

**Sanday Development Trust**  
enhancing quality of life



**Minutes of the meeting of the Sanday Development Trust  
held at Heilsa Fjold on Monday 26 October 2015 at 7.30 pm**

**Present:** S Ray (Chair); P Allan; L Brown; U Clackson; H Collinson; R Gilholm; J Mitchell and J Muir

**In attendance:** K Howe (Administration and Finance Officer (AFO)); I Sawyer (Projects and Grants Officer (PGO)); E Webb (Ranger); H Extance, R Thorne and J Walker (Observers).

The chair welcomed all present and in attendance.

**1. Apologies for absence**

Apologies for absence were received from C Leslie, S Thorne, M Stockton and S Towrie

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

Apologies for absence were also received from S Mellors (Learning coordinator)

**2. Minutes of the last meeting**

The minutes of the meeting held on 7 September 2015 had been circulated.

**Action agreed:** That the minutes of the meeting held on 7 September 2015 be confirmed as a correct record and be signed by the chair.

**3. Minutes of the special meeting held on 7 October 2015**

The minutes of the special meeting to approve the annual accounts had been circulated.

**Action agreed:** That the minutes of the special meeting held on 7 October 2015 be confirmed as a correct record and be signed by the chair.

**4. Board membership**

It was noted that L Brown was randomly selected to stand down at the AGM along

with D Skea, M Stockton and S Thorne.

## **5. Staffing**

Rather than discuss one post in isolation, the chair proposed that a meeting be held after the AGM to discuss the trust's future plans and the staffing that would be required to help put the plans into practice.

**Action agreed:** That a confidential meeting be held as proposed

## **6. Heritage centre assistant report**

A report from R Peace had been circulated. R Thorne added that approximately £1100 had been donated at the heritage centre and around £1500 taken in shop sales, although it should be noted that the sales figure was turnover, not profit.

**Action agreed:** That the report be received with thanks

## **7. Ranger report**

A report had been circulated with contributions from R Thorne, the retiring ranger and E Webb, the new ranger.

**Action agreed:** That the report be received with thanks and that letters of thanks be sent to A Bignall, A Weston and C Weston who had substituted for the ranger during the summer. (KH)

## **8. Heilsa Fjold centre manager report**

A report had been circulated. P Allan had requested that the Sanday bus pick up children occasionally, perhaps once a month, to increase their access to Heilsa Fjold. The request had been passed to Sanday Enterprises management.

## **9. Administration and finance report**

A report had been circulated. The AFO suggested that an induction meeting be held for new directors following the AGM at which new directors could meet the existing board at Heilsa Fjold and briefly discuss the director's handbook and other documentation. It was hoped that this would help new directors to understand and focus on their role.

The AFO also reminded directors that they were required to declare any interests.

**Action agreed:**

9i That the report be received with thanks

9ii That a director induction meeting be held shortly after the AGM with a date to be

agreed once the new board were in place, provisionally 9 November at 7.30pm.

## **10. Projects and grants report**

A report had been circulated. The draft Sanday plan had also been circulated.

It was suggested that the emphasis for renewable energy in the Sanday plan should be to use rather than create renewable energy.

In answer to a question the PGO advised the board that the housing statistics used in the plan were based on the 2011 census.

The PGO reminded the board that the Sanday plan had been produced following widespread consultation on the island and that it was a resource for the whole island, not just for the development trust.

It was proposed that a meeting be held to discuss the plan and how the trust should respond to it. The PGO suggested that it would be a useful basis for the forthcoming planning and staffing meeting.

**Action agreed:** That the report be received with thanks.

## **11. Finance report**

A report had been circulated showing income and expenditure against budget for the first two quarters. Expenditure continued to be within budget.

The AFO pointed out some difficulties with the budget headings, particularly having to separate restricted funds for a single project into more than one budget heading. For this reason, travel and subsistence had been shown in the staffing budget as previously. It was however clearly shown as a separate item to wages and other staffing costs.

Some directors expressed difficulty following the report. The AFO offered to focus on finance in the induction meeting to help new directors and existing directors understand more fully.

**Action agreed:** That the report be received with thanks.

## **12. Former Kettletoft Stores building**

A structural survey of the former Kettletoft Stores building had been carried out and a report had been circulated. Directors discussed how best to proceed.

A number of points were made, the main ones being:

There was funding available to assist with the preservation of old buildings, improving sustainability of communities and to contribute towards staffing costs;

It would be better to decide how to use the building before purchasing;

The project should create at least some full time employment;

It would be beneficial to start negotiations sooner rather than later as it would take some time to create viable plans and costings and get funding in place;

If the trust were in favour of an ambitious approach, the village of Kettletoft could be renewed and the island economy boosted. In addition to consideration of the old Co-op building, discussions were ongoing with Orkney Islands Council regarding the possible purchase of Harbour House which, if it were purchased, would also form part of the suggested regeneration project.

The board were generally in favour of action, but some directors felt it was important to have plans before entering into purchase negotiations.

It was noted that entering into negotiations did not entail a commitment to purchase.

It was proposed that negotiations and plans be started. The motion was carried by 6 votes to 2.

Action agreed: That negotiations for the purchase of the old Kettletoft store be started and that plans for usage of the building be considered.

### **13. Museum accreditation for Sanday heritage centre**

The heritage group proposed that the trust apply for museum accreditation for the heritage centre. This would enable the heritage centre to operate at the same level as other museums and would for example enable the heritage centre to display Sanday artefacts which the centre was not currently allowed to display. Museums and Galleries Scotland had advised that the trust would have to make a specific commitment to running a museum within its governing document (the trust's memorandum and articles). The trust was also required to create a forward plan for the heritage centre.

There was general agreement that museum accreditation would be of significant benefit and should therefore be pursued.

The exact nature of the constitutional commitment required was not yet known but it was agreed that members be consulted at the AGM to see if they agreed in principle.

Action agreed: That members be consulted at the AGM and that the heritage group continue to work on the museum accreditation application.

### **14. Applications to Sanday Development Trust community fund**

Applications were received from the Sanday school parent council and the Sanday youth club.

Action agreed: That donations be made as follows:

Parent council £250

Youth club £250

## **15. Any Other Competent Business**

15i. P Allan suggested that a director be appointed to oversee staff and share information between staff and directors. It was pointed out that directors cannot be employees and that the PGO post included line management of staff. Ways of sharing information more effectively were discussed and the PGO offered to send out a fortnightly bulletin.

15ii. P Allan suggested that tourism be included within the trust's objectives. It was pointed out that tourism was not considered to be a charitable objective but that tourism could benefit from the trust's activities if the activities included a benefit to tourism as a result of the activity undertaken.

15iii. P Allan requested clarification on a matter relating to an individual member of staff. The PGO pointed out that a public meeting of the full board was not the appropriate forum for such a discussion. The AFO advised the board that an individual staff member's personal circumstances should not be discussed by the board at all.

## **16. Date and time of future meetings**

The board were reminded that meeting dates had been agreed as follows:

AGM: 3 November

Ordinary meetings: 14 December; 25 January; 7 March; 18 April

**Action agreed:** That, in addition, a special meeting be held on 9 November to discuss planning and staffing.

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Signature of Chairman



