



## MINUTES

### Meeting of the Sanday Development Trust Held at Heilsa Fjold on Monday 26 August 2013 at 7.30 pm

**Present:** S Towrie (Chairman), H Collinson, S Thorne, D Grieve, R Towrie, J Towrie, R Brown

**In attendance:** U Clackson (Clerk), R Thorne (Ranger), G Ellis (Community Development Officer), G Speers (Youth Development Worker), K Howe (Admin and Finance Officer),

#### 1. Apologies for absence

Apologies had been received from M Stockton, E Brown D Skea

**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 1 July 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 1 July as a correct record to be signed by the Chairman.

#### 3. Appointments

The position of Vice Chairman remains vacant.

### Matters arising from the minutes

#### 4. Summer employees

It was noted that the temporary Centre Manager post had ended

An intern (paid for by Third Sector Internships Scotland) had been appointed to carry out a study of business opportunities in Sanday. Her work in Sanday is now completed and it is planned that she will present her results in a Special Meeting on the 18 September.

**Action:** The clerk was told to remind the Board members of the event approx. 1

week before the event and to advertise the intern's presentation to the Sanday public and interested organisations, including Sanday Tourism and Business Group.

It was noted that funding had been agreed to continue the posts of Community Development Officer and Finance and Administration Officer until the end of December.

## **Regular reports**

### **5. Treasurer's Report** (presented by the AFSO)

Directors noted that the accounts were now kept on a Sage database but although this enabled fully prepared accounts to be produced with ease, separate accounts would still have to be kept to monitor spending within each fund.

It was also noted that the Temperance Hall renovation project was in deficit. This was a planned deficit as it was known that the promised LEADER funding could only be claimed retrospectively once funds had cleared the bank account.

**Action:** The Board received the report with thanks.

### **6. Ranger Report**

(already circulated)

The Ranger spoke to his report and it was noted that a trip to North Ronaldsay had been cancelled due to ferry and weather issues.

**Action:** The Board received the Ranger report with thanks.

The Ranger reported that Serco Northlink has expressed enthusiasm for Sanday's sealcam project. The company has indicated a willingness to sponsor an improved sealcam this year and to show live-streamed images on the Northlink home-page and on ferry screens where possible.

### **7. Heilsa Fjold Centre Manager Report**

(already circulated)

**Action:** The report was received with thanks

### **8. Admin and Finance Officer Report**

(Draft Complaint Procedure already distributed for July Board meeting)

i. It was noted that a complaints arbiter had not yet been established.

ii. Information for the annual trustees' report was currently being collated and would be circulated shortly.

iii. Although the initial drive to work towards the PQASSO quality standard would end in October, it was intended that the PQASSO framework would continue to provide a model for improving Trust procedures.

Action agreed: That the report be received with thanks and that the complaints policy be included on the agenda for the next meeting.

**9. CDO Report**  
(already circulated)

With reference to the proposed “Landscape Partnership” project for the North Isles, the CDO explained that, providing the project is approved for funding, it was likely to commence in 2015. The CDO has registered an interest on behalf of Sanday Development Trust and has expressed an interest in being on the steering committee.

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

**10. Youth Development Worker Report**  
(already circulated)

The youth development worker spoke to her report and outlined proposals aimed at optimising youth use of Heilsa Fjold.

**Action:** The Board received the report with thanks.

**11. Heritage Subgroup Report**

The Heritage Centre at Westcott and the Croft continued to attract visitors and donations although it was noticeable that visitor numbers on Sanday generally were lower than last year. Thanks to the efforts of an enthusiastic team of volunteers a significant amount of fund raising had been achieved.

**Action:** The Board received the report with thanks.

**12. Recycling Subgroup Report**  
(already circulated)

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

**13. Any other report**  
No other report

**14. Correspondence**  
(a) Letter from LEADER, already circulated)

The manager of the LEADER fund had asked that the proportion of funding provided towards the youth development worker post be returned. It was understood by LEADER that a significant amount of work had been carried out with young people but the funding had been provided specifically to assist with youth achievement awards, none of which had been made.

Directors expressed their disappointment as significant effort had been put in to the post and significant benefits gained by young people. It was also pointed out that six children had received dynamic youth awards, an award aimed at a lower age group than that for youth achievement awards.

**Action agreed :** That the CDO put these points to the LEADER management group in the hope that this would enable the Trust to meet the criteria for the funding.

### **Any other business**

Although the necessary information has been supplied for the completion of the lease for HM Coastguard to rent accommodation at Heilsa Fjold, the lease has not yet been completed.

**Action:** The Board asked the Chairman to expedite this matter by writing to the solicitor responsible for drawing up the lease.

### **Date and time of next meeting**

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

Wednesday 18 September 2013, 20:00,

Presentation of Project by Joanne Smith, research intern

Monday 7 October 2013, 7:30 at Heilsa Fjold

Ordinary meeting

Wednesday 30 October 2013, Community Room

Suggested date for AGM

Signed:

Chairman