

KYLE OF SUTHERLAND FISHERIES TRUST



MEETING TITLE: TRUST ORDINARY MEETING

Meeting Date: Thursday 4th April 2019

Meeting Time: 6.30pm

MEETING MINUTES *(Draft)*

Chair/Facilitator: Richard Sankey

Minute taker: Jacqui Hamblin

In Attendance

Trustees	Attending
Richard Sankey, Chair -RS John Green -JG Ashe Windham - AW Steven McKenzie -SM Michael Brown -MB	Keith Williams -KW- Director Sean Robertson – SR- KSDSFB Jacqui Hamblin – JH - KSDSFB Michael Baird -MB - Public
Apologies	Guests
Robbie Douglas Miller Alex Hunter Colin Gilmour	Iain Robertson - IR - (CLS) Countryside Learnings Scotland

Welcome & Approval of Minutes

The Chair welcomed attendees to the meeting and the minutes from previous meeting of 11th October 2018 were approved.

RS introduced Iain Robertson from (CLS) Countryside Learning Scotland to talk about (SANDS) Scottish Angling National Development Strategy.

IR – CLS is an organisation that offers development for rural activities. IR circulated SANDS leaflets to those present. The creation of SANDS came through the governments fishery review to establish growth and development along with introducing young and new anglers to the sport. Angling is now 20 years behind every other activity in development and coaching. Unfortunately, within angling clubs there is rarely anyone driving youth development. SANDS aim is to create a strategy over the longer term and produce a structure for lifelong engagement and to develop an attractive fishing environment that will appeal and help improve self-esteem in the young and open doors to the sport. The vision is to create a national angling growth template to be delivered through FMS and the District Salmon Fishery Boards and Trusts. This will create something that is marketable, sustainable and achievable,

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whilst recognising that resources are limited. SANDS provides training opportunities to sustain a volunteer base to support the delivery of the programme locally.

We are asking that the Board/Trust look to put together a steering group of volunteers by communicating with the local angling clubs and other interested parties. SANDS will provide the support on setting up, delivering and funding a sustainable, realistic development structure suitable for the local resources. IR suggested after contacting angling clubs/schools etc that an open meeting would be of benefit and that he would be happy to attend to promote the programme. **Action KW (1)** – Contact local angling clubs, educators and potential interested parties.

Open Actions B/Fwd

No	Owner	Actions	Raised	Status	Complete by
1	KW/SR	Sediment Fingerprinting Action SR continue to develop proposal. Action KW. Digital Presentation by FCS to be provided by Nadeem Shah. APEM sediment fingerprinting program started. <i>Agenda item 4c</i>	Oct 17	On Agenda	Ongoing
2	SR	MSS - Scottish Government Electrofishing Project. MSS require general randomised sampling on 30 sites There is strong merit in this project. SR 30 sites completed. <i>Results are pending on both the EF sites and genetic sampling.</i>	April 2018	Ongoing	Complete
3	KW	Diebidale – Action KW contact new factor as avenue for SEPA discussions on removal in report. Meeting with Mr Forman Hardy on 21 st August. KW SR & KW met with Mr Forman Hardy and produced a document summarising options and costs. <i>Meeting held in Inverness included SEPA, NFH, Alastair Harington of Galbraiths and KW. The outcome being that full removal is back on the agenda and we are hopeful for a resolution</i>	April 2018	Ongoing	
4	KW/SR	Henry Morrice – increase fund raising. Action SR - crowd funding option in report. KW –	April 2018	As soon as possible	Complete

