**Meeting of the Shapinsay Development Trust board,**

**To be held at the Community Rooms on:**

**Thursday September 19th 2019 at 18.00**

**Minutes**

**Present –** Jean Coomber - Chair, Richard Lawrence – Vice Chair, Colin Lesley, Adrian Bird.

Jean welcomed Adrian to his first board meeting.

1. **Apologies.** Martyn Garret, J B Bady.
2. **Minutes of the meeting held** 19th August 2019 were agreed as a true record.

Proposed Richard Lawrence. Seconded Jean Coomber.

1. **Matters Arising.** Gardening. Nina has decided to carry with the tender as it stands and review it next April. Adrian will let Rachel have a copy of his tender form.
2. **Declarations of Interest. None**
3. **Finance. – Davie -** See attached Statement.

* Bank Details – Adding Jean - Chair & Richard – Vice Chair as signatories.
* Director Training / Data protection. VAO hope to have a new person in post soon that will do this training.

1. **Website update.** Ready to go. Rachel to send ‘what people want’ list to Davie.

Arrange for a person from the set up team to come over and show us

what it can do.

1. **SWAP.** Newprotocol not finished yet but Richard will get it done.

2 swap applications approved.

1. **Staffing –**

* CDO/ project officer. Look to HIE or Leader for funding for this post.
* Well Being Coordinator – More funds are being sort by VAO to allow the post to be ongoing.

Alison is working hard at her post. She held a workshop with representatives from all the other groups on the island and Ros (VAO)and Rosie (Researcher)

This was a very good meeting with lots of input from everyone who attended. They are planning on having the group meet up regularly.

Other events planned :-

BALL – Being Active Living Longer, the first session of this is on 7th October.

Book boxes from the library – which will need delivering.

Meals on wheels, using fresh meals from Williamsons.

Emergency food pack, for people returning home from hospital.

Food Bank on Shapinsay.

Handyperson scheme.

Crossroads home care. An advert has gone out today for Care attendants on Shapinsay.

Healthy walks- short walk’s for the not so fit!

Wellbeing drop in sessions.

* Alison is to undertake an ‘Emerging Leaders’ course run by HIE which will cost £560.00 the Trust agreed to cover this.
* **Electric Bikes** we can get up to 75% funding for this. Davie is to put a plan together around 12 bikes for the board to consider.
* **Time Sheets.** Need to keep an eye on hours being claimed as they seem to be creeping up. Remind all staff that holiday has to be taken by the end of the year (March) or it will be lost.

1. **Boathouse** – Generator. Adrian will liaise with BIGHIT to see if they can use it.

Lights - Adrian to find an electrician to replace the light bulb.

Water - Davie will chase up the plumbers.

Charge for using the boathouse from November 2019 is to be free for Islanders and

Island groups.

£10.00 per session for non Islanders and groups.

1. **Housing –**

* Update. Shane, Karl and Billy are on board.
* Front page of Sound. Jean will put something together and send it round the board for approval.
* Date of next public meeting. Shane & Davie to be there looking at either 22nd or 29th October.
* Pre meeting mail shot. Will include a comments form and SAE. Also to include the need for a project manager.

1. **Correspondence.** Scottish Islands Federation (S.I.F) is asking for Board Members - No takers.
2. **Transport Protocol** Rachel to try and find the original one.
3. **AOB –**

* Development plan. Need to start looking at this early next year. Put on Agenda for December’s meeting.
* Annual Leave Rachel 11th March 2020 – 24th April. 2020 cover. Alison, Jean Richard & Sue will cover between them.
* New Printer? Have been looking and Davie will send a link to the one he thinks could be the best.
* DeFibs – Chase up as we have not heard back from them.
* SDT / SRL link. Look at relationships with subsidiaries on OSCR and print off.

1. **Date of next meeting. 14/10/2019 at 6pm in the boathouse.**