

Sanday Development Trust

enhancing quality of life



MINUTES

**Meeting of the Sanday Development Trust
Held at Heilsa Fjold on Monday 1 July 2013 at 7.30 pm.**

Present: S Towrie (Chairman), M Stockton, H Collinson, D Skea, S Thorne, D Grieve

In attendance: U Clackson (Clerk), R Thorne (Ranger), G Ellis (Community Development Officer), G Speers (Youth Development Worker)

1. Apologies for absence

Apologies had been received from E Brown (Vice), R Brown, R Towrie, J Towrie, K Howe (Admin and Finance Officer)

Action: The Board gave consent for absence.

2. Minutes of the last meeting

(already circulated)

The Board was asked to confirm that the minutes of the meeting held on 6 May 2013 were a correct record and to authorise the Chairman to sign the minutes.

Action: The Board approved the minutes of the meeting on the 6 May as a correct record to be signed by the Chairman.

3. Resignations

The Board was informed that J Kenny had resigned as the Heilsa Fjold Centre Manager.

The Board was informed that R Gilholm had resigned from his offices as Treasurer and Director on the Sanday Development Trust Board

4. Appointments

a) The Board was informed that J Murray had been appointed to act as a temporary manager of Heilsa Fjold until the end of August which would ensure that the centre would be open Tuesdays to Fridays 11:00 to 16:00.

b) A graduate intern, J Smith, has been appointed and has already started work. The main focus of her studies has been in tourism, but her research brief was more general on how to improve the economy in Sanday.

5. Appointments of office bearers

a) The Board was informed that L Brown was willing to be Treasurer to the SDT. If appointed as Treasurer she would, however, have to stand down as Vice Chairman.

Action: The Board duly appointed L Brown as Treasurer. L Brown automatically vacated the office of Vice Chairman.

b) The Board discussed without conclusion how to fill the Vice Chairman's post.

Action: The Board decided not to appoint a new Vice Chairman but to defer this action until the next meeting when more Directors would be present.

Matters arising from the minutes

6. Future staffing update (report by Chairman)

The Chairman met with Highland & Island Enterprise (HIE) to discuss the financing of several posts. The current grant funding for Community Development Officers and Admin and Finance Support Officers will soon come to an end and Trusts had been asked to consider what future staffing would be required and if they would require external funding. HIE has recently appointed a HR company to help the Trusts to review their current staffing needs, determine future staffing needs and, where required, transition to a different staffing model in a legally compliant manner.

7. SRCIC appointments and issues

E Williams has resigned as a director of SRCIC and L Brown has been appointed as a Director of SRCIC.

S Towrie and L Brown attended a seminar at which there were presentations by representatives of OSCR, the charities regulator, and by Ivan Houston from AJB Scholes, Chartered Accountants: Important issues for the Orkney Development Trusts, such as halting depopulation, providing employment or improving the age structure are not included in the list of approved charitable aims. HIE has offered to arrange a further meeting so that it can be ascertained if there are common issues where the strictures of charitable status may impede the wishes of the Trusts to support enterprises, and to see if a way around this can be found. .

Regular reports

8. Treasurer's Report

With the office of Treasurer being vacant, there was no Treasurer's report but the AFSSO had provided details of the balances in the various budgets.

Action: The Board received the reports with thanks.

9. Ranger Report

(already circulated)

The following information was given in addition. During the completed Ranger events in 2013 the average attendance was just above 3.

The general impression is that visitor numbers this year are, so far, down on previous years.

A "bedroom folder", produced by Orkney Tourism Group, has been distributed to tourism service providers. Four pages are devoted to information about Sanday with the advertising cost being divided between the Soulka, Ranger, SECIC and Heritage Group budgets

Action: The Board received the Ranger report with thanks.

10. Heilsa Fjold Centre Manager Report

No report was received.

11. Admin and Finance Officer Report

(Draft Complaint Procedure already distributed)

The draft Complaints Procedure outlined how complaints against the Sanday Development Trust would be handled.

The Board was informed that, once it is completed and approved, the document will be displayed in public places.

Action: The Board decided to approve, in principle, the suggested procedure, subject to satisfactory completion with details of who would be responsible for dealing with complaints. The Chairman undertook to seek advice about this before working with the AFSO to complete the document.

12. CDO Report

(already circulated)

Action: The Board received the CDO's report with thanks.

The CDO added the following information:

Joanne Smith, the intern, has started work with the following brief:

Carry out research into viable enterprises which could operate from a remote island location. This will also involve investigating:

- the current skills base of the working age population
- the current facilities available for purchase or lease to carry out business activities
- and any other resources that are available on the island, either natural or manmade.
- clearly identify any community benefits of the suggested business opportunities.
- present final report and recommendations to the Board.

The construction of the Temperance Hall is progressing well and on budget. The lease of space at Heilsa Fjold to Coastguard is progressing but still not finalised.

For information only: STABG now has a "Dark Sky" representative, E Sichel.

13. **Youth Development Worker Report**

(already circulated)

The YDW reported that the event she organised on the Saturday had 9 attendants several of which were 18 or over. Everybody appeared to have enjoyed the event and was looking forward to future ones when they might also bring others. The Saturday was chosen to avoid competition with the Club Night (Fridays) at the Kettletoft Hotel, which also focuses on young people.

Action: The Board received the report with thanks.

14. **Heritage Subgroup Report**

(already circulated)

Action: The Board received the Heritage Subgroup report with thanks.

The Heritage Group added the following information. The week at the Blue Door charity shop in Kirkwall resulted in takings of approx. £ 3200.

It has been established that setting up a "Just Giving" website is approved by OSCR and is intended to go ahead soon.

15. **Recycling Subgroup Report**

(already circulated)

Action: The Board received the Recycling Subgroup Report with thanks.

16. **Correspondence**

No correspondence

17. **Publication of Reports**

Historically, the minutes had been published on the Trust's noticeboard and the www.Sanday.co.uk website, but not the reports which were frequently referred to in the minutes. It was suggested that the reports be published as appendices to the minutes, so that the public can get a better understanding of what is going on within the SDT.

Action: The Board approved publication of the reports with the minutes.

Action: The Board asked the clerk to publicise this change of policy in the Sanday Sound.

18. Any other business

During the Soulka some visitors experienced difficulties finding the entrance to Heilsa Fjold. One director requested that a gate should be re-opened in the southern boundary wall for Heilsa Fjold.

Action: The Board approved opening the southern boundary wall for pedestrian access.

Action: The Chairman undertook to ask the new Centre Manager to make better noticeboards to show the entrance and also indicate the opening times.

Date and time of next meeting

Directors are asked to note that future meetings will be held on the following dates

Monday 26 August 2013, 7:30 at Heilsa Fjold

Monday 7 October 2013, 7:30 at Heilsa Fjold

Suggested date for AGM

Monday 28 October 2013

Signed:

Chairman