entitlement for each month that has been worked.

3.3 During the first year of employment, only leave which has been accrued may be taken. After a year of continuous employment, leave may be taken at any time, provided the correct amount of notice has been given (see 3.6 below) and there is not a good reason to refuse the request, (subject to 3.7 and 3.8 below).

3.4 If an employee's contract is terminated and they have taken more leave than they have accrued, the employee's final pay will be adjusted to take back any overpayment.

3.5 If an employee's contract is terminated they will receive payment in lieu of any accrued holiday which has not been taken.

3.6 Employees are required to give notice of at least twice the length of holiday requested. This means that if one week of leave is requested, at least two weeks of notice must be given. Where an employee only works for part of the week, they must give full notice. For example, if an employee regularly works only on Wednesdays, they must give notice at least two Wednesdays prior to the requested leave. Giving notice two days before the requested leave is not sufficient. This allows time to make arrangements to cover for the employee while on leave.

3.7 In exceptional circumstances leave may be refused. In such cases notice of at least the length of holiday requested will be given.

3.8 In exceptional circumstances, the Development Trust may waive the requirement for the full amount of notice but employees must endeavour to meet the requirements under normal circumstances.

4. Annual Leave and Sickness

4.1 An employee who is taken ill whilst on annual leave may ask for the affected leave period to be converted to sick leave. In this case, the sickness absence policy and sickness pay policy will come into effect.

5. Periods of Notice of Termination of Contract

5.1 During periods of notice of termination of contract, both statutory and contractual leave will continue to accrue, even if the employee has been paid in lieu of notice.

5.2 The Development Trust may tell an employee to take annual leave during a notice period, provided notice of at least twice the length of leave to be taken is given.

6. Time Off in Lieu and Overtime

6.1 Flexi-time/Time Off In Lieu does not affect annual leave entitlement.

6.2 If an employee is required to work overtime, this will be taken into account when calculating holiday pay.

6.3 If regular overtime is or has been worked, for the purposes of calculating the amount of holiday pay due, an average of the earnings of the three months previous to the leave period will be used.

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Terms and Conditions of Notice of Termination of Contract

Implemented: March 2017

Review: First review March 2018; thereafter to be reviewed every three years or on implementation of new legislation

1. Introduction

1.1 This policy sets out the period of notice which the Sanday Development Trust will give to their employees and which employees will give to the Sanday Development Trust in the event of termination of employment contract.

1.2 The policy sets out how terms and conditions, including annual leave entitlement and pay, are affected during notice periods.

1.3 The policy applies to all employees who have worked continuously for the Development Trust for a period of at least one month.

1.4 The policy applies to termination of contract for any reason, including dismissal for ill health or redundancy, but excluding dismissal for gross misconduct.

1.5 The policy applies in the event of retirement.

1.6 The policy complies with statutory requirements (Employment Rights Act 1996 and Working Time Regulations 1998).

2. Notice Periods to employees

2.1 Employees who have worked continuously for a period of one month, up to a period of five years, are entitled to at least four weeks of notice.

2.2 Employees who have worked continuously for a period of five years or more are entitled to an additional week of notice for each complete year of continuous employment, up to a maximum of twelve weeks. For example, an employee who has worked continuously for a period of three years is entitled to at least four weeks of notice and an employee who has worked continuously for seven years and six months is entitled to at least seven weeks of notice.

2.3 Whereas the above applies to all employees, in some cases the Development Trust may require specific employees to give more than four weeks of notice and in these cases, the Trust will give the equivalent notice. For example, if an employee is contracted to give twelve weeks of notice, the Trust will give twelve weeks of notice to that employee. (See 3.2 below)

2.4 In certain circumstances, for example dismissal for gross misconduct, the Trust may dismiss the employee without notice.

3. Notice Periods from Employees

3.1 Employees who have worked continuously for a period of at least one month must give four weeks of notice.

3.2 Some employees, particularly if it is considered likely to take longer to recruit a replacement, may be asked to give more than four weeks of notice. This will be considered on recruitment of an employee and the employee will be made aware of this requirement. In such cases the Trust will undertake to give the same period of notice and a maximum of twelve weeks will apply.

4. Terms and Conditions during Period of Notice

4.1 All terms and conditions of employment remain unaffected during notice periods, but individual representations will be considered by the Trust, for example if an employee requests time off that has not been accrued for attending job interviews. Time off in such cases will be unpaid.

4.2 If considered appropriate, the Trust may pay employees in lieu of notice.

4.3 Statutory and contractual leave will continue to accrue during notice periods, even if the employee has been paid in lieu of notice.

4.4 Employees will be paid in lieu of any leave which has been accrued but not taken on termination of contract.

4.5 Any leave taken but not accrued will be deducted from the employee's final pay.

4.6 The Development Trust can ask an employee to take annual leave during a notice period, provided notice of at least twice the length of leave to be taken is given.

