

Sanday Development Trust

enhancing quality of life



**MINUTES of the MEETING held in the
COMMUNITY CLASSROOM of SANDAY
SCHOOL on THURSDAY 16th MARCH
2006 at 7.30 p.m.**

**Present: William Sichel; Andy Best; Gill Best; George Brown; Daniel
Connor; John Dearness; Margaret Dearness; Tony Lee; David Muir and
Andrew Thompson;**

**In attendance: John Redmonds (Clerk to the Trust).
Rose Seagrief (Local Development Officer).
Rod Thorne (Sanday Ranger)
Dr Hardus (Sanday G.P.)**

William Sichel in the chair.

1. APOLOGIES.

Apologies were intimated on behalf of Angela Lennie, Sue McArthur, David Towrie and Leslie Wilson, (Directors) and Sinclair Scott (Councillor).

**2. APPROVAL of MINUTES of MEETING HELD ON JANUARY 26th
2006**

Subject to a change in AOB (7) "from £10.00 or £11.00" to "£10.00 to £15.00", the minutes were approved, this being proposed by Andrew Thompson, seconded by Gill Best.

3. MATTERS ARISING

Item 4: Issues raised by Members & School Board

4 {a} (i) The Chairman had replied in writing to the Member concerned.

4 {a} (ii) The LDO had sent a report to the Scottish Executive's Telecom Policy Unit, as requested.

4 {b} (i) That a General Meeting be held six monthly rather than January, as stated. This was agreed.

The collective newsletter had been introduced into the Sanday Sound.

4 {b} (ii) The requested publicity had been put in the Sanday Sound.

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4 {b} (iii) The updated list of Directors had been published and the Chairman had written to the Member to express the Board's views.

Item 9: Adoption of Policy Documents

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9 (i) & (ii) The Policy Documents on Education and Equal Opportunities had been forwarded to the Clerk.

Item 10: The LDO Legacy

10 (i),(ii),(iii) & (iv)

All action had been progressed. The Publishing Group launch is fixed for **28th MARCH 2006**. The Environmental Policy is in hand, the Skills Survey has been consulted and the LDO has organised a Fund-raising/Grants workshop, the date to be announced in the Sanday Sound.

Item 11: Any Other Business

11 (i) The Chairman had written a letter of support for improvements and erection of a tearoom at Sanday Light Railway.

11 (ii) The Chairman had written to Alan Caldwell with suggestions for the latter's visit to Sanday.

4. ISSUES RAISED BY MEMBERS AND SCHOOL COUNCIL

There were no issues raised by Members or the School Council. Margaret Dearness took the opportunity, however, to say how much the Pupil Council had enjoyed and benefited from the visit by Culture and Heritage Chairman Andrew Thompson and that the pupils were already engaged in producing a Children's Pamphlet as a result of the visit. The Chairman added his thanks to Andrew Thompson and reminded Directors that any of them could visit the Pupil Council on future occasions.

5. FINANCIAL REPORT

The Treasurer circulated the balance sheet and gave a short explanation of the various elements. The Treasurer also enquired about the seedcorn money and whether it was transferred into the new financial year:-

ACTION: the Clerk to check with finance to safeguard the seedcorn funding.

The issue of Directors claiming payment for stand-ins, whilst the Director attended a meeting was raised. It was agreed that this should be dealt with on a case by case basis, always in advance, and that preferably any such costs should be anticipated in project funding requests. The Chairman suggested that such claims could be made, subject to approval by three Directors (this would not be necessary if such expenses had already been approved by the funding source. This was approved:-

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ACTION: the Chairman to insert this policy into the new guidelines.

The Ranger, the LDO the Clerk and Dr Hardus were asked to leave the room whilst the Directors discussed remuneration for employees:-

ACTION: the Treasurer to inform employees of the Board's decisions.

The Treasurer's accounts and financial procedures have met with approval, on the occasions they have come to the notice of external bodies. A.Thompson wanted this and his personal thanks to the Treasurer to be minuted. There is a case for Directors knowing about the state of the Trust's finances:-

ACTION: the Treasurer to bring bank statements to every meeting.

