

Sanday Development Trust
enhancing quality of life



**Minutes of the meeting of the Sanday Development Trust
held at Heilsa Fjold on Monday 25 January 2016 at 7.30 pm**

Present: S Ray (Chair); P Allan; A Binnie-Douglas (via skype); L Brown; U Clackson; H Collinson; C Leslie; J Mitchell; J Muir; M Stockton; S Towrie and J Walker

In attendance: K Howe (Administration and Finance Officer (AFO)); S Mellors (Learning Coordinator); I Sawyer (Projects and Grants Officer (PGO))

The chair welcomed all those present and in attendance.

1. Apologies for absence

Apologies for absence were received from R Gilholm

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

2. Minutes of the last meeting

The minutes of the meeting held on 14 December 2015 had been circulated. In order to clarify that priorities had not yet been collectively agreed it was suggested that item 6, organisational plan for 2016, be amended as follows:

'...Priorities were identified...'

Action agreed: That the minutes of the meeting held on 14 December 2015 be confirmed as a correct record with the above amendment and be signed by the chair.

3. Staff reports

Reports from the AFO, Heilsa Fjold Centre manager, Family drop-in supervisor, Heritage Centre assistant, Learning coordinator, PGO and Ranger had been circulated. A Binnie-Douglas had not received the reports.

Action agreed:

4i That the reports be received with thanks.

4ii That the AFO send the reports again to A Binnie-Douglas

4. Matters arising from staff reports

4i. In answer to a question, the PGO explained that the Scottish Land Fund is a fund which was set up to assist with community purchase of land and assets.

4ii. It was noted that funds had not yet been transferred from the surgery fund or from the fiddle club. Administration was still in progress to enable the funds to be moved.

4iii. It was noted that the 'Pendlebury Pedals' business unit lease had been renewed for a further twelve months. The lease would be reviewed by the board at the end of the twelve month period.

4iv. The board were dismayed to hear that the windows in the heritage centre were still leaking, even following the expensive repair by Cloustons. The chair had contacted Cloustons about this but had not yet received a reply.

4v. It was noted that the funding application to SSE for IT equipment, primarily for the Skills for Sanday project, but also for other users at Heilsa Fjold, had been successful. This would complement the equipment donated by the Royal Bank of Scotland for the project.

James Mitchell joined the meeting at this point.

4vi The board were delighted to see that Heilsa Fjold was being so well used at the Saturday drop-in sessions. This was encouraging for the future of youth use of the Centre. It was noted that use of the Wednesday drop-in session was patchy and overall less successful. It was suggested that the drop-in supervisor be asked to consider how best to proceed.

Action agreed: That the PGO ask the drop-in supervisor to consider how to proceed with drop-in sessions.

5. Finance report

A report was circulated at the meeting showing expenditure for the first three quarters of the financial year and reminding the board of budgeted figures for comparison. The AFO apologised for the lateness and incompleteness of the report which was due to an extended absence over the holiday period. The report drew attention to some of the figures to help directors understand why they might seem unusually large at first glance and drew attention to the overall staffing figures, individual staffing figures being included in the circulated spreadsheet. Directors were invited to contact the AFO with any queries.

Action agreed:

5i That the report be received with thanks

5ii That the full management accounts report be circulated as soon as possible

6. Harbour House update

The Chair advised the board that a report was to be put through from Surveying Services to Financial Services at Orkney Islands Council (OIC) with a view to a formal offer being made to the trust for the purchase of Harbour House. The Chair had been expecting that informal discussions would be held prior to the issue of a formal offer, giving the trust more time to consider the matter fully. Once a formal offer was made, the trust would have only 40 days in which to decide whether to proceed with purchase. The PGO added that the new Community Empowerment Act which was due to come into force later in the year would give the trust a better bargaining position but if a formal offer was issued the trust would be in the position of having to decide whether to accept or decline without the benefits that the Community Empowerment Act would bring. The Chair would keep the board informed of progress and call a special meeting if necessary. The Chair was also trying to establish ownership of the small field next to Harbour House in order that arrangements could be made regarding the rubbish which had accumulated there.

Action agreed: That the Chair continue to follow up this matter and inform the board as necessary.

7. Strategic Planning

Directors and staff split into two groups, one to carry out a SWOT (Strengths, weaknesses, opportunities, threats) analysis and one to consider core values. These would be used to inform the strategic plan.

Action agreed: That the PGO circulate a photograph of the SWOT analysis along with the five values identified.

AOCB

8. Board health check

A number of recommendations had come out of the board health check which could be acted on very swiftly. These were as follows:

- 8i Sage to be put onto server as a matter of priority to enable central access.
- 8ii Minutes of meetings to be available two weeks after meetings
- 8iii Informal director only meetings to be held periodically, probably about two per year, to discuss forward plans

Action agreed: That the above recommendations be implemented, the exact nature and format of the director only meetings to be decided when meetings were called.

9. Care home

The Chair informed the board that, in support of the care home group as previously agreed by the full board, he had allowed the island wide consultation questionnaire to be printed on the trust photocopier free of charge. The board fully supported this decision.

10. Date and time of future meetings

Forthcoming meetings to be as follows:

7 March at 7.30pm

18 April at 7.30pm

6 June at 7.30pm

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Signature of Chairman