4.7 Any hours accrued under the flexi-time policy are excluded from payment in lieu of notice. Any flexi-time accrued but not taken will be lost on termination of contract.

4.8 The Development Trust expect employees to conduct themselves in an appropriate manner during the full period of notice and uphold the high standards of performance required of all employees. This applies no matter who gave notice to terminate the contract of employment and for whatever reason. Failure to comply with this expectation will be considered as a disciplinary issue.

5. Return of Trust Property

5.1 Employees are responsible for returning all property belonging to the Trust on or before their last day of employment. The Development Trust may withhold pay from an employee who fails to comply with this requirement.

5.2 If an employee is paid in lieu of notice, they may be asked to return property immediately.

April

Sunday Ranger Service Report 28th February 2017 to 12th April 2017

Advertised Ranger Events

04/03/20	Beachcombing at	3	01/04/2017	Seawatching at Start	3
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17	Backaskaill			Point	
08/03/2017	Cata Sand Walk	3	02/04/2017	Health Walk round Lady	4
11/03/2017	Seawatching at Start Point	2	06/04/2017	Saville Beach Walk	3
12/03/2017	Rockpooling at Holms of Ire	4		TOTAL	10
15/03/2017	Health Walk round Lady	4			
18/03/2017	Whitemill Bay Walk	5			
19/03/2017	Sanday Bird Race	15			
23/03/2017	Beginner's Birdwatching	3			
25/03/2017	WDC Shorewatch Training	9			
26/03/2017	WDC Shorewatch Practical	6			
29/03/2017	Bird Pellet Workshop	postponed			
	TOTAL	54			

It's been an incredibly busy period in March following being away for February! SNH still have the stoat traps in place although these are due to be checked by myself and Kirsty North from SNH this week. Providing nothing is found, they will then be disarmed ready to be dug out and removed at a later date. To date, no stoats have been caught and there have been no reported sightings. I am hopeful that the traps will be brought in by the end of the month and returned to SNH.

I am very pleased to report that the Volunteer Rangers project was awarded £1500 from the Your Island, Your Choice small grants project and more information about the project will become available in the coming weeks. We will be concentrating initially on accessibility of beaches.

Work is ongoing to try and organise a Clean-up week – I am hoping to work with the Community Council on this to arrange for special collections and a skip. It was hoped this would coincide with Bag the Bruck fortnight at the end of April, but this is unlikely now due to delays in receiving information from OIC. Bag the Bruck is scheduled to take place between 22nd – 30th April and there is already a good number of people/groups registered to take part.

Finally, Junior Rangers has become a regular feature of the week. Last term, I had 6 regular attendees and it is hoped that this will increase this term as other after-school activities change. Activities have included making bird feeders and using the small mammal tubes and camera traps.

Some other activities

- Continuing work with SNH on Stoat Trapping emergency plan including meeting with Kirsty North on 7th March to check traps and update on ongoing plan.
- Outdoor Orkney meeting – 30th January 2017 – main topic discussed was Bag the Bruck 2017. I will also be writing an article for the Orcadian about what wildlife to see in Orkney in summer.
- Completion of April programme of events and planning for May events.
- Organisation of WDC Shorewatch workshop which ran on 25th March 2017. This is a citizen science survey asking trained volunteers to carry out regular 10 minute surveys for cetaceans and other marine mammals/Basking sharks. We now have a small team carrying out these surveys at 2 watch points on the Holms of Ire.
- Meeting with Stronsay Development Trust at the Heritage Centre on 8th March 2017 to show them the Heritage Centre and discuss Ranger role.
- Telephone call with Jessica Jones, NHS on 8th March 2017 to forward application to become a Paths for All Health Walks leader with the long-term aim to set up Health Walks in Sanday.
- Meeting with archaeologist who will be carrying out some peat and soil studies on Sanday later in the year. Discussion included possible sites and associated plans.
- Attendance at Heritage Group meeting on 22nd March 2017.
- Liaison with RSPB regarding a Sanday-specific Nature Festival event in May.
- Sanday Sound Newsletter for April.
- 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:
 - 1259 likes / post reach of 616,321 people since page launched.
 - 18 new likes during reporting period / post reach of 11,405 people during reporting period
- Continued promotion of Sanday Ranger Twitter feed.

Emma Neave-Webb 12th April 2017

March – April 2017 Heritage Centre Assistant Report

The last month or so has seen a slight increase in the number of visitors, some were people on holiday or visiting family, others were local people, some of whom drop in on a regular basis to see if there is anything new or revisit what we already have - a welcome trend which probably would not happen if we were to charge an admission fee. There is quite often some new curiosity to be seen, and it also gives me a chance to pick other peoples' brains, such as in identifying a type of woodworking tool that has been handed in, or people in a photograph.

