

# Sanday Development Trust

enhancing quality of life



## Minutes of the meeting of the Sanday Development Trust held at Heilsa Fjold on Monday 6 June 2016 at 7.30 pm

**Present:** S Ray (Chair); P Allan; A Binnie-Douglas (by Skype); L Brown; U Clackson; H Collinson; R Gilholm; C Leslie; J Muir; M Stockton; S Towrie; J Walker

**In attendance:** K Howe (Administration and Finance Officer (AFO)); I Sawyer (Projects and Grants Officer (PGO)); E Webb (Ranger); R Thorne

### 1. Apologies for absence

Apologies for absence were received from J Mitchell.

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

**2. Sanday Enterprises (SECIC) board membership** Following discussion at the last meeting, M Stockton had been nominated for appointment to the board of SECIC.

**Action agreed:** That M Stockton be appointed to the board of SECIC, with thanks.

**3. Membership of sub groups** It was necessary to appoint a director to the Sanday Surgery subgroup.

**Action agreed:** That S Towrie be appointed to the Sanday Surgery sub group

### 4. Minutes of the last meeting

The minutes of the meeting held on 18 April 2016 had been circulated. The AFO advised that the staffing issue should have been discussed in a confidential meeting and should not be included in publicly available minutes.

**Action agreed:** That the minutes of the meeting held on 18 April 2016, as originally circulated, be confirmed as a correct record and be signed by the chair.

### 5. Matters arising from the minutes

**5i. Junior netball trophy (13i )** A letter had been received from the Sports Association. A choice of trophy was suggested along with the wording 'Sanday Development Trust Junior Netball Cup' to be engraved on it. Directors selected a trophy from those proposed.

**Action agreed:** That the Sports Association be advised to purchase the chosen trophy and arrange the engraving and that the invoice be sent to the Development Trust.

**5ii. Staff reports.** Reports had been circulated from the PGO, AFO, Ranger, Drop in Supervisor,

Learning Coordinator, Centre manager and Heritage Assistant.

### **5iia Battle of Jutland commemorative activities**

The Chair moved that the heritage group be congratulated for their fantastic effort to commemorate the Battle of Jutland. The event had been a great success.

**Action agreed:** That thanks and congratulations be passed on to all members of the heritage group.

**5iib. Telephone line at Heritage Centre** It was noted that new line had finally been installed at the Heritage Centre and was working fine.

### **6. Lone Working Policy**

A draft lone working policy had been circulated

**Action agreed:** That the lone working policy be approved

### **7. Discipline and Grievance Policy**

A draft discipline and grievance policy had been circulated previously

**Action agreed:** That the discipline and grievance policy be approved

### **8. Health and Safety Policy**

Due to oversight the amended health and safety policy had not been circulated with the agenda

**Action agreed:** That this item be postponed to the next meeting

### **9. Banking arrangements**

A report had been circulated recommending a number of changes to the current banking arrangements including introducing on line banking. The main objection to on line banking was the risk of payments being authorised by one signatory only. If the procedure was such that payments required two signatories, as with the current procedure, then on line banking would be acceptable. The Royal Bank of Scotland Bankline Lite service seemed to allow this. It was definitely possible with the full Bankline service but this was felt to be excessively expensive. Other recommendations in the report were not discussed.

**Action agreed** That on line banking using RBS Bankline Lite be introduced, as long as it could be ensured that two signatories (directors, as currently) were required to authorise all payments.

**10. Sanday Tourism and Business Group (STaBG) Funds** The remaining STaBG funds had been donated to the trust following the winding up of the group (around £800). The chair had been approached by a member of the dissolved group who thought that the money was to be restricted for purchase of new picnic benches. However, according to the constitution of STaBG, any remaining funds were to be donated to the trust without conditions attached. There were therefore no conditions attached to use of the money donated but it was agreed that it would be appropriate to designate the money for a use which would be broadly in line with the aims of STaBG, as long as community benefit was the prime motivation. Some discussion was held on the possibility of reviewing leaflet stock and potentially funding further print runs.