6. RANGER REPORT

The report had been circulated with the agenda so the Ranger talked about matters arising from his report.

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Directors were informed that standardised logos had been set for the Ranger's use and also that the article for 'The Islander' had been completed.

The STA Brochure package was now ready and would be posted, with an accompanying letter, to as many Mainland hotels, B & B and other potential outlets as possible. The Ranger was asked by the Chairman to remove all SDT logos and names, as the Board, due to its charitable status, cannot be involved in promoting tourism.

ACTION: the Ranger to remove references as required.

The Ranger told the Board, that he wanted the Bird Leaflet to be in the same style as the Archaeological Leaflet and proposed to use the same source. He was informed, however, that the design would have to be tendered for in the usual way to maintain the Board's even-handed policy. It was suggested that the tender cover the whole series of proposed pamphlets rather than just the Bird Leaflet, which was approved.

ACTION: the Culture and Heritage sub-group to advertise for tenders and
The tendering process for Trust business be added to the new guidelines.

7. LDO REPORT

The report had been circulated with the agenda so the LDO spoke to specific issues. She spoke briefly about the 'Learning in Regeneration' programme.

ACTION: the LDO to pass the documentation to Sue McArthur.

The Housing meeting had gone very well.

The LDO suggested that funding be sought to enable various sub-groups to bring in expertise to help move projects forwards. This was agreed in principle, details of experts will be provided in due course.

Work has continued on the Tourism Website, which is to be launched in the near future.

The LDO was praised for the time and effort she brings to facilitating the Trust in general and sub-groups in particular.

8. REPORTS FROM SUB-GROUP CHAIRS

i) YOUTH - M.DEARNESS

▲ The full report from the Youth Group chair has been sent out since the meeting. The report was given verbally to the Board. The Community Association Chairman praised M. Dearness for her efforts on behalf of Sanday's young people and encouraged her to 'keep up the good work'.

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The LDO spoke of new 'podcasting' technology for spreading information, news etc more quickly and the possibility of bringing in expertise to explore the idea.

ACTION: the Sub-group Chair and LDO to liaise on pod casting.

Deleted: 'Ipod' development

ii) **CULTURE & HERITAGE - A. THOMPSON**

The C & H report was circulated at the beginning of the meeting . (Technical difficulties had prevented its circulation with the agenda).

In follow up to the report, A Thompson has been through available records and traced eight soldiers, who were married in Sanday during World War II, though only two were based in Sanday. He has found one photograph of one of the weddings, which he has permission to reproduce. Further research via the Ministry of Defence was halted, when A. Thompson discovered there were fees to be paid. The LDO said funds are available for such occasions.

ACTION: A. Thompson to proceed with MoD research.

C & H had received a letter from the Community Association, with ideas for a Roll of Honour plaque for Comm/Assoc. Officers since the move to the Community School and for future officers.

The C & H Chairman indicated he thinks it is a good idea in principle but is not convinced of the connection with his sub-group. There are questions as to where the finished article could be placed and whether there is there a calligrapher available? He suggested the idea be put on hold.

ACTION: C & H group to discuss the matter at their next meeting.

iii) **ENVIRONMENT, RENEWABLES & WASTE MANAGEMENT- G. BEST.**

The Sub-group has had one meeting since the last Board meeting.(The Report was not available for distribution).

a) A member had enquired about an experiment at the Air Hut for using Solar collection panel(s) to circulate warm air and reduce heating costs. The trial would run for a year.

ACTION: to go ahead with the trial.

b) The question of purchasing literature, which could be of benefit to the Trust, and what to do with it had been raised. It was suggested that costs of any relevant literature be funded through specific projects, and that it must be in English to be of benefit to the wider community. Once used for the project in question the literature should then be housed in the library, available for any member of the community to refer to.

c) Pellworm visit; the visitors could use a digital camera, but don't have one. The Ranger has one but needs it constantly. The SDT does not own one.. The Clerk offered the use of the Community Council's digital camera (subject to permission) since the Comm Counc is represented on the trip party.