I was away on holiday for the first three weekends of March, but Myra Stockton kindly manned the Heritage Centre for the S1 and S2 pupils to come in and carry out the research for their projects which were mentioned in my previous report.

Rod and Sylvia Thorne were in Edinburgh last month, and whilst there visited the conservator who carried out the conservation work on the Appiehouse Stone. He has finished work on another similar stone from Orkney, and is awaiting instructions from Orkney Museum. He is hoping to tie in bringing that up to Orkney, along with his boss, with coming out here to install our stone. They have all the equipment to move and install it, but we still need advice from Orkney Museum and/or NMS regarding the specifications for the cabinet – the conservator had expected some communication from these two organisations but had heard nothing yet. It seems that too much had been left up to us, as a Heritage Group, to decide, resulting in a lot of wasted time, and we are needing more professional input. I have contacted Orkney Museum again, this time suggesting that I get in touch with both the collections services department and the principal curator of Iron Age archaeology at National Museums Scotland.

I contacted the man who illustrated a report published in the 'Proceedings of the Society of Antiquaries of Scotland' on Pictish symbol stones, and we now have his permission to use his drawings of the Appiehouse Stone for our interpretation panel

At the moment we are in the process of changing the temporary exhibition, the B98 exhibition has been dismantled, (the information from it will still be available but displayed in pocket files), and Myra is compiling a display on Peter Maxwell Davies.

Yet again we are having problems with broadband and phone. The broadband went off two days before I went away. After much time on the phone, BT decided the filter might be the problem, so sent new ones. They made no difference, so after even longer on the phone while they carried out more diagnostic tests, they decided a new router might solve the problem. Unfortunately, the phone stopped working before I could install the new router, and after phoning again, it was decided there was a fault outside the building, which was supposed to be fixed by Saturday 8th. It wasn't, but work is apparently in progress, and they couldn't give me a time-scale for fixing the problem.

At the end of March I did a stock-take of the giftshop. I have ordered more stock

from the museum and got in a range of greeting cards by the artist Tracy Hall who illustrated 'The Orkney Book of Birds'. I also intend to look into the possibility of ordering from another firm who specialise in supplying gifts to museums.

Having been unable to get on to the Orkney Culture and Heritage evening class run by Orkney College as the very limited number of distance learning places were taken, I asked the course tutor, Dr Tom Rendall, (who comes from Sanday) if he couldn't run it out here. Apparently he and Dr Sarah Jane Gibbon could cover a sizeable chunk of it in a day, and if enough people were interested they would be willing to do so. It has been carried out successfully in Westray, and I have passed all the details on to the Skills for Sanday learning co-ordinator.

Finally, we have had more donations of archive material, photographs (with names written on the back!) and artefacts, mostly from West Brough Cottage. I am in the process of accessioning and cataloguing it. Hopefully we have enough material to keep putting snippets in the Sanday Sound each month for some time to come.

Centre Manager's report – Mid Feb 2017 to end March 2017

CAFÉ

Goes from strength to strength with regular high numbers, one day there were 27!

VISITOR NUMBERS

February- 146

March- 241 (note approx. 60 came to Binky Bell's funeral gathering)

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-

February-Old fashioned Games evening Wednesday 22nd February

Sadly no takers (I did have a few folk who said beforehand they'd like to come, but were unable as off island).

OTG Tourism Survey -

I also spoke to another gentleman on this matter, so they have two lots of feedback from me, from a B and B viewpoint, and from Heilsa Fjold aspect. I did request that we get follow up/feedback from the results and that something would happen, watch this space...

Crafty Event 27th March

This was well attended with 12 ladies coming along, a lot of input was given and good ideas, which has helped Tracy organise future SFS courses.

Swishing Shed-

Continues to have regular donations and a reasonable turn around. Sadly someone felt the need to dump some cardboard boxes in there, which I had to recycle!

Next Event in May-

May 11th Thursday from 7pm Holiday experiences with Jane and Emma!

I will be giving a brief talk with hints and tips on packing, and how to claim if your luggage goes astray.

Then Emma will be giving a talk and showing us her wonderful pictures, from her recent South American adventure.

Other-

We continue to get great feedback from visitors and tourists about Heilsa Fjold and how lucky we are to have such a facility.

Geoff and I will be in Kirkwall on Sunday 16th en route to holiday, so unless we go for a meal or to a café, there is nowhere we can sit around for a while to relax before our evening flight! Whereas on Sanday.....!



Sanday Development Trust Directors Report April 2017

Learning Coordinator: Tracy Ranger

I am really enjoying my role as Learning Coordinator with Sanday Development Trust. Feedback to the proposed courses has been very positive with lots of new ideas coming forward for future events. Courses start in earnest later this month.