**11. Photographic Archive** It was proposed that the development trust take on funding this project when the current funding, from the community council, ended. It was felt that the project was making a significant contribution to heritage and was low cost at around £250 per year. It was added that some thought would also need to be given to continuation of the oral history project, for example to ensure that information stored on tapes was transferred to a suitable medium to protect it in the future.

**Action agreed:** That the trust commit to funding the photographic archive project out of the heritage budget.

**12. Community Garden Project - Polytunnel** A funding application had been made to the People's Health Trust to support this project. The chair expressed concern that the project was moving too fast without proper consideration by the board. It was noted that the funding application had been submitted in order to meet tight deadlines but that there was no commitment on the part of the board to accept funding if offered.

The project would allow people to benefit from growing their own vegetables whilst extending their social connections. The social aspect of the project was the main focus for the People's Health Trust.

The main points of contention were as follows:

- Some directors felt it was not appropriate to site a community owned polytunnel on private land and that it would be better sited on community owned land. It was noted however that similar projects existed elsewhere, for example in Shetland, and there were no difficulties associated with land ownership, also that there would be a formal lease.
- Concern was raised over the cost of erecting the polytunnel, particularly taking into account the cost of wind protection.
- There would need to be consultation with existing commercial vegetable growers to ensure that any surplus vegetables made available to one of the shops for sale would not impinge on their business.
- There was concern that the number of people who would volunteer to work in the polytunnel would not be sufficient for its success.

After some consideration it was agreed that it would be beneficial to have a community polytunnel and that the work done by the PGO in consideration of the project was worthwhile. However it should not be sited on private land and should instead perhaps be part of the proposed Kettletoft project or sited on the land in front of or behind Heilsa Fjold.

**Action agreed:**

12i That the PGO find out what make of polytunnel had been offered, in order to determine the potential requirement for wind protection, and whether the offer would stand if the polytunnel were sited on community owned land.

12ii That the PGO contact Orkney Islands Council to discuss siting possibilities.

### **13. Kettletoft – Scottish Land Fund application**

A stage one funding application was very close to readiness. This was to assist with costs of valuation, options appraisal, feasibility study and five year business plan. Directors were asked to consider whether there were any other technical issues to consider. Directors were also asked to

consider what percentage should be contributed from trust funds towards consultancy costs.

The only technical issue raised was that of the potentially costly problem of dealing with coastal erosion. There was not a simple solution to this problem but it was expected that some financial assistance for this would come from the Harbours Authority.

**Action agreed:**

13i. That a financial contribution of 15% (around £3000) be made towards the consultancy costs.

13ii. That the PGO contact Orkney Islands Council regarding coastal erosion.

**14. Community Donations Funding Applications**

Applications for funding had been received from Orkney Alcohol Counselling and Advisory Service (OACAS), Sanday Duke of Edinburgh Group, Sanday Golf Club and Sanday Afternoon Club.

**Action agreed:** That funding be awarded as follows:

- OACAS – Nil
- Sanday Duke of Edinburgh Group £250
- Sanday Golf Club £135
- Sanday Afternoon Club £250

**15. SRCIC income**

The board were advised that due to tax changes introduced by the UK government the predicted income to SRCIC from SSE would be reduced from July 2015. On the bright side SSE reported that production was good.

**16. Inter island air service – Correspondence received from L McArthur MSP**

Directors were informed that Loganair had agreed to carry out a survey of unmet demand from May to August and that consultation with the public was to take place on the island at the end of June. Directors expressed disappointment that the survey was to take place during the summer when demand on the air service was lowest.

**17. Date and time of future meetings**

Directors were reminded that meetings had been arranged as follows:

- 18 July at 7.30pm
- 29 August at 7.30pm
- 10 October at 7.30pm
- 21 November at 7.30pm

It was agreed that the date AGM be provisionally set as Wednesday 2 November subject to availability of the community room.

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Signature of Chairman



