**Minutes of Shapinsay Development Trust Wednesday 16th December 2020 18:15 Held in the Boathouse and on Zoom**

**Present:** Jean Coomber, Richard Lawrence, Stewart Leslie, Martyn Garret, JB Bady

In Attendance: Davie Campbell via Zoom

**1 .Apologies** – None

**2. Minutes of Previous meeting** – Remove one name from minutes- and then Proposed by Richard, seconded by Stewart.

**3. Declarations of interest** – none

**4. Matters arising** – none

**5. Action Log** – EV and lettings policy on agenda,

Lisa-Marie to attend GDPR course

New board members- the search continues

E-Signatures – to be done in January

Solar Defibrillators – brought forward to January meeting

Transport guidelines – Jean to continue to try to get guidelines for car

**6. E-bike shed** – The proposed size for a shed in location A was 7mx3.6m, it was questioned, if we move to location B, could we make it slightly larger and use the space for other storage needs that may crop up in the future. Discussions were had about various locations and sizes. Because of our location, planning needs to be sought regardless of size, if applying for planning, we could apply for a slightly larger shed. The decision, in principle, was taken to have the shed erected opposite the EV charging points and possibly extend the hard standing/car parking area. JB provide temporary storage.

**7. Ev’s and Charging points** – After some discussion, the decision was made to remove the kerbing to allow 2 cars to easily park at the charging point and if possible, move the existing charging point to the centre of that parking area. Jean to feed back to Turbine Manager and Davie to talk to Billy Groundwater to see if we would need planning permission to move it.

Bus- Lisa-Marie to find out Grant terms for the bus and the current value. Martyn to find out about getting it MOT’d ready to sell. The board brought up whether the replacement vehicle would be free for Islanders use.

**8. Housing** – The Housing Sub Group met last week and went through the draft lettings policies and points systems. Drever and Heddle were in attendance; they will take over the finalised lettings policy, the advertising, vetting and letting of the houses and will have all the dealings with tenants.

**No9** is all going to plan. New rendering required, planning is being sought to change to cedar cladding and a cedar fence. Price being sought to pick and point areas that need renewed.

**School house** is still in handover process and hopefully will be ready to begin early January.

A grant from the Scottish Land Fund of £25,000 has been secured for the “Green Aspects” of the Housing project.

Lisa-Marie had contacted the Rum Development Trust who had done a similar project. They advertised on National Television and Media and had over 4000 notes of interest and over 250 applications. It was decided we would allow Drever and Heddle to do the advertising on their existing platforms as that has a wide enough reach without reaching too much further.

We may need to start thinking about what “Phase 2” might look like.

**9. Finance** – Most aspects are below budget because of being closed.

The Out Of Hours Ferry is back up and running so is back at capacity funding.

Café and Charity shop are funded till March – if they are successful, would we continue to fund? Decision to be made once these are up and running.

**10. Wellbeing** – Secured £6,500 for 4projects – Café, pop-up charity shop, Grocery packs for the most vulnerable and activity packs for the most vulnerable.

Café – “The piece place” Had its first trial day, it went well. Alison asked if she could borrow the Urn and Coffee Machine and bring to the Kirk – Board agreed.

There is funding available for 7 hours a week to employ someone to run the Café for 12 weeks and 10 hours a week for the Charity shop for 12 weeks. Jobs to be advertised ASAP.

Alison asked for £60 to give gifts to people who have helped out during covid. Up to £10 per person.

**11. Boathouse** – The board agreed to continue to extend the Furlough for the employees on Furlough.

The Boathouse will be closed for 2 weeks from Friday 18th December till Tuesday the 5th January. Someone will regularly check emails and messages.

**Transport** – Chair still pursuing when we can get this up and running – if a Perspex screen is needed, we could fit that easily. We will need a new relief driver if we get things up and running. We need to think about the rate of pay when we start it up again as it won’t be quite as busy when we first start.

**Computers** – The Computer in the TV needs replaced as does the main office computer and the Transport computer. Davie to liase with Lisa-Marie in the New year.

**12. SWAPS** – None

**13. Correspondence** – None

**14. AOB – MIDAS training** – Lisa-Marie looked into MIDAS training – it’s aimed at buses and you need category D1 on your License. Probably not appropriate for the new EV.

**Community Association representative** – They fed back that they couldn’t get a single person to volunteer, but could send a different person each meeting – the board felt that this wouldn’t work because they wouldn’t be able to get to grips with what is happening month to month. However the CA could send a representative each month who would be there to observe rather than contribute if they felt it would be beneficial.

The SRL board need another board member to sit on their board, Martyn volunteered.

**Orkney Community Horticultural Project** – This is a fund aimed at all of the North Isles to encourage growing. Currently in the research stage to see what can be done in Orkney, what type of buildings will work, what will grow and what type of growing with work. This may provide an employment opportunity for someone to run a gardening project.

**Kickstart and OIC incentive** – This is a fund to help to get a 16-24 year old on Universal Credit into work for 25 hours a week for 6 months. The SDT would only need to contribute £500, the rest would be funded. The OIC would then offer a further 12 months of 50% funding.

The Trust needs to create a new job for the project – it was suggested that managing the hire of the Ebikes and possibly some social media/website aspects could provide employment.

A draft Job description needs to be created by the end of January.

**Website** – The first draft of the new website should be ready by the January Board meeting with the aim of having it live by March.

Fire alarms – the law is changing around household alarms. Is this something we could help fund for anyone struggling. Could we look into the costs?

**Date of next meeting** – Monday 25th January 2021