Activities, Events and Workshops currently planned

Activities, Events and Workshops:

- **The Saturday Morning Kitchen** continues to be a popular event where people learn new cooking skills.
We have now had two Saturday Morning Kitchens, the first being in March when Geoff from Backaskaill taught us sauce making. The second was on 8th April – a very enjoyable morning spent making Cloutie Dumplings & Welsh Cakes with Norma Brown - seven attendees for the first event and eight for the second.

The next event will be Saturday 13th May with Pam Oliver and the next 10th June with Gill Best.
- **Photography Skills Course** – An outdoor course to teach people how to use their own cameras to capture nature and wildlife. Led by Adam Hough- Wildlife photographer and Illustrator.
A further 6 week course for 4 people is now planned for this spring – dates still to be confirmed.
- **Straw Work Course** – led by Sandra Higgins, Orkney Arts & Crafts. A one day course aimed at showing the technique of straw work with a view to making a small basket by the end of the day. This course will now take place on Friday 25th May – 5 confirmed bookings with another 3 current enquiries.
- **Patchwork & Quilting Course** – the first of two courses to take place early June which will probably be a beginners session. A lot of interest has been shown in this particular subject so I am hoping this will go on to be a regular course.
- **Get to know your Power Tools** – this course will take place on Friday 21st April at Heilsa Fjold - 3 confirmed bookings to date – hoping for more.
- **A FRAYED KNOT** – two half day sessions run by Mark Cook who is over from the mainland. Mark makes rope mats out of rope that he has salvaged from Orkney beaches. This is proving popular with 6 confirmed places and 3 other enquiries. This will take place on Friday 28th April in the Community Rooms. It is timed to coincide with Bag the Bruck fortnight.

- **Genealogy** – again two half day sessions run by Tracey Sedgwick who is a genealogist. She will help people through tracing their own families using online tools. Booked for Friday 12th May at Heilsa Fjold. This subject was polled with the highest number of interested parties through the recent facebook course poll.
- **Craft Group** – Jane Taylor and I hosted a craft evening in March at Heilsa Fjold where we invited interested crafters along to discuss the possibility of holding a craft club or group once a week to cover all aspects of crafting. We had 12 attendees who were all very enthusiastic with the idea, therefore we have arranged to meet on a Wednesday evening at HF for a couple of hours commencing on 3rd May. Our first project will be crochet which will run for 4-6 weeks – cost will be £2 per session to cover refreshments and any materials.

Activities being researched:

- A further drawing course following on from the short course run last year. Currently trying to secure a tutor – Jim Walker interested in taking this forward just now need to confirm dates.
- More courses relevant to Agriculture – am currently researching a shearing course. Am also planning to attend the next Agricultural Association meeting to discuss further workshop ideas.
- I am trying to source courses to help with employment based skills and am currently researching a touch typing course as well as other computer skills workshops.
- A great deal of interest received about car maintenance courses, especially for ladies. Course planned for June or July. Tutor secured.

Still researching the following suggestions:

- ~Music related courses – possibly instruments
- ~Conversational French, Spanish or Italian
- ~Lime pointing/plastering
- ~Felting

Tracy Ranger, Learning Coordinator

Get Growing! Community Garden Project

Report to the Board of Sanday Development Trust – April 2017

Since taking on the role of Project Manager for the Get Growing! project, my time has primarily been taken up with finalisation and submission of the planning application to Orkney Islands Council. The application was submitted on Wednesday 5th April. However, we have since been informed by the planning department that we need to apply for Change of Use for the whole area to a community garden otherwise we would have to apply for separate planning permission to install outside raised beds. After being told that this would not affect the fee paid, we have now received an invoice for an extra £142.40 so I am currently in discussions with OIC to find out exactly what the fee is. Once this is finalised, we will be looking at a roughly 8 week turnaround.

An invitation to tender for groundworks, polytunnel & polycrub construction and shed & fencing erection was placed in the Sanday Sound at the beginning of April with a closing date of 21st April. To date, no tenders have been received, but I have received a few enquiries and will be chasing nearer the time.

Most of the polytunnel which is being donated by Jackie Sinclair has now been located. We will need to order some replacement parts as well as the sheeting, but this should be finalised in the next week or so.

Alan Cole has been appointed as the Community Gardener and will be starting on Monday 24th April.

Emma Neave-Webb 12th April 2017

Projects and Grants Officer's report - April 2017

Skills for Sanday

- ◆ Press release out – picked up by Radio Orkney and the Orcadian

Get Growing!

