**Minutes of the Shapinsay Development Trust board meeting,**

**To be held at the Boathouse on:**

**Monday 20th January 2020 at 18.00**

**Present -** Jean Coomber Chair, Richard Lawrence Vice Chair, J B Bady, Adrian Bird, and Martyn Garrett.

Also present – Rachel Chrin.

1. **Apologies.**Davie Campbell ( bad weather (no OOH boat))
2. **Minutes of the meeting held**  December 9th 2019 were read
3. **Declarations of Interest.**Rachel Chrin Pay review.
4. **Matters Arising.**
* Generator to go in Shapinsay Sound for a donation (Sealed Bids) also the vacuum cleaner.
* E-bikes – No quotes for installing the power supply yet. But have had a suggestion to use a solar panel and battery. Adrian is looking into this.
* Boathouse roof sealed, needs venting to stop condensation. Adrian getting Steven Bews on to it.
* Ferry Tickets what can we do to help with this? Contact Orkney Ferries to see what they suggest.
1. **Housing.**To be held over to a separate board meeting next week so Davie can be here.
2. **Smithy–** To be held over to a separate board meeting next week so Davie can be here.
3. **Finance. –** Davie sent in the financial report.
	* VAO payroll service. VAO would like to send pay slips by e-mail, all staff to let them know which e-mail address to send them to.
4. **SWAP.**
* 5 Applications, 4 were agreed and 1 rejected as it was in retrospect.
1. **H&S Policies/Governance**
* Adrian gave a rundown of what SRL use from RBS which was very comprehensive and costs £151.00 per month for the first year then £61.00 per month. Have to self build what we need.
* VAO will review &update all our policy documents for £150.00 + VAT if a lot need amending there will be an extra charge.
* Decided to go with VAO to see what we need. Jean to contact.
1. **Development Plan** – Update.3 Directors had a meeting withCEL on Tuesday 14th January via Zoom. CEL would like to come out at the end of February to hold 1:1s with key people.

They will send us some posters for this. To put on front of Shapinsay Sound.

Ask them to come up with funding sources for the plan. This must be achievable.

1. **Staff –**
* Annual reviews will be Held in February
* Cover for annual leave 31st Jan – 7th Feb. sorted.
* Rachel left the meeting for this item. Pay review / living wage.
1. **Youth Drop in.**JB wanted to know why other groups were allowed to use the boat house when it was closed over the Christmas period but the Youth Drop In was not.

Send a letter from the board apologising to the youth drop in and asking them for a meeting.

1. **AOB –**
* Wellbeing–Alison needs to get some volunteers to take responsibility for the groups she has set up e.g. Darn Good Yarn, Walking Group, BALL.
* Scrap Metal collection. Advertise in February. Set it up collection for March.
* Turbine – Adrian gave an update on how the turbine is doing. It was set up in 2011 with a life expectancy of 18 years. The leases are for 20 years, but he thinks it has only 6 years life left in it and anything over this will be a bonus.

We need to look at sustainability.

1. Correspondence. - None
2. **Date of next meeting. 17th February 2020 (**with Martin Fagan re defibrillators.**)**