Deleted: **ACTION:** Where literature is project specific, it can go to the library, otherwise, not.¶

ACTION: the Clerk to pursue the matter with the Comm. Counc. Chairman.

iv) **HOUSING & ECONOMY - R. SEAGRIEF.**

- a) The LDO expressed the group's and the island's need for a Housing Needs Survey. Two possible options for housing surveys at to be presented at a forthcoming LDO meeting.

ACTION: The LDO will report back on the housing needs survey.

- b) OHAL has produced a poster about all the housing agencies and will supply them for display in all shops, Pos, and on public notice boards around the island. Suggestions for placemetrn of of information leaflets were requested and it was agreed that they be place in Lady Post Office.

ACTION: Lady Post Office (A. Thompson) to be the central location for the pamphlets.

- c) In order to move various projects on, it was felt, information and expert advice from outside sources would be useful, in line with the LDO comments above.

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- d) There had been a good response to the potential industrial/office units in Lady Village.

The document, circulated with the LDO's Report met with the Board's approval.

The LDO drew the Board's attention to the idea of creating business incubation units and schemes to support new businesses in Sanday.

Deleted: other possibilities using 'Business Incubation ¶ Units', which could prove ideal for use in Sanday. All these units would be sustainable ¶ Rental agreements.

ACTION: to discuss further and draw up plans within the sub-group.

v) **ORGANISING OUR COMMUNITY - THE BOARD.**

The Chairman informed Directors of two initiatives which are ongoing, namely the updating of the Trust's financial guidelines and the 'Friends of Sanday' scheme.

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9. **SANDAY ECG FUND**

Dr Hardus had asked whether the Trust would like to administer the fund and use it for health projects in Sanday. The fund stands at £488.11p. The fund was raised by the public to finance an ECG machine for the surgery and the figure is the amount left after the purchase. There is a feeling that the money would be best held within the community in order to involve local people in health care. The Trust promotes health as on of its priorities so would be the ideal fund holder. Establishing a separate ring - fenced account was suggested as one way of getting the money from the Health Board and onto the island. Dr. Hardus approved of this measure as did the Board.

ACTION: the Chairman to draft a letter to the Health Board.

10. **SUB - GROUPS: NEED FOR OPERATIONAL CHANGE**

This is a follow-up from the visit of Alan Caldwell. (The information sheet based on the visit was circulated with the agenda).The LDO, in particular, has a problem chairing sub - group meetings as well as being heavily involved in the topics under discussion;a very unsatisfactory situation. It was suggested that the sub - group

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Chair need not be a Director, provided that the minutes are taken and circulated.
The Board would still ratify any key decisions. If the sub-group leader is not a director, the sub-group must send a representative to report back to Board meetings.

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ACTION: the Chairman will circulate guidelines.

11. DATE of THE AGM

The Chairman said that the first AGM had been held in June because the accounts had been due and were available. The Treasurer pointed out, that the accounts have to be approved by the Board before they are submitted to the AGM and that the AGM must be held within 6 months of the end of the financial year and that September would be the most appropriate time to hold the AGM. The Treasurer proposed September, seconded by A. Thompson. The proposal was carried unanimously.

ACTION: to choose a date for the AGM at the next Board meeting.

12. ANY OTHER BUSINESS

- a) Due to the personal nature of the first item, the minutes will not be made public.
- b) D. Connor informed the Board about a letter from the School Board Chairman which outlines the current position with regard to the prefabs by the School. There is a joint meeting in the offing to discuss the next steps.
- c) The LDO told Directors of an upcoming Project Management Course to be held in Kirkwall under the auspices of Orkney Enterprise. The LDO and ONE other person can attend. From the list of dates on offer it was decided that the 26th April and the 19th May were the best dates.

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ACTION: the LDO will circulate the necessary information.

12. DATE of THE NEXT MEETING

The date for the next meeting was set provisionally for THURSDAY 27TH APRIL.

13. CONCLUSION

There being no further business, the Chairman closed the meeting at 9.26 p.m.