- ◆ The lease of the land to SDT has been ratified. The Trust has been offered a 5 year lease at £15 per annum. Awaiting the paperwork on this still
- ◆ Met with Garry Burton on 8th March to review details for the Lease and responsibilities (although the details changed after that meeting and are now as per the bullet point above)
- ◆ Recruitment undertaken with Emma Neave-Webb appointed as project Manager and Alan Cole appointed as gardener
- ◆ Time spent working with Emma to bring her fully up-to-speed on the project and to assist with moving things along sharpish, generally on matters that I was due to have undertaken prior to her appointment (but wasn't able to, due to the delay with OIC). I have now stepped back from this to enable Emma to lead and deliver against the project objectives
- ◆ Planning application has been submitted.
- ◆ There will be a fair bit of expenditure on this project over the coming months, in line with the budget that was approved by the directors and funders. Purchases will need to be made in a timely manner, whether by cheque or credit card. I've attached a copy of the budget for information as it may not have been seen by some of our newer directors. It is hoped that the finance committee will play a larger role in scrutinising this expenditure, to help full board meetings to run more efficiently.
- ◆ There is one small amend to the project budget attached – it has been requested that the money allocated for repairs to the shed at Harbour House be used for purchase and erection of a shed (now that the project has merged onto one site). We are currently awaiting confirmation from the funders in this regard but do not anticipate any issues as the end purpose (tool storage) is the same.

Ranger Service

- ◆ Proofing of map for Insider Guide in Emma's absence

Sanday Care

- ◆ Invitation to tender sent out to the short listed consultants for the Housing Needs Assessment and Options Appraisal.
- ◆ Consultants short-listed at a meeting of the four Trusts on 21st March and a preferred tendered identified
- ◆ Quotes have been obtained for the drawing work and the site valuations for inclusion with the funding application.
- ◆ Application form has been finalised and submitted to Islands Housing Fund, along with supporting documents. Outcome of application should be known by the end of May.
- ◆ Sandra and I continue to attend HIE provided sessions on Community Led Care
- ◆ Undertaken some research into existing models for the provision of extra care housing and sustainability
- ◆ Next public update planned for the June edition of the Sanday Sound

Website

- ◆ I've met with Kate Edwards who had volunteered her services to assist with keeping the website up to date. She was still keen to take on this role and has now started to undertake some of the day to day work on the site. There are plans to expand this further over the coming months.
- ◆ Another offer of assistance has been given by Jeff of Galilee and I'm now aiming to meet with him once Kate has settled into the role and we've identified a sensible way of splitting the work.

Drop-ins/Heilsa Fjold

- ◆ Replacing the router seems to have done the trick in solving the drop out problems.
- ◆ I identified 3 possible TVs for upstairs and following discussion with SR, decision was made to go for the Samsung 40KU6020 plus protective screen. However the price of the TV (£399) meant that I couldn't guarantee sufficient space on the company credit card. I therefore requested front loading of the card as had been previously suggested by Liz but this request was declined. The TV has therefore not been purchased (and the price has gone up too now) and I'm unable to purchase one until this matter is resolved. (For information, the credit card is used for the following: plane travel for meetings/training, ink cartridges, odds and ends that are more sensibly purchased from Amazon or online rather than locally (paper towels, dart boards, guest books for HC, pool cue chalk, etc, etc), any items of IT equipment (such as the ipads and laptops previously), annual renewals of website hosting and domain names, software, etc)

Kettletoft

- ◆ The Trust now owns Harbour House, as of 23rd March 2017.
- ◆ Kate is dealing with/has dealt with the insurance, council tax, electricity and phone bill relating to the property
- ◆ Following the return of the signed grant offer, I completed and returned all the follow-up paperwork relating to the offer of funding from SLF in double quick time. This enabled the funding for Harbour House to arrive in the Trust's account prior to purchase (just!)
- ◆ Solicitors have completed the SLF required paperwork and passed to their solicitors. I've requested copies of relevant paperwork (including the Title Deed) for our own files.
- ◆ Three printed and bound copies of the SKS business plan have been received. I would suggest that one of these copies is placed in the public area of HF. I appreciate that there are still sensitivities due to the ongoing negotiations but also feel we need to be seen to be a little more open about progress...
- ◆ Steve will provide an update on the negotiations for the other properties
- ◆ No real progress made yet on the application to the Islands' Housing Fund. Quotes are required for this work so there's a fair bit to be done before the application is submitted.
- ◆ Met with Amy of LEADER when she was across for FLAG to provide an update on Kettletoft etc, as a possible partial funder for work in the village
- ◆ DTAS contacted us regarding appearing as a case study on this project. I've sent through the information requested but also noted the sensitivity until negotiations are concluded to ensure they don't shout from the roof tops about it
- ◆ HIE would like to feature Sanday in some promotional material regarding SLF, photos and a write up, along with a short interview with Steve and I. They are keen to get photos involving people.
- ◆ Would directors like to hold an open afternoon so that folk can pop into Harbour House to have a bit of a nosey, drink a glass of wine and discuss the plans for the property etc? This would be chance for photos to be taken for HIE/SLF and provide an opportunity for local residents to re-engage with the project, as things have been fairly quiet since SKS left...

