**Minutes of the SDT Meeting**

**held on the 7th December 2015**

**in the Office at 8.00pm**

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

**In Attendance:**

 Nic. Thake and Debbie Sarjeant

1. **Apologies:** Andrew Ashworth More**.**

SG opened the meeting and recorded her sadness at the passing of David Holmes who was a Director for many years and who served on the Board twice and who was a devoted member of the Trust.

1. **Minute of 19th October 2015.**

This minute was approved by SG and seconded by JB.

1. **Minute of the 8th October 2015**

 This minute was approved by SM and seconded by SB

1. **Declarations of Interest.**

Both SB and SG declared an interest regarding the Boathouse

1. **Matters Arising.**

It was noted there were no matters arising but SG noted that staffing would be addressed under AOB.

1. **Appointment of Treasurer**

After discussion it was agreed to appoint SG as temporary Treasurer until the end of the Big Lottery funding when it would be reviewed. SG was approved and seconded by the trustees present.

1. **Adoption of Policies**

Papers were previously circulated to the Trustees. NT noted that he had taken advice from VAO before ~~regarding~~ updating current policies. As part of this process it was identified that some additional policies were required. These were now presented to the board for adoption. It was also noted that it will be helpful to indicate to potential funders that the Trust was compliant with current policies. NT noted thanks to Hannah Kerr from VAO for her help.

The Board agreed to adopt all policies.

1. Financial Report

DS circulated the papers prior to the meeting. It was noted that the annual payment from the Trading Subsidiary was to be passed across and this would be used for the coming year’s budget. Budgets for the current year are showing a slight underspend. Big Lottery funding would end in January. Paperwork on this is up-to-date.

1. **Projects Update**

NT gave an update on progress with projects.

Boathouse

This project is on target to complete and comply with the Big Lottery conditions. Final meetings are scheduled to conclude the Project Management process. DS to clarify some final details with David Knight.

Website and 5 year plan

Both the website and 5 year Plan were progressing. The recent engagement

 received a good response from the community. The feedback is being

assessed and it was hoped that a draft plan will be available to be delivered

to the Board in due course. SG noted that a good cross section of the

community engaged in the process and the take up was encouraging.

 Posts on social media had proved invaluable in keeping up the interest in the engagements. NT Noted that this could prove useful with funding applications and that HIE had noted an interest in the process and results.

**CONFIDENTIAL**

BIG HIT and Wind to Agri Energy

Both these projects were progressing. Wind to Agri Energy promises to be a strong application.

BIG HIT was now once again on track some initial difficulties. The first stage of the application process had been successfully negotiated and the project has now progressed to the second phase. There would be several deadlines during January, February and April with a final deadline of 27th April – although this may move slightly.

It was agreed that SG would have authorisation to sign off financial matters. The lead on public announcements must first come from other partners.

1. **OOH Ferry discussion**

NT reported that the OOH boat service had been suspended for a few days when the operator had needed to take a few days off. The usual replacement skipper had not been able to fill cover this break in service and has indicated that he will not be available in the future. He had been approached to see if he might change his mind but indicated his retirement was total.

Previously the Board had looked other possibilities. Other operators may be interested in cover for the service at time when the current skipper was available. DS to investigate other providers.

NT will explore options for OIC funding which could help with the cost of hiring a replacement when required due to annual holidays etc.

It was agreed to place the OOH information in the newsletter and also add a piece about what the trust was looking into to address the problems.

The user group meeting would be scheduled for Spring as previously agreed. SG would respond to the letter she had received.

1. **SRL Report**

The curtailment information was circulated prior to the meeting and SG said that curtailment was level but had increased slightly. There were no issues to report.

1. **SWAP**

NT had received 2 applications which were both under the remit of staff authorisation. The Brownies and Rainbows were looking for running costs and a School Trip requiring additional funding had also been requested. Both applications had met the criteria and also were agreed by the Board. Details would be put in the next newsletter.

1. **Correspondence**

NT noted a conversation with a resident about an aspiration for a Rehabilitation Centre for Birds and wild animals on Shapinsay. This discussion led to the resident being encouraged to consider LEADER funding.

1. **AOB**

Following the piece in the newsletter regarding Board Members it was asked if the 2 remaining board members would be prepared to be interviewed for a piece in the newsletter. It was noted to speak to Lynne to arrange a time to conduct this.

Staffing- SG and NT have been looking at future staffing. NT reported to the Board about some ideas based around an application for LEADER funding to support other community groups who were finding it difficult to engage office bearers. Other areas of employment could be found within the organisation for a caretaker / transport driver who might be based at the Boathouse on Saturdays

NT had been invited to the next T.H.A.W. meeting aimed at addressing fuel poverty within Orkney.

At this point the Meeting was closed and the DOMN was set for 18th January

JB noted his apologies for this meeting