**Minutes of the Shapinsay Development Trust Board meeting held**

**8 June 2017 at 6pm.**

**Present: -** Sheila Garson (Chair), Jean-Baptiste Bady (Vice Chair), Steven Bews, Andrew More.

**In Attendance:** - Davie Campbell and Rachel Chrin

1. **Apologies**: - None
2. **Minutes**: - of meeting held on 28th February 2017 were agreed.
3. **Matters Arising**: - None
4. **Declaration of Interest**: - Shelia Garson – Kirk SWAP (Shelia left the meeting for this item)
5. **Finance: -** Davie presented the accounts up to May 2017. Doris has got the accounts ready to present to the board.
6. **Pension Scheme: -** All set up as required.
7. **SRL Report: -** April & May’s figures were presented to the board. All very positive.
8. **SWAP: -** Kirk request for £1500.00 towards extending the car park at Shapinsay Kirk was discussed and agreed.

  **: -** ‘Handbells for All’ request from Shapinsay Community Association

 for £1000.00 towards the purchase of a set of Bell Plates was discussed and

 agreed.

1. **Youth Drop in: -** This was discussed at length as there were a few issues around keys, times of opening and closing and noise.

It was decided that a key would be issued to Markus Muir which would be the only one issued to them and if he was not able to open and close he would be responsible for making sure he knew where the key was and that it was returned to him as soon as possible.

The Boathouse would be available when it was not in use for any other event and on a Youth Club night it will only be available from 8:30pm onwards.

Noise must be kept to a minimum when leaving the premises as we have neighbours on both sides, if we get complaints we will have to look at this again.

The age limit of 12-18 must be strictly adhered to.

There must be a signed slip from the parent/s of every child who wants to use the facilities.

A rota of on call adults must be put in place.

1. **Report from the Boathouse -:** SWAP update, Grass Cutting, Generator, Tourism, Activities Budget, Staffing, YIYC – Oral History and Youth Drop In.

Report attached.

1. **Correspondence: -** Resignation - Stuart McIvor has resigned from the board. Letter from the board to be sent acknowledging receipt and thanking him.

 Treasurer – Steven Bews has agreed to take over as treasurer until the AGM.

1. **Staffing: -** Nic has commenced his new role as Project Manager and Hazel Parry has started her job as the weekend driver.
2. **A.O.B.: - Minutes on the web site**, discussed how much detail should be published and it was agreed thatno staffing matters or sensitive issues would should be included, both versions of the minutes will be circulated to the board and agreed before anything is put on the site.

**Keys for using boathouse** – One key issued to Markus for Youth Drop in use. Other users will need to pick up a key beforehand and then post it in the post box at the boathouse at the end of the booking.

**Grants to 17 year olds –** It has been suggested that the trust make a one-off grant to all young people on the island when they reach 17 towards some form of training e.g. driving lessons or food hygiene certificates amount to be decided at next meeting.

1. **Date of next meeting: -** Will liaise with Doris to agree a date she can get over.