North Isles Landscape Partnership Scheme

- ◆ Following the amends sent through regarding the proposed active travel network for Sanday, Emma and I met with Jane Dixon to assist with drawing up a more appropriate plan. We're still awaiting sight of the amended plan.
- ◆ Steve and I met with Tom Hunter of OIC (who is assisting Alister Brown) for an update on NILPS intentions for Sanday, prior to his tour of the island to look at matters

Heritage Centre

- ◆ Following the forwarding of information to Myra regarding the 2017 Year of History, Heritage and Archaeology (YHHA) and details of funding that HIE were making available to support this, Andrew suggested digitising the Oral History archive. I spoke to HIE who advised that simply amending the storage and playback method would not be a good fit for the funding criteria. An amended suggestion has therefore been put to the heritage group for input and discussion, which incorporates the work that Andrew identified but also integrates some of the archive material into the existing displays.
- ◆ Quote has been requested for fire extinguishers from Orkney Fire Protection with the intention of having these in place prior to the centre opening 7 days a week in May.
- ◆ A copy of the application submitted to OIC's culture fund was received on 11th April.

Strategic Planning

- ◆ I've almost finalised the strategic plan for the coming year – I'm aiming to get a draft to directors in the next few days.
- ◆ One element of the plan that's still outstanding is identification of training for directors. This may be training for the whole board or individuals, whichever is most appropriate. This could include (but is not limited to) subjects such as meeting procedures, governance, employer's responsibilities, volunteer management...
- ◆ Draft budget for board approval included with the papers for the board meeting. This has been previously reviewed by the finance committee, with a couple of very minor amends since just to neaten things up and finalise a couple of figures.
- ◆ It should be noted that the budget figures for the Heritage Centre had not been discussed and agreed by the Heritage Group prior to my annual leave, so there may be a couple of *minor* amends still to come for that budget.

Training

- ◆ Attended a 'Community Assets: Historic and Heritage Projects' webinar hosted by HIE. This was helpful in gaining a better idea of the different pots of funding that HLF and HES have to offer and what sort of works they are looking to support.
- ◆ Attended a training session in Kirkwall on the Robertston Trust as I had identified this funder as a possibility for any day centre/community aspect to the provision of extra care housing on Sanday. Unfortunately, Robertston have just decided to amend the structure of the relevant fund so we will need to wait and see the outcome of that.
- ◆ However, I also spoke to them regarding Heilsa Fjold and youth drop in and Robertson would be willing to consider funding this, without there being a need to do something 'new'. This could potentially fund up to 50% of staff costs for up to 3 years. I hope to start pulling together an application shortly for board approval.
- ◆ I shall be attending the HIE CAM event in Inverness on 25/26th April. I've attached the programme of events and would be happy to discuss any aspect of the conference with directors. I aim to circulate notes upon my return as well.
- ◆ Finally, I've been asked by HIE if I would be willing to attend a community assets event in Kirkwall on 15th June to talk with other groups to outline the asset purchase project that we've

taken forward (how we did it, where we went for support and funding, what were the barriers, what lessons have we learnt – that kind of thing) along with Andy from Westray. The thought fills me with horror but I've said that I'd be happy to do it... if only to ensure that Westray don't get all the glory ☺

Broadband

- ◆ Spoken with Cloudnet regarding their internet offering. They are hosting a public session at HF on 9th May to allow folk to come along and find out more. They are also looking to secure a small area of land on Sanday to host a mast.

Items to be addressed

- 1 How to purchase the TV for Heilsa Fjold
- 2 Are directors happy for one of the copies of the Kettletoft Business Plan to be put on display in Heilsa Fjold?
- 3 Are the board happy for me to attend and deliver a session on community assets in June?
- 4 Would the directors like to hold an open afternoon for Harbour House? If so, when? Who would like to be involved? If not, what would the directors like to do instead?
- 5 What training would directors like/need over the next 12 months in order that this can be included in the Trust's strategic plan...

