

Sanday Development Trust
enhancing quality of life



**Minutes of the meeting of the Sanday Development Trust
held at Heilsa Fjold on Monday 28 November 2016 at 7.30 pm**

Present: S Ray (Chair); P Allan; A Binnie-Douglas (via Skype); L Brown; H Collinson; C Leslie; J Muir; S Pugh; S Towrie

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

The chairman welcomed everyone present and in attendance.

1. Apologies for absence

Apologies for absence were received from M Stockton.

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

3. Minutes of the last meeting

Minutes of the meeting held on 10 October 2016 had been circulated.

Action agreed: That the minutes of the meeting held on 10 October 2016 be confirmed as a correct record and be signed by the chair.

4. Minutes of the special meeting held on 9 November

The minutes of the special meeting held on 9 November 2016, to elect office bearers, had been circulated.

Action agreed: That the minutes of the special meeting held on 9 November 2016 be confirmed as a correct record and be signed by the chair.

5. Subgroup membership

5i Subgroup membership was confirmed as follows:

Finance and pensions: Treasurer, AFO, A Binnie-Douglas, S Towrie

Kettletoft: Chair, PGO, P Allan, A Binnie-Douglas, C Leslie, S Pugh, M Stockton and J Walker

Care: PGO, S Towrie plus other volunteers

Heritage: L Brown, M Stockton plus other volunteers

Reuse and recycling: H Collinson plus other volunteers

Sunday Surgery: S Towrie plus two members of Sunday Surgery medical staff

5ii The need for a staffing sub group was considered and it was agreed that staffing issues be added to the remit of the finance and pensions group.

6. Terms of reference – reuse and recycling

Terms of reference for the reuse and recycling group had been circulated.

Action agreed: That the terms of reference for the reuse and recycling group be approved.

7. Staff reports

Reports were received from staff as follows: Ranger, Heritage Centre Assistant, Centre Manager, Family drop-in supervisor, AFO and PGO.

Matters arising from staff reports:

7i. In answer to a question the PGO confirmed that promotion of activities across social media sites had been discussed with staff who would ensure that promotional links were included and were easy to follow.

7ii. The AFO had been shown how data for the quarterly management accounts report was generated and was now able to check that all necessary information was included. (KH)

7iii. Pension auto-enrolment. The board were asked to decide on the financial contribution to be made by the Trust and by employees for the Trust's pension scheme. The pension group had spent some time trying to work out a scheme which would be fair to all staff. It was therefore suggested that the Trust make a contribution of 2.7% of whole salary for all employees who wished to be included and that staff also make a contribution of 2.7% of whole salary. This would enable the Trust to meet statutory requirements and be inclusive of all staff.

Action agreed:

(a) That the Trust contribute 2.7% of whole salary for all members of staff who wished to be included in the scheme and who would also contribute 2.7% of their salary.

(b) That contributions begin in the next financial year. (KH)

7iv. Insurance. It was noted that cover for the Development Trust and Sunday Enterprises

on the same policy did not present any inherent difficulties and in fact it was advantageous because of the financial savings. The important matter was to ensure that cover was adequate. The policy had been looked at recently and it was agreed that it be looked at again when it was due for renewal next Summer. (KH)

7v. Funding offer from SSE/Sanday Community Council. The Trust had applied for funding of £6782 per year for two years to support Skills for Sanday. An offer had been received of £6782 for year one and £3391 per year for year two and year three if funding was matched. There had been no word yet from Scottish Sea Farms or the Gannett Foundation. It was noted that two applications had been received for the learning coordinator post.

Action agreed: That the offer of funding from SSE/Sanday Community Council be accepted. (IS)

7vi. Broadband. The possibility of a self-build broadband solution for Sanday was discussed. It was agreed however that the risks involved were too great for the Trust to undertake such a project.

8. Harbour House

An offer had been received from Orkney Islands Council (OIC) to sell Harbour House to the Trust at the district valuation of £70,000.

Concern was expressed that the decision to buy Harbour House had to be made before the outcome of funding applications to buy and renovate the Kettletoft stores was known. It was possible that the Trust would be in the situation of owning Harbour House but not able to buy the Stores.

The financial risk involved was discussed. The Trust would have to pay back grant funding if Harbour House became unsupportable and therefore had to be sold, but the income generated by the sale should be sufficient to allow repayment.

Purchase and renovation of Harbour House was an integral part of the overall proposals for regeneration of Kettletoft.

Proposed and seconded: That the offer from OIC be accepted

For: 9

Against: 0

Proposal carried unanimously

Action agreed: That the offer from OIC to sell Harbour House to the Trust be accepted.

9. Kettletoft project business plan

The board were asked to agree rental prices for the spaces in the proposed refurbished Kettletoft stores building. The consultants had suggested £150 per calendar month for an

office space of 150 square feet, £200 for a work space of 200 square feet and £25 per day for a training space. Included in the monthly rental would be cleaning, building related stationery, IT, heat and light, marketing of the facility, repairs, insurance and a business manager for the facility.

The rental had to be realistic for both funding application purposes and to ensure sustainability of the facility.

Action agreed: That rental prices suggested by the consultant be accepted for the business plan.

10. Organisational structure

The board were asked to consider whether the Trust should maintain control of the proposed facilities in Kettletoft or whether setting up a community interest company to manage some or all of the facilities should be considered.

After some discussion it was agreed that the Trust maintain control of all the proposed facilities.

11. School bus

J Muir informed directors that the Community Council had received a request from the school to consider funding a new school bus. A meeting was to be held to discuss this, to which Development Trust directors were invited.

12. Date and time of next meeting

The next meeting date and the possibility of changing the meeting day from Monday was discussed. It was not possible to come up with a day which was more universally suitable at the current time so the next meeting date was confirmed as:

16 January 2016 at 7.30pm

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Signature of Chairman

