**Minute of the Shapinsay Development Trust Meeting**

**held on the 19th October 2015 at 8.00pm in the Office**

**Attending:** Sheila Garson (SG), Andrew More (AM) and Jean Baptiste Bady (JB)

**In Attendance**: Nic Thake (NT) and Debbie Sarjeant (DS).

1. **Apologies**: Steven Bews (SBw)

SG opened the meeting and welcomed the trustees. As this was the first meeting of the newly formed Board formalities and introductions were conducted around the table.

1. **Minutes of the 12th August 2015**.

**Accuracy.**

As no board member who had attended the meeting the 12th August were available and as these minutes had been checked and amended by the outgoing Chair it was agreed that these minutes had to be accepted as they stood.

1. **Declarations of Interest**

It was noted that SG declared an interest under the agenda item relating to the Boathouse

1. **Matters Arising.**

There were no matters arising

1. **Induction and Training for Directors.**

Following the AGM it was noted that new Directors were required to undertake induction training. It was noted that there would be opportunity for Trustee induction which should be conducted by Voluntary Action Orkney and a separate presentation by DS to explain the relationship between the Trust and its subsidiary company. It was agreed that SG, AM and JB would attend a presentation relating to the Trust and its subsidiary in the SDT Office on Monday 26th at 4.30pm. NT indicated that he would also like to be present at the presentation. DS would arrange the Trustee training with Edwina Lloyd from VAO on 16th November if possible.

1. **Membership Approval**

There were three applications for Membership for Helen Rhodes, Stuart McIvor and Michael McFarlane. These were approved by the Board

1. **Staffing.**

SG asked that the Board consider the future funding of Trust staff. DS had prepared a paper for the Board which outlined the current posts. It was noted that two of the three staff members are presently funded wholly or partially by the Big Lottery whose funding ceases at the end of January 2016. Funding for Service Manager post may be drawn down to extend the 50% support until at least the end of the current financial year (DS to check whether it extends longer than that) but funding would need to be drawn down by the end of January to facilitate this. Big Lottery support for the Admin Finance Officer post ends 31 January 2016. The SDT board has previously set aside budget to continue the post until the end of the current financial year. The third Trust post is currently paid from Trust budgets with 60% assigned to transport budget and 40% assigned to administration. In January there will be an automatic increase in the rate of for this post in line with the Living Wage.

It was agreed that there is an immediate need to look at budgets and funding to support continuation of posts alongside the need for ongoing support to the Board to complete and continue projects and services. The current climate for funding opportunities is limited partly because the scale of the combined income of the Holding Company and Trading subsidiary excludes access to many sources of grant funding.

The Board agreed that SG and NT form a joint working group to look at the possibilities for staffing and funding.

1. **Finance.**

DS had circulated copies of the Finances to the Board and went through the current funding position. This led to discussion regarding the need to look for funding for staffing and other projects. SG mentioned that the additional £30,000 advance from the SRL contributed to the budget towards the Boathouse, JB mentioned that the running costs for the boathouse would need to be met from future budgets too.

Following the new Board it was necessary for the banking signatories to be reviewed and also for a Treasurer to be appointed. It was agreed that NT be added to the signatories for all bank accounts and the subject of the Treasurer be carried forward to the next meeting when all Trustees were present.

1. **Project Update**

NT had prepared a paper for the Board intended to brief new trustees on the present state of all projects.

This update included an overview of the **BIG HIT** project which was currently fully designed but looking for funding.

**Wind to Agri** which was proceeding with all parties working towards the projects deadline. NT requested authority to open conversations with the landowner of the turbine compound and of the existing access road in order to keep them informed of developing plans ahead of any future request for a variation of present arrangements. The Board agreed this request.

**The Boathouse** project was progressing well. Monthly meetings with the Project Manager, Billy Groundwater, were scheduled and progress would be reported monthly to the Board.

The **BLF Service Manager underspend** was explained to the Board and a list of projects which were to be funded by the underspend were outlined. Progress on the website was advancing with consultancy from *Lateral North* and *Lynnne Collinson* contributing to the websites for Heritage, Development Trust, Kirk and Go Shapinsay.

There was a need for the five-year plan for the island to be reviewed and it was suggested that this work could be undertaken by Lateral North. Lateral North has previously quoted for this work. This quotation was accepted and NT was instructed to action this work.

**Broadband** from HIE and CES indicate that the next phase of BT rollout will be announced sometime in the next few months. It is possible that some areas of Shapinsay may benefit from this. Any areas excluded could be included in a CBS plan for areas which the BT rollout do not reach. The White Space trial which was being conducted had not been reported back to the Board therefore no information was available of the success, or otherwise of the project. AM mentioned that the White Space trial was being used on the North Isles boats and was very successful.

**Pontoon.** In accordance with a board decision taken last year this project had been put on hold. There could be scope to look at this again if the LCMT or LECF progressed.

A new Development Structure was to be looked at under a HIE study and be financed under the PM spend down. It had been agreed by the previous Board that NT and HIE would look at this. It was also noted that a review of the Mem and Arts of the SDT should also be conducted.

1. **Shapinsay Renewable Report**

SG reported that the Productivity for September was 29.1% and explained the information which was available to the Board.

1. **Appointment of SRL Director**

Following the appointment of SG to the SDT Board there was a requirement for the Board of the SRL to agree which two SDT Directors would sit on the SRL Board. This would be reported at the next meeting.

1. **SWAP**

There were no applications this month

1. **Correspondence - None**
2. **AOB**

NT asked if the Board could consider letting the staff use Dropbox for convenience and to facilitate collaborative working on current and future projects. The board agreed to permit this.

1. **DONM**

It was agreed that the next Meeting would be the SRL Induction Meeting for JB, SG and AM (NT to attend) on the 26th Oct at 4.30pm and that Trustee Training will then be scheduled for the 16th November (TBC).

The next Board Meeting would be on the 23rd November at 7.30pm. Timing of the following meetings would be discussed at this meeting.

At this point SG thanked all for their attendance and the meeting was duly closed.