

Sanday Development Trust
enhancing quality of life



**Minutes of the meeting of the Sanday Development Trust
held at Heilsa Fjold on Monday 18 July 2016 at 7.30 pm**

Present: S Ray (Chair); P Allan; L Brown; U Clackson; H Collinson; R Gilholm;
J Muir; M Stockton; S Towrie; J Walker

In attendance: K Howe (Administration and Finance Officer (AFO)); I Sawyer (Projects
and Grants Officer (PGO)); R Thorne (Observer); S Thorne (Observer)

1. Apologies for absence

Apologies for absence were received from A Binnie-Douglas and J Mitchell.

Action agreed: That, in consideration of article 73(g), consent for absence be given to the
above named directors.

2. Minutes of the last meeting

The minutes of the meeting held on 6 June 2016 had been circulated. It was moved that
for clarity item 15 should read `...income to SRCIC from SSE would be reduced from July
2015...'

Action agreed: That the minutes of the meeting held on 6 June 2016 be confirmed as a
correct record, with the above amendment, and be signed by the chair.

3. Matters arising from the minutes

3i. Health and Safety Policy (8) The amended health and safety policy, which included
additional notes regarding risk assessment, had been circulated.

Action agreed: That the amended health and safety policy be approved.

3ii. Internet banking (9) The Royal Bank of Scotland stipulated that two named
directors be approved by the full board to sign the Bankline Mandate for the provision of
internet banking services and to accept the Bankline terms on behalf of the Sanday
Development Trust.

Action agreed: That L Brown and S Towrie be empowered to sign the Bankline Mandate,
as requested by the Royal Bank of Scotland, and that K Howe be administrator.

4. Staff reports. Reports had been circulated from the Projects and Grants Officer, Administration and Finance Officer, Ranger, Drop in Supervisor, Learning Coordinator, Centre Manager and Heritage Assistant.

Action agreed: That the reports be received with thanks.

5. Memorandum and Articles

5i. A new, additional, charitable object and new, additional, powers were proposed to enable the Trust to apply for museum accreditation from Museums Galleries Scotland. These were as follows:

Additional object: To advance education and advance culture by managing a museum for the benefit of the community and the general public.

Additional powers:

- (a) To transfer or gift collections to other accredited museums.
- (b) To give long term security to the collection by holding it in a dedicated space which will be maintained at museum standard approved by Museums Galleries Scotland or its equivalent body.
- (c) To exercise oversight and supervision of the museum's main functional areas, including finance, fund raising, acquisition and disposal, educational programmes, exhibitions, collections management and conservation.
- (d) To decide on a strategy for the museum and to delegate implementation of the strategy to the Sanday heritage subgroup or other group or individuals as agreed by the board of directors.

Action agreed: That the above proposed object and powers be added to the Articles of Association, subject to the approval of the Scottish Charities Regulator (KH)

5ii. The Scottish government had advised that the Articles of Association were no longer compliant following the 2016 amendments to the Land Reform Act (Scotland) Act 2003. The Development Trusts Association Scotland had therefore been asked to forward their revised template so that the appropriate amendments could be made.

Action agreed: That the AFO continue to follow up this matter.

5iii. The Scottish government had also suggested that the board consider lowering the age of membership of the trust to 16, in accord with the Scottish Elections Reduction of Voting Age Act 2015.

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

6. Management accounts. A report had been circulated showing income and expenditure against budget.

Action agreed:

6i That the report be received with thanks

6ii That the AFO circulate the fund balance report

7. Pensions auto enrolment A report had been circulated outlining the Trust's responsibilities with regard to pension auto enrolment from January 2017. It was agreed that independent advice be sought regarding selection of a pension product and consideration given to the size of contribution to be made on employees' behalf.

Action agreed: That the AFO get in touch with an independent pensions adviser and arrange a meeting either for the full board on Sanday or for a delegation in Kirkwall, depending on cost.

