**Minutes of the SDT Meeting**

**held on the 18th January 2016**

**in the Office at 8.00pm**

**Present:** Sheila Garson, Simon Meason, Steven Bews and Andrew Ashworth More

**In Attendance:**

Nic. Thake and Debbie Sarjeant

1. **Apologies:** Jean Baptiste Bady.
2. **Minute of 7th December 2015** – The Board approved the minute of the 7th December 2015.

1. **Declarations of Interest. –** SG and SBdeclared an interest in Boathouse.
2. **Matters Arising.** None
3. **Projects Update**

**Boathouse** – NT reported that the work was progressing well. Flooring was laid and plumbing underway. The rendering had been started and the electricians to complete external fixings this week. Furniture had been designed by Lateral North Pro Bono and was due to be delivered at the end of January. There was also a plan to design some floor cushions in the shape of Shapinsay and do workshops with Deirdre Nelson. The under spend from the BLF travel and training budget has been allocated to equipping the boathouse. It has been agreed that the plan to lay cast paths would altered in the light of ground settlement and that paving would be laid instead.

It was also reported that the budget was on track. It was also reported that the HIE funding was being drawn down and had been applied to an invoice. It was noted that due to the process of retrospective invoicing there may be some cash flow issues but these had been identified and other sources had been identified if required.

**5 year Plan**

NT was hoping to have the 5 year plan for this meeting but it was expected imminently. SG noted that the plan was an Island plan and not a plan for the Trust to deliver all of its contents.

**Website**

This was progressing well.

**Other- THAW**

NT indicated that he was attending a meeting in Kirkwall for the Affordable Warmth on the 19th. It was indicated that once the Boathouse was open there would be an opportunity to host an open day for the THAW project. It was also discussed for the opportunity to apply for further grants to look at Sheltered Housing.

1. **OOH Ferry**

Following the suspension of the service in January the Board agreed that until the operator had met with staff to discuss the options there were would be no announcements or actions.

1. **Staffing**

SG said that discussion between NT and DS had given indications that DS would be available to cover the accounts for the Trust. SG, NT and DS would meet to discuss the content of the proposal. NT also mentioned that once DS post finished at the end of January there would be no cover for the Car/Minibus. After discussion it was resolved that NT could advertise for relief drivers and that budget was available to do this. It was also agreed that as a Living Wage Employer that rate would be applied to the post but the post would have to be based on a zero hours contract.

1. **Financial Report.**

Papers had been circulated to the Board and DS outlined the budgets for the various projects. All the BLF money was now allocated and no further income would be received apart from the final portion of the staffing budget. The Subordinated Loan and Annual Payments had been passed to the SDT and were held in an account for use in the coming year’s budgets.

The Boards previous decision to apply for a debit card was discussed with the following resolution being passed:

*It was resolved that the business apply to the Bank of Scotland (the bank) for the issue of Business Debit Cards to authorised users as determined by the Business from time to time. The cards to be subject to the Business Debit card terms and conditions a copy of which was produced to the meeting and approved. And that any 2 Directors from time to time be authorised users and be authorised to sign the application and any other relevant documents on behalf of the business.*

This declaration was duly signed by Simon Meason and Steven Bews and approved by the Board.

1. **SWAP**

There were no applications for this meeting but correspondence had been received from the Brownies for the SWAP grant which was approved at the last meeting. It was agreed to include the thank you card in the newsletter.

1. **SRL Report**

SG and SB gave an update on the previous month’s productivity and reported the down time which was caused by the lightning strike. Generally the figures were favourable and an insurance claim would be actioned on the 7 of the 15 days the turbine was inactive.

1. **Correspondence**

*See item 9 for the card from the Brownies*

1. **AOB**

SM wished to raise 2 points for consideration. These points were as follows:

Was it correct that the decision on who from the SDT Board sits on the SRL Board was the responsibility of the SRL?

Was it common practice that the Chair of the SRL was also the Chair of the SDT.

These 2 questions were discussed and reference was made to the Articles of Association of the SRL which states that it is up to the SRL Board to make the decision on Board Members. Also that the current Board appointed SG to Chair of the SDT at the AGM and that there were no objections to that appointment also that other alternative proposals for Chair or Treasurer were not forthcoming.

SG said that these points would be addressed at the next SRL meeting.

The Board hoped that after the Boathouse was opened then this would provide a better platform to engage with the community in better surroundings and this would hopefully encourage more Board appointments. SM suggested 2 names who may wish to join the Board. SG noted she had spoken to one of the named but did not get a positive or negative commitment.

NT mentioned that these points could be discussed under the HIE incentive looking at Board structure.

DS was asked to let JB know about the upcoming Directors Training which was taking place in VAO. DS TO ACTION

The opening of the Boathouse was also discussed with the proposal of a date in Spring to be decided at a later date.

NT mentioned that the Minibus had been requested for 3 dates during the summer in support of Cruise Ship visits. This would bring in income to the Trust.

At this point the Meeting was closed and the DOMN was set for 14th March

SG thanked the Directors for their attendance.