



MINUTES

Meeting of the Sanday Development Trust Held at Heilsa Fjold on Monday 14 January 2013 at 7.30 pm.

Present: S Towrie (Chairman), H Collinson, R Brown, M Stockton, D Grieve, L Brown (Vice-Chair), R Gilholm (Treasurer)

In attendance: U Clackson (Clerk), G Ellis (CDO), J Kenny (Heilsa Fjold Manager), K Howe (Admin and Finance Officer), 2 members of the public

Apologies for absence: Apologies for absence had been received from, S Thorne, J Towrie, R Towrie and R Thorne (Ranger)

1. Welcome, Introductions & Apologies

Apologies for absence had been received from , S Thorne, J Towrie, R Towrie and R Thorne (Ranger)

Action: The Board gave consent for absence.

2. a) Minutes of the Board meeting held on 12 December 2012

(previously circulated)

Item 8 e) PQASSO process: The AFO clarified that the recommendation was that each sub group should have written terms of reference. The volunteer policy, which included reference to payment of necessary expenses, would apply equally to all volunteers.

Action: The Board noted the clarification and accepted the amended minutes for the board meeting on 12 December as a correct record to be signed by the chairman

b) Minutes of the confidential meeting held on 12 December 2012

(previously circulated)

Action: The Board accepted the 12 December minutes as a correct record to be signed by the Chairman

3. Reports by Office Bearers

a) Treasurer

A financial report showing the accounts from April 1 to date was circulated. It was noted that the current format did not show the remaining balance for each project fund and it was suggested that inclusion of this information would assist with financial planning.

Action: That the report be received with thanks and that the Board support the AFO's suggestion to improve the accounts reporting.

4. Reports from Subgroups

a) Heritage Subgroup (as distributed)

Update: The CDO had met the architect and expected to submit revised plans by the end of January with an application for a building permit.

Action: The Board received the report with thanks.

b) Recycling Subgroup

H Collinson gave a brief summary of the affairs of the Recycling Subgroup, in particular that a carpet cleaner has been purchased and can be expected to become available for hire in the near future. Details are planned to be discussed in February.

She reported that a clear-out is planned at the Temperance Hall (in January) in preparation of the building work for the Heritage Centre, followed by a clear-out at the Re-Use Centre to refresh stock.

Action: The Board received the report with thanks

5. Reports by officers

a) Heilsa Fjold Manager

The written report had been missing in the distributed documentation and therefore its contents was presented. A new electricity contract, available to the members of DTAS, the Development Trust Association Scotland, will result in considerable savings.

Considerable savings are also available when purchasing computer software. A charity, CT-Xchange, with the express purpose of making software available to other charities offers these at highly discounted prices.

So far no new information has been received from the Coast Guard regarding renting rooms and the hut at Heilsa Fjold.

Action: The Board received the report with thanks

Action: The Clerk is requested to distribute the missing report to directors and employees of the SDT.

b) CDO (previously distributed)

Action: The Board received the report with thanks

c) Youth Development Worker

A new Youth Development Worker had been appointed with effect from 4 February.

7. For discussion

a) Heilsa Fjold Café (report distributed previously)

S Towrie spoke to her report. The way that the café was run would have to change in the near future because the funding for existing café staff was ending. The objects of the café were:

a) to give young people the experience of employment and to increase their employability

b) to test the market for a café at this location

c) to fulfil a request for provision of a light lunch on Tuesdays from passengers on the 'Shoppers bus'

The café had been successful in the first aim and it was desirable that it continue to give young people this opportunity but it would be necessary for an experienced manager to continue to run the café on some basis.

A core of regular users had been established with most of the first-time users paying a return visit. Given that this was achieved in November/December, it would seem encouraging for operation in the rest of the year. It seemed that the existence of the café at Heilsa Fjold was becoming an island feature.

On Saturdays and Sundays, several young people regularly use the 'drop – in' facility, often accompanied by parents who use the café. The Board agreed that for safety reasons a drop-in can only operate if there is a designated adult present. There are plans to invite parents to volunteer to be this adult presence to allow continued opening of the drop-in facility.

The Tuesday lunch time session had been successful with people on the bus trip and others using the facility.

Action: The Board received the report with thanks.

A member of the Board raised the issue that the café at Heilsa Fjold might interfere with other cafés on Sanday. Following discussion with the owners of the café which shared some opening hours with Heilsa Fjold it was generally felt that this was not the case. However it was suggested that the Trust consider developing a consultation policy. This would ensure that anyone whose business might be disadvantaged would have an opportunity to represent themselves and would demonstrate that the Trust seeks to benefit the Sanday community and has no desire to disadvantage anyone.

The Board discussed issues which might affect running a café at Heilsa Fjold by one or more private individuals including year round profitability, the desire to employ young people and the need to ensure continued use of Heilsa Fjold as a youth centre.

It was suggested at this point that the café could potentially be open between school closing time and evening activities.

Action: That the Heilsa Fjold sub group meet to consider possible ways forward

b) General use of Heilsa Fjold facilities

A director inquired about the use of the recording equipment at Heilsa Fjold. Currently the recording equipment is occasionally used by the school.

It was pointed out that the kitchen facilities would appear ideally suited for somebody engaging in some kind of food production.

Action: The Heilsa Fjold Management group were asked to advertise the facilities available and invite comments and suggestions from the public.

c) Public relations.

As a further step to improving communication with the public it was decided that, in addition to the Minutes, the Agenda should be made public.

Action: The Board decided that the Clerk should display the Agenda for publicly accessible Board meetings in the Sanday shops in the days before the meeting.

d) Wind farm funding

Although the Windfarm has been commissioned, the promised advance payment has not yet been received from SSE. A grant is available to cover the SDT's development costs for its share of the Spurness wind farm but is conditional on obtaining evidence of the amount from SSE.

Action: The Board asked the CDO to contact SSE to enquire when the advance payment can be expected and to request the necessary evidence for the grant.

The Board agreed that a sub group should reconsider the draft policy on use of the Windfarm fund, prepared by the previous Treasurer, and report at the next meeting.

Action: The Board agreed that the Chair, Vice-chair, Treasurer and CDO should produce a draft policy for handling the Windfarm fund in time for the next meeting (25th February)

8. Correspondence

In his capacity as OIC councillor S Clackson had received a letter from a resident of Lady Village complaining that residents had not been consulted about the Heritage Centre project and expressing a number of concerns.

It was pointed out that a consultation meeting was planned but that two key posts had been advertised prior to the consultation meeting in order to enable the recruitment process to take place so that the posts were filled in time to start building work if planning permission was granted.

In addition, the plans were to be displayed at Heilsa Fjold and on the Development Trust display board in the community wing of the school building.

Action: The Board supported the plans for consultation.

9. Date and time of future meetings

Monday	25 February 2013, 7:30 at Heilsa Fjold
Monday	24 March 2013, 7:30 at Heilsa Fjold