



**Minutes of the meeting of the Sanday Development Trust
held at Heilsa Fjold on Monday 5 September 2016 at 7.30 pm**

Present: S Ray (Chair); P Allan; A Binnie-Douglas (via Skype); U Clackson; R Gilholm; J Mitchell; J Muir; M Stockton; S Towrie; J Walker

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

1. Apologies for absence

Apologies for absence were received from L Brown, H Collinson and C Leslie.

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

2. Kettletoft

The Chair was extremely pleased to be able to announce at this point that funding was confirmed for the feasibility study for the proposed Kettletoft project. Further discussion was scheduled later in the meeting.

3. Membership of the board

In accordance with the articles of association one third of elected directors would have to stand down at the forthcoming AGM.

The three longest serving, who were therefore required to stand down, were U Clackson, C Leslie and S Towrie. All were eligible to stand again if they wished to.

R Gilholm and J Mitchell announced that they would also be standing down.

4. Minutes of the last meeting

The minutes of the meeting held on 18 July 2016 had been circulated.

Action agreed: That the minutes of the meeting held on 18 July 2016 be confirmed as a correct record and be signed by the chair.

5. Matters arising from the minutes

5i. Rural housing fund (9) Highlands and Islands Enterprise were assisting with development of a housing needs assessment for the isles. Other isles development trusts interested in working together on this were Rousay Egilsay and Wyre, Shapinsay and Stronsay. A teleconference was scheduled for further discussion.

Action agreed: That the Chair and PGO continue to follow this up.

5ii. Notice boards (11) Both of the shops had agreed to host an information notice board.

Action agreed: That notice boards be displayed at the shops as discussed. (SR)

5iii. Letter from R Thorne (15)

A letter from R Thorne had been circulated expressing difficulty reconciling the heritage group's receipts and payments record with the heritage fund balance in the Trust's accounts.

Some confusion seemed to have arisen because the group were not always aware of invoices which were allocated to the heritage fund. The AFO reminded directors that although the income raised by the heritage group was for the heritage centre it was kept in a separate fund in order to ensure that it was easily identifiable, hence the 'heritage centre' fund and the 'heritage fund'. It was therefore possible to print from Sage a record of all receipts and payments allocated to the heritage fund. This had been done on a number of occasions in the past and the treasurer had already agreed to go through an updated record with R Thorne. This would be done on the treasurer's return to Sanday.

The AFO offered to copy all future invoices allocated to the heritage group and pass them to R Thorne in order to ensure he had a complete record.

R Thorne was also concerned about the lack of storage space at the heritage centre, particularly for archive documents.

Action agreed:

- a) That the treasurer go through the heritage group transactions with R Thorne as previously agreed.
- b) That the AFO pass copies of all future invoices allocated to the heritage fund to R Thorne.
- c) That the heritage group consider possible solutions to the storage problem and make recommendations to the board.

5iv. Age requirement for trust membership The Scottish government had asked the board to consider reducing the age for membership of the Sanday Development Trust from 18 to 16 years. It was suggested that it would be of benefit if young people could be attracted to work with the Trust.

Action agreed: That the articles of association be changed in order to reduce the membership age from 18 to 16 years. (KH)

6. Staff reports. Reports had been circulated from the PGO, AFO, Ranger, Learning Coordinator, Centre Manager and Heritage Assistant.

Action agreed: That the reports be received with thanks.

7. Touring cinema Information had been circulated to the board regarding proposals received for a touring cinema. It had been necessary to postpone the project due to difficulties meeting application deadlines. It was hoped the project would be picked up again next year.

8. Staff laptops It was proposed that some of the older staff laptops be replaced. It was suggested that a four to five year life cycle was appropriate for laptops.

Action agreed: That two laptops be replaced in the immediate future as suggested by the PGO and that consideration be given to a rolling four to five year life cycle programme. (IS)

9. Terms of reference Draft terms of reference for the residential care group and Sanday Surgery group had been circulated.

9i Care group There was some discussion about the most appropriate title for the care group in order to avoid confusion with existing care provision.

The board were asked to agree an amount of money to be made available to the group to cover necessary expenditure, for example travel to meetings. It was noted that a donation had been received already towards future care provision but it was not desirable that this be spent on day to day expenses.

Action agreed:

a) That an explanatory note be added to the terms of reference and that the terms of reference be passed to S Towrie to discuss with members of the existing steering group to ensure that there was mutual understanding between the board of the trust and the care group members.

b) That £500 be made available from the trust's unrestricted funds for day to day expenses.

9ii Sanday Surgery group

Action agreed: That the draft terms of reference be approved.

10. Pension auto enrolment

The AFO had visited A Green, independent pensions adviser. Looking at the Trust's current situation, A Green recommended that the Trust sign up with NEST. Further consideration would have to be given to the details of the Trust's scheme, for example how much the

Trust would contribute on behalf of employees and how much they would expect participating employees to contribute.

Action agreed:

10i That the Trust sign up to NEST (KH)

10ii That a subgroup consider the details of the scheme

10iii That subgroup membership be as follows: Treasurer, AFO, A Binnie-Douglas, U Clackson

11. Kettletoft Project

Following the news that the feasibility study would go ahead, it was suggested that a subcommittee be set up to keep the project moving through stage 1 and stage 2 of the process. It was anticipated that work would start at the end of September and that stage 1 would be complete by the end of October. Stage 2 (business plan) would take about 4 weeks to complete so all being well the feasibility study could be complete by about the end of November.

Tenders for carrying out the feasibility study had been considered and the recommendation was to appoint SKS Community Interest Company.

It was noted that communication with the selling agent was difficult, and there were a number of issues of concern. S Ray and I Sawyer were due to meet with the selling agent on 13 September to discuss these.

Action agreed:

11i That SKS Scotland CIC be appointed to carry out the feasibility study

11ii That a subcommittee be formed, membership as follows: Chair, PGO, A Binnie-Douglas, U Clackson, M Stockton, J Walker

11iii That the subcommittee be empowered to make decisions as necessary in order to keep the feasibility study progressing.

12. Community donations fund

Applications had been received from the Sanday Sports Club and the Screen Machine.

It was a little less than 12 months since the previous application from the sports club, however it was agreed that it would be petty to refuse to consider an application which was so close to meeting the 12 month condition and that it was normal practice to consider annual applications within 11 months, in order to take account of event and meeting date fluctuations.

Action agreed:

12i That applications be considered within 11 months

12ii That the Sanday Sports Club be awarded £250 as requested

12iii That the Screen Machine be awarded £150 + VAT as requested

13. Teas and coffees at Heilsa Fjold

Concern was raised that the 'suggested donation' of £1 was excessive and off putting, although more money had been put into the donations box since the note had been added. After some discussion it was decided to change the wording to 'recommended donation'. Concern was also raised about the unattractive water bottle which was left out so that visitors did not need to access the kitchen. It was agreed that a jug with a lid was preferable.

Action agreed: That the PGO ask the Centre Manager to change the wording on the donations box and look for a suitable water jug.

14. Date and time of forthcoming meetings:

14i It was noted that meetings were arranged as follows:

10 October, ordinary meeting

2 November, AGM

21 November, ordinary meeting

14ii It was agreed to hold a special meeting to approve the accounts for the financial year 2015 to 2016 on Friday 30 September at 2pm.

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Signature of Chairman