8. Sanday Care Home Steering Group

A letter had been received from the care home steering group requesting that the Trust form a subgroup to take the care home project forward. Members of the steering group would continue to work on the project with the Trust's support. The steering group had visited Kalisgarth, a care home on Westray, providing 'extra care', and decided that a similar provision would meet Sanday's needs. The next step would be to seek funding for a feasibility study.

S Towrie declared an interest as a member of the steering group.

It was noted that the majority of work in respect of the care home would take place considerably into the future, following the Kettletoft project. The board agreed that building a care home on Sanday was a worthwhile ambition which the Trust should support.

Action agreed:

8i That a care home sub group be created, membership and terms of reference to be established.

8ii That the PGO seek funding for a feasibility study to be carried out.

9. Rural housing fund There was a possibility of the isles development trusts joining together to enable a housing needs assessment to be carried out. Support was available, eg from Highlands and Islands Enterprise, but one of the development trusts would need to lead. Directors were asked to consider whether the Sanday development trust should offer to lead. Concern was expressed that were implications for staff time and that it would be necessary to ensure that all of the trusts make a contribution.

Action agreed: That S Ray make contact with chairs of the other development trusts to discuss who would be involved and discuss a potential partnership agreement.

10. Kettletoft – feasibility study

A short meeting was needed for short listing consultants to ask to tender for the feasibility study for the Kettletoft project.

Action agreed: That the PGO circulate the existing list of consultants so that all directors could express an opinion and that a meeting be arranged for anyone who was able to attend.

11. Tourist notice boards

A letter had been received suggesting that information boards be erected at one of the shops, including a map of facilities and information on opening times. This would be of benefit to residents and visitors. It was agreed that this was a good idea and that there should be a board at both Sinclairs' General Store and the Community Shop, Lady. P Allan offered the use of two notice boards which had been purchased by the old tourism and business group but not used. It was agreed that the boards should be used for information only, not for advertising, and that it would be up to shop staff to keep the information up to date.

Action agreed: That S Ray offer the boards to each of the shops, on the above agreed understanding.

12. Meeting with Sanday Community Council and Community Association

S Ray had attended a meeting with the community council and community association in order that the three organisations be kept informed of each other's activities. The meeting had provided a useful forum which he hoped would be used again.

13. Leaflets A stock take had been carried out and estimates made of future requirements. £1000 was allocated within the ranger budget for leaflet reprints and it had been suggested previously that the money received from the tourism and business group be spent on leaflets. It was proposed that 'Where Sand, Sea and Sky Meet' be reprinted. Quantities were discussed and it was agreed that, due to the regular need to update leaflets, 10,000 would be a quantity sufficiently large to bring down unit costs while not being excessive and leading to wastage. It was also suggested that the 'Birds' and 'Archaeology' leaflets be updated ready to be reprinted, that the 'Sanday Trails' leaflet be updated and that the Trust invest in creating a Sanday 'app'.

Action agreed:

13i. That 10,000 leaflets, 'Where Sand, Sea and Sky Meet', be reprinted, funded out of the money donated by the old tourism and business group.

13ii. That the ranger update the 'Birds' and 'Archaeology' leaflets, ready for reprint at a later date.

13iii. That the ranger compile information for updating the 'Sanday Trails' leaflet.

13iv. That consideration be given to making a Sanday 'app'.

14. Neighbourhood Watch

A letter had been received stating that a number of incidents had occurred and that a Neighbourhood Watch scheme should be started. After discussion it was agreed that the development trust was not the most appropriate organisation to be developing a Neighbourhood Watch scheme.

Action agreed: That the letter be passed on to the community council. (IS)

15. Letter from R Thorne A letter from R Thorne was read out expressing his dissatisfaction with aspects of the Trust's accountancy, particularly in relation to funds raised by the heritage group. The Chair stated that this issue needed to be considered more fully and should therefore be included on the agenda for the next meeting.

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Signature of Chairman