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		Small amount of funding left to raise, looking for the last few hundred pounds. Marc Curran to produce a couple of papers. Action KW speak to Matt again offer of talk/event locally. <i>Matt busy with PhD, talk/event likely.</i>			
5	KW	Migdale Smolts planning application – Make appropriate representation to planning consultation. Application was for removal of planning condition, i.e.10 years. <i>Planning approved and is once again time limited and more emphasise on meeting obligations of permission such as monitoring escapees</i>	April 2018	Ongoing	Complete
6	JH	Explore the use of What's App as a communication tool for trustees etc. <i>It was felt this was not an appropriate tool for Trust communications</i>	April 2018	As soon as possible	Complete
7	KW/SR	Fishery Management Plan SR/KW working on the plan now and should be available for review soon <i>Draft on website and advise for review.</i>	June 2018	On Agenda	Complete
8	KW	MFST £1300 left from Sea Trout fund donate to AST specifically for Sea Trout tags. Approved by Trust. Action KW to inform steering committee of trustees decision. <i>Money transferred</i>	October 2018	Immediate	Complete
9	SR	Sawbill Scaring – Lasers is this a tool to add to box? Looking to borrow a high powered laser and test. <i>Laser scaring carried out. Not seen as a good tool</i>	October 2018	As soon as possible	Complete
10	KW/JH	Trustees Skills Match - produce skills matrix to be issued to Trustees to identify their own skills set. Action KW/JH produce skills matrix and distribute to trustees. Completed Report on results on agenda. Results	October 2018	December 2018	June 2019

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		provided identifying gaps. <i>Agenda Item 2 (a)</i>			
12	JH/SR	Website – Scientific data and relevant project data to be placed on website. <i>SR added project reports to website</i>	October 2018	December 2018	Complete

Agenda Items

1. Directors Report

A copy of the Directors report was circulated prior to the meeting. KW provided an overview and additional matters.

SEPA: meeting held recently with FMS discussing regulation on downstream smolt passage. Lack of understanding and unsatisfactory direction from SEPA.

Smolt Traps have been deployed

KW attended Lairg angling club AGM and was surprised to hear that Lairg AC had not used the Wheelyboat as they were not insured as we (KSFT) had not transferred ownership. We forwarded the previous correspondence corroborating that we had indeed transferred ownership to them. We have received no reply. RS recommended that we send a recorded delivery letter confirming their ownership etc. **Action KW (4)**

2. Governance

a) Trustee Skills Matrix

JH circulated the results. Two of the skills criteria failed the threshold.

B- Fund raising / Grant Applications

D- PR Media/Development

There were no identified leaders in B or D and also in E- local community initiatives or H – Education & Outreach, although A & H did pass threshold requirements.

MB's results were not included and he advised he had been having problems with his email. RS asked for result to be re-calculated and presented again at June meeting.

MB asked how the criteria was decided and why People Skills, Management Skills etc were not included. JH advised criteria was through research on what an ideal balanced board of trustee could look like and was approved by KW & RS.

b) Adoption of new policies

It was noted that a bereavement or volunteer policy was not included in our Employee Handbook. Also a time off in lieu (TOIL) or annualised hours, both of which we operate, policy had not been produced. We have amended or produced the following, which shall be shared through dropbox for approval by the Board and Trust and adopted by June meetings if no amendments are recommended.

- i. Sickness & Absence Policy (Addition of a Bereavement section)
- ii. Flexible Working Policy (TOIL and Annualised hours)
- iii. Volunteer Policy

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Action ALL (5) – review policies by June 2019

3. Budgets and Finance

a) 2018-2019 Budget

Professional fees contingency of £2000 UHI genetics delayed therefore not used to date.

Additional sundry repairs for office alarm, exterior decoration was approved. £3000 trap rental PA will be ringfenced for future trap replacement.

Action JH (6) – on printed budgets show line numbers for easier reference.

b) 2019-2020 Budget

This budget is more speculative to including the building blocks for education and outreach projects.

£3000 for office central heating installation is included.

The 2019-2020 budget was approved

c) Endowment Fund

KW – Would the Trust consider investing part of funds into an endowment fund, initially £20K. Then through legacy donations etc. Clear transparency of how funds are being used. **Action AW/KW (7)** – investigate options and recommend investment options at June meeting.

