**Minute of the Shapinsay Development Trust Meeting**

**held on the 24th June 2015 at 7.30pm in the Office**

**Attending:** John Rodwell (JR), Andrea Spence Jones (ASJ) Simon Meason (Sm) and Steven Bews (SBw)

**In Attendance** : Jean Baptiste Bady (JB), Nic Thake (NT) and Debbie Sarjeant (DS).

1. **Apologies**: Steve Bacon (SBn).

JR opened the meeting and welcomed the trustees. JR explained that due to the Community Council changes there would be a new Representative Director from the Community Council. Jean-Baptiste Bady (JB) had been appointed and although official notification had not been received from the Clerk of the Community Council JR had asked JB to attend on an informal basis until confirmation had been received. JR had also received an indication that SBn wished to make it known that he would be willing to stay on the Board as a coopted Director in order for continuity until the AGM. This would be actioned as soon as formal notification was received from the Community Council.

1. **Minutes of the 3rd June 2015**.

**Accuracy.**

JR noted that a staff member had raised a question about Item 6a and it was agreed to amend to

‘After discussion JR noted that although accountability for the underspend lies with the Board, the amount had not been quantified in routine financial monthly reports.

Item 9. Responses to Curtailment amend paragraph to read ‘An alternative proposal is also being progressed.’

1. **Declarations of Interest**

Item 7 Boathouse – SBw – It was agreed to hold this item to the end of the meeting.

1. **Matters Arising.**

It was confirmed that the AGM would be on the 24th September 2015

There had been no response from Age Concern regarding the MOU.

The Electric Vehicle was due at the end of the month.

1. **Financial Report**

SBn was asked to speak to Orcadia regarding the EOY Accounts but no information was given for this meeting. It was requested that DS clarify with SBn what the situation was and to note this would impact on the timetable and ask him to report back.

It was noted that a review was due and that SBn should initiate this action.

It was also noted that the Budgets were set as a deficit budget and that further work would be required next year.

DS noted that expenditure for this month had reduced which was a contributing fact to the position regarding budgets.

1. **Financial Package**

It was agreed as outlined at the previous meeting to use the under spend from the BLF Budget to fund various options which were outlined on a paper given by NT to the Board at the meeting.

From this funding it was agreed to develop a financial reporting system which would include Income, Expenditure, Budgets, Variance and Year to date figures. It was also reported the need for cash flow forecasting, P&L and Balance Sheet. A Sage package had been recommended to the Treasurer which carried a reduced fee if purchased through Orcadia. It was agreed that there was a need for a Staff Review and Training Process to be put into place which would give support to the Staff and Board.

The process to initiate the accounting package would require detailed information from the Board of the reporting required and the process would need to give support and training to the current staff.

It was also agreed that NT and DS would make arrangements to visit ASJ to see her accounting package.

The other areas for use of the BLF money were identified JR noted the Boards agreement that NT would take these recommendations forward between now and the end of May.

NT noted that this would be progressed along with a Mission Statement. It was also noted that authorization from the Big Lottery would be agreed.

1. **Projects**

* **Responses to Curtailment**

Following the visit by 2 students who conducted a number of consultation meetings and individual interviews it was noted that due to availability further interviews would be held individually with Board members who were unavailable. It was also noted that a Thank you letter had been received from the students. It was also agreed that feedback from the visit would be given at a later stage and the students had indicated they would like to come back to Shapinsay to deliver a presentation to the Board and Community.

Responses to Curtailment remained a high priority with applications for grants submitted and deadline for outcome of the grants being released in July.

Following the Aquatera Report NT said that apart from some grammatical amendments this report should be signed off soon. The work into progressing the LCMT Project was still ongoing and JR noted that there was a target to complete this prior to the AGM.

1. **Shapinsay Renewable Report- There was no report for this item.**

JR asked the SRL Directors for confirmation that the reserves were still sufficient for the operation of the project and this was confirmed for the current position.

1. **SWAP**

There were two applications which were received by Staff. Both applications scored a pass and were under the £500 limit for Staff approval.

The Board agreed applications for the Playgroup Trip for £150 and also an application from John Leslie for a Marine Radio Course for £190.

1. **Correspondence**

SM noted Alison Measons thanks for the SWAP Grant for the Hygiene Course.

NT mentioned the DTAS Conference invitation which would be held in Inverness. It was agreed to circulate this to all Board Members.

1. **AOB – None**
2. **DONM – 12thAugust**

**At this point SBw left the Meeting.**

**Projects – Boathouse**

NT wanted to highlight the fact that the Tender process was under way and that a Tender Bulletin was issued due to changes in window colour and omission of windows either side of the doors on the plans. These posed no problems and should be agreed.

JR thanked the Board and staff for attendance and the meeting closed at 8.45pm