**Minutes of the SDT Meeting**

**held on the 4th May 2016**

**in the Boathouse at 7.45pm**

**Present:** Sheila Garson, Simon Meason, Steven Bews and Jean Baptiste Bady

**In Attendance:**

 Nic. Thake and Debbie Sarjeant

1. **Apologies:** none

SG opened the meeting and thanked all for their attendance

1. **Minute of 23rd March 2016.**

This minute was approved by the SM and seconded by JB

1. **Declarations of Interest.** None JBB recorded his employers receipt of rental from the turbine site access route. The meeting thanked him for this declaration but felt that it was sufficiently vicarious for him to remain involved in BIG HIT discussions
2. **Matters Arising.**

SG reported that the visit from HISEZ had been well received – there was no feedback from this meeting as yet.

The Boathouse was still waiting for the lines to be marked out on the disabled area but it was expected that the completion certificate would be issued as soon as this was completed. The 5 year Plan would be launched with the opening of the Boathouse. Laldie Haans was a success with the Boathouse and other venues being used for the craft event.

1. **BIG HIT Financial Matters**

A Presentation was given on financial obligations, grants and risks which would arise from the 60month Big Hit project.

During the presentation, it had been identified that there would be the need for additional funds to be available as match funding towards the BIG HIT project. It was discussed and agreed to make a request to the Board of the SRL for help with this project and that the outcome would be reported to the Board at the next meeting. NT to send a letter from SDT to SRL.

It was noted that it would be good to have an agreed approach in place prior to the Kick-Off-Meeting. This meeting would be a consortium meeting and presentation in Kirkwall on the 24th and a technical meeting on the 25th May to go through the work packages. Delegates could be invited to Shapinsay in the afternoon after lunch. There could be a possible buffet with delegates and additional boat transport or a special sailing of the MV Shapinsay could be requested. The confirmation of these arrangements would become clearer by midweek.

It was agreed that the SDT would be required to meet prior to these meetings and that the SRL would meet within the next 2 weeks.

It was identified that financing was important but future staffing was as high priority.

Under EU rules it is best to maintain staffing within SDT rather than use subcontractors. Finance requires more staffing but there is no scope for a project manager job as this is covered within the project. There would be other opportunities to look for other projects but this would need to be staffed. NT raised the idea of creating a Community Action Officer post. Funding would be required for this post as well. NT to circulate information and also a plan for what staffing was required to be discussed as a paper at the next board meeting.

There needed to be a budget set for the kick off meeting. EU funds would be forwarded to the SDT account in due course. It was essential that the BIG HIT project had a separate cost centre.

 OIC were to circulate a letter to all residents on Shapinsay and this would be announced as soon as the elections were over.

1. **Finance**

DS took the Board through the spreadsheets circulated prior to the meeting and identified to the Board the budgets set and the running balances.

NT highlighted a variation in the Parent Council SWAP application due to the printing of large format phone books. There was an additional amount which had been asked for to cover the cost and this was agreed by the Board.

1. **SRL Report**

The SRL Report was circulated and this identified the end of year percentages which were encouraging. It would be agreed at the next SRL meeting when the financial review would be held for both Boards to discuss the EOY Accounts.

1. **Correspondence**

A letter had been received from the Parent Council thanking the Board for the grant. It was suggested that a folder could be placed in the Boathouse with letters of thanks accessible to the community. SM mentioned that the Picnic Committee and Agricultural Assoc. would be applying for SWAP grants in the future.

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1. **AOB - None**

At this point the Meeting was closed and the DOMN was set for 19th May at 7.45pm in the Boathouse.

SG thanked everyone for their attendance