4. Projects

a) Heritage Project

This would be netting in the Kyle by Bonar Bridge for scientific purposes and community involvement. SR explained that the netting industry should be remembered and if not done now we will lose the technical expertise forever. KW advised that there are huge potential scientific benefits. The welfare of the fish being paramount at all stages.

Phase 1 – Involve Heritage Society, schools and local community; produce historical record of activity; rebuild coble; archive photos and footage etc., Phase 2 – Casting of first net; tag fish; genetic sampling; run-timing genes; genetic component catchability.

Challenging project with fantastic potential benefits. Potential costs are 20K genetics and 30K implementation. Grants and funding will be explored.

The Trust gave approval to further scope out the project and present proposal at next meeting. **Action SR (8)**

b) AST Smolt Tracking

Traps in on the Oykel – thanks to SM for help.

Receivers are in on Shin and Oykel and Lower Kyle.

Array receivers in the Moray firth are currently being deployed.

There are a team of taggers for the Oykel and another team for the Shin & Conon.

c) APEM Sediment Fingerprinting

In February SR carried out winter sampling on the Oykel with Dr Tim Meadows. 5 reaches and 5 samples per reach.

Action SR - June/July for summer core samples.

d) Biodiversity Challenge Fund

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Scottish Natural Heritage fund, Iain Syme – KW has completed the expression of interest for tree planting.

KW now responsible for application to be submitted by midnight 5th.

RS. Continue with bid, if successful check the detail, we can always decline.

5. AOCB

Vicarious Liability: dates had been provided by David MacKie for a talk in late April, this was deemed too soon to organise. **Action KW/JH (9)** to liaise with alternative dates towards end of season.

Open & *New Actions* C/Fwd

No	Action Title	Actions	Owner	Raised	Complete by
1	SANDS	<i>KW Contact local angling clubs, educators and potential interested parties to determine interest.</i>	KW	April 2019	October 2019
2	SEDIMENT FINGERPRINTING	APEM Sediment Fingerprinting APEM sediment fingerprinting winter program completed. <i>Summer program June/July.</i>	SR	October 2017	Ongoing
3	DIEBIDALE	Diebidale – Action KW contact new factor as avenue for SEPA discussions on removal in report. Meeting with Mr Forman Hardy on 21 st August. KW SR & KW met with Mr Forman Hardy and produced a document summarising options and costs. <i>Meeting held in Inverness included SEPA, NFH, Alastair Harington of CKD Galbraith and KW. The outcome being that full removal is back on the agenda and we are hopeful for a resolution.</i>	KW	April 2018	Ongoing
3	SKILLS MATRIX	Trustees Skills Match - produce skills matrix to be issued to Trustees to identify their own skills set. Action KW/JH produce skills matrix and distribute to trustees. Completed Report on results on agenda. Results provided identifying gaps. MB to complete. <i>Action JH include</i>	October 2018	December 2018	June 2019

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		<i>MB results and re-present at next meeting.</i>			
4	LAIRG ANGLING CLUB	<i>KW – send recorded delivery letter confirming their ownership of the Wheelyboat.</i>	KW	April 2019	Immediate
5	NEW EMPLOYEE POLICIES	<i>Review new Sickness & Absence policy, Flexible Working policy & Volunteer policy in Dropbox</i>	All	April 2019	June 2019
6	BUDGET LINE NUMBERS	<i>On future printed budgets show line numbers and column headings</i>	JH	April 2019	June 2019
7	ENDOWMENT FUND	<i>Investigate and recommend options for starting £20K</i>	AW/KW	April 2019	June 2019
8	HERITAGE NETTING PROJECT	<i>Scope out and present proposal on Netting Project at the June meeting</i>	SR	April 2019	June 2019
9	VICARIOUS LIABILITY	<i>Liaise with David MacKie on late season dates to arrange a meeting with our staff, river workers and proprietors.</i>	KW/JH	April 2019	ASAP

Meeting closed at: 8.45pm

Date of next meeting: Thursday 27th June 2019 6.30pm