I'm on annual leave from 17th April to 23rd April. However, I'm always available if anyone has queries between meetings that I can help with. Please email me at pgo@sandaydevelopmenttrust.org.uk

From 1000	Arrivals, registration, tea/coffee
1200	Buffet lunch (followed by informal networking/discussion)
1330 - Drumossie 1	Welcome by HIE Community Growth team
1415 - Drumossie 1	Presentation by Gillian Funai from Tayberry Enterprise <i>More info to follow</i>
1500 - Drumossie 1	Marine Tourism <i>Steven Dott, HIE</i>
1520 – 1535 Tea/coffee break	
1540 - 1740 Workshops:	
<p>Rural Housing <i>Hosted by Alison Crook, Community Assets team Room tbc</i></p> <p>1540 – 1620 1620 – 1700 1700 – 1740</p> <p>Community Broadband <i>Hosted by Community Broadband Scotland team Room tbc</i></p> <p>1540 – 1620 1620 – 1700 1700 – 1740</p>	<p>Community Empowerment & Land Reform <i>Hosted by Sandra Holmes, Community Assets team Room tbc</i></p> <p>1540 – 1620 1620 – 1700 1700 – 1740</p> <p>Marine Tourism (follow-up) <i>Hosted by Steven Dott Room tbc</i></p> <p>1540 – 1620 1620 – 1700 1700 – 1740</p>
1740 - Drumossie 1	Round up of the day
1930 - Drumossie 1	Evening Dinner

0845	<i>Tea/coffee</i>
0900 - 0920 Drumossie 1	<i>Introduction to Day 2 / Q&A</i>
0920 – 10.20 Drumossie 1	Community Engagement Olivia Hanley, Scottish Community Development Centre (SCDC)
1030 Marketplace opens	
1030 – 1230 Conversation groups <i>These are informal discussions set around a topic starting approximately every half an hour. Unlike the workshops on Day 1, these groups do not require participants to sign-up in advance.</i>	Marketplace
Income Generation Start times: 10.30, 11.00, 11.30, 12.00 Hosted by Rory Dutton, Development Trusts Association Scotland (DTAS)	Community Culture, Arts & Heritage Ann Marie Reid / Christie MacLean Scottish Land Fund Eilidh Todd / Gemma Campbell Community Broadband Scotland Campbell Cameron / Calum Stiven Digital Amy Peters Community Energy & LCITP (Low Carbon Infrastructure Transition Programme) Caoimhe McCarthy / Anne MacDonald Social Investment Scotland Eileen Gardner Highland Small Communities Housing Trust (HSCHT) / Community Woodlands Association / Woodland Crofts – HSCHT Highland & Moray FLAG (Fisheries Local Action Group) Sarah Lamb LEADER – Fiona Cameron (tbc) Planning Aid Scotland – tbc HISEZ – tbc
Ditto Programme Start times: 10.30, 11.00, 11.30, 12.00 Hosted by Gael Logan, Firstport	
Volunteer Recruitment and Retention Start times: 10.30, 11.00, 11.30, 12.00 Hosted by Jessica Lightfoot, Volunteer Scotland	
1230 Marketplace closes	
1230 Drumossie 1	Feedback from workshops, requests and contacts. Completion of event feedback forms.
1300 Drumossie 2	<i>Lunch and depart</i>

Source of Funding	Restricted	Designated	Unrestricted	Totals
Grant funding already in main account, to be spent this year				
People's Health Trust (Get Growing!)	£ 19,492			£ 19,492
Your Island, Your Choice (Volunteer rangers)	£ 1,500			£ 1,500
SSE (Skills for Sanday)	£ 3,929			£ 3,929
Sub-total	£ 24,921	£ -	£ -	£ 24,921
Restricted (non-grant) funding already in bank account, to be spent this year				
Surgery fund	£ -			
Heritage funds	£ 3,680			£ 3,680
Soulka funds		£ -		£ -
Reuse funds		£ -		£ -
Sub-total	£ 3,680	£ -	£ -	£ 3,680
Income receiveable in this year				
Grant Funding				
SNH for Ranger	£ 6,000			£ 6,000
HIE for PGO	£ 14,835			£ 14,835
SSE (HC Custodian)	£ 4,334			£ 4,334
SSE (Skills for Sanday, yr 2 payment)	£ 3,391			£ 3,391
Scottish Sea Farms (Skills for Sanday)	£ 5,010			£ 5,010
OIC Culture Fund for Heritage Centre	£ 1,000			£ 1,000
People's Health Trust (Get Growing!)	£ 17,915			£ 17,915
SLF (purchase of Kettletoft properties and project mang)	£ 75,084			£ 75,084
Islands Housing Fund **	£ 38,000			£ 38,000
Donations				
Copier, teas, etc at Heilsa Fjold			£ 400	£ 400
Tea/coffee at Get Growing!			£ 120	£ 120
HC and croft donations	£ 2,000			£ 2,000
Soulka	£ -	£ 5,000		£ 5,000
Surgery fund	£ 300			£ 300
Estimated donation from SRCIC			£ 60,000	£ 60,000
Other donations	£ -		£ 200	£ 200
Trading to raise funds				
carpet cleaner hire	£ -	£ 40		£ 40
heritage centre	£ 2,000			£ 2,000
Tuck shop sales at drop in sessions	£ -	£ 1,400		£ 1,400
Sale of surplus assets	£ -		£ 200	£ 200
Reuse centre takings	£ -	£ 2,000		£ 2,000
Rental Income				
Unit 1, Temperance Hall			£ 600	£ 600
Coastguard			£ 4,160	£ 4,160
Room Hire Income				
HF room hire			£ 900	£ 900
Supply of goods and services				
Income from services and goods provided to SECIC			£ 1,100	£ 1,100
Income from Skills for Sanday			£ 2,674	£ 2,674
Electricity charges levied on Unit 1			£ 80	£ 80
Other activities for generating funds				
Light house trips			£ 225	£ 225
Farmers Markets	£ -		£ 50	£ 50
Heritage Group events	£ 150			£ 150
Ranger events		£ 200		£ 200
Sub-total	£ 170,019	£ 8,640	£ 70,709	£ 249,368
TOTAL	£ 198,620	£ 8,640	£ 70,709	£ 277,969

Notes

Funds already recieved and in main account
Funds already recieved and in main account
Funds already recieved and in main account

Reliant on securing match funding

This funding is not yet confirmed. Identified expenditure will not be undertaken unless funding secured

For AFO time and advertising

INCOME AND EXPENDITURE BY BUDGET

Budget	Total income for the year	Total expenditure for the year
Central Activities	£ 77,015	£ 54,426
Care for Sanday	£ 38,000	£ 38,000
Get Growing	£ 37,527	£ 26,600
Heilsa Fjold	£ 6,910	£ 25,157
Heritage Centre and Croft	£ 12,664	£ 17,166
Kettletoft	£ 75,084	£ 85,000
Loans and Debts	£ -	£ -
Ranger Service	£ 7,925	£ 15,422
Reuse Centre	£ 2,040	£ 540
Skills for Sanday	£ 17,027	£ 15,942
Soulka	£ 5,000	£ 5,000
Surgery Fund	£ 300	£ 300
Pensions	£ -	£ 1,862
Total	£ 279,492	£ 283,553

INCOME AND EXPENDITURE BY BUDGET - EXPANDED

Budget	Restricted funding for the year	Designated funding for the year	Unrestricted income for the year		Total income for the year	Total expenditure for the year
Central Activities	£ 14,835		£ 62,180		£ 77,015	£ 54,426
Care for Sanday	£ 38,000				£ 38,000	£ 38,000
Get Growing	£ 37,407		£ 120		£ 37,527	£ 26,600
Heilsa Fjold		£ 1,400	£ 5,510		£ 6,910	£ 25,157
Heritage Centre and Croft	£ 12,664				£ 12,664	£ 17,166
Kettletoft	£ 75,084				£ 75,084	£ 85,000
Loans and Debts					£ -	£ -
Ranger Service	£ 7,500	£ 200	£ 225		£ 7,925	£ 15,422
Reuse Centre		£ 2,040			£ 2,040	£ 540
Skills for Sanday	£ 14,353	£ 2,674			£ 17,027	£ 15,942
Soulka		£ 5,000			£ 5,000	£ 5,000
Surgery Fund	£ 300				£ 300	£ 300
Pensions					£ -	£ 1,862
Total	£ 200,143	£ 11,314	£ 68,035		£ 279,492	£ 283,553

BALANCING THE BUDGET

Current <i>unrestricted</i> funds held in Trust bank accounts	£	133,594
Less contingency funds *	£	<u>52,585</u>
Available <i>unrestricted</i> funds in bank account	£	<u><u>81,009</u></u>
Plus anticipated income - unrestricted	£	70,709
Plus anticipated income - restricted	£	170,019
Plus anticipated income - designated	£	8,640
Plus existing designated/restricted funds to be spent	£	<u>28,601</u>
	£	<u><u>358,978</u></u>
Less anticipated expenditure	£	<u>283,553</u>
	£	<u><u>75,425</u></u>
Anticipated surplus at end of year	£	75,425

Contingency funds to be held in account *		
Three month's operating funds **	£	40,604
Maternity/Paternity cover	£	6,409
Redundancy funds	£	<u>5,572</u>
	£	<u><u>52,585</u></u>

* these items are likely to be carried over into the next financial year
 ** Kettletoft purchase costs and care for Sanday ignored for this calc

For information only		
BIG Bank Balance	£	9,506.13 31/03/2017
Main Bank Balance	£	<u>187,011.13 31/03/2017</u>
	£	<u><u>196,517.26</u></u>
SRCIC Balance	£	<u>147,962.88 30/03/2017</u>
	£	<u><u>344,480.14</u></u>

Outwith budget expenditure authority by groups (per transaction)
Expenditure upto £250 - authorise within Group
Expenditure upto £500 - authorisation from SDT Chair and Treasurer
Expenditure over £500 - full board approval