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

**Held at the Boathouse**

**Monday 17th February 2020 at 18.00**

**Martin Fagan –** From Community Heartbeat Trust sent us an email (see attached) joined us by telephone to answer any questions about defibrillators. We decided that before making a decision to contact other groups on the island to arrange a meeting, i.e. Nurses, Community Council, Heritage, Community Association, Medical Fund, Responders and Fire Service. On17th or 30th March.

**Present –** Jean Coomber, Richard Lawrence, and Martyn Garrett.

Also present Annett Kirkpatrick (Community Association) for the defibrillator session. Rachel Chrin.

1. **Apologies.** JB (holiday). Adrian. Davie.
2. **Minutes of the meeting held** January 20th 2020 were read and signed as a true record. Proposed Martyn Garrett, 2nd Richard Lawrence.
3. **Declarations of Interest.** None
4. **Matters Arising.**
* Youth Drop in – Jean has contacted Marcus Muir and is waiting for him to come back with a meeting date. She will chase this up.
* Ferry Tickets – Rachel still to contact Orkney Ferries to see what we can do.
* Scrap Metal - collection will be in March it will be metal only no cars or mixed waste.

**Davie joined the meeting by telephone at this point.**

1. **Housing.** Shane has sent throughtenderinformation for the proposed alterations to the School house and No9 in the village. The board looked at these and suggested a few amendments i.e. School House need a 2nd door to the outside suggested patio doors from bedroom 1. No 9 needs a bath not just a shower as it is a family house suggested changing utility room to the bath room and moving the utility room, also needs an upstairs toilet.
* Davie will handle the deadlines etc and liaise with Shane. Tenders can be for all the works or house 1 or 2.
* Tenders must come through Shane with no contact with any trust board member.
* Letters have gone out to the 5 people who also offered land/ Houses advising them that we are only looking to buy land or houses in the village during phase one.
1. **Finance. –** Davie has sent the financial statement for January through by e-mail (see attached.) and talked us through it.
2. **Policy reviews –** VAO are going to do them.
3. **Development Plan** – Update,
* Surveys have gone out in Shapinsay Sound.
* Community Engagement Day is on Wednesday 26th February in the Boathouse from 3:30pm -5 pm and 6pm – 8pm. They will also be at the school with the children from 1:30.
1. **Transport OOH/ EV statistics** as J B & Adrian are not here we will hold this over to the next meeting.
2. **Wellbeing Post**. Post is due to end in March we are still waiting to hear from funders, should be in by end of February. We will have enough funds to cover the role until the end of June 2020 (as not all the expenses budget has been used) and looking at whole of our budget we could possibly do another year.
3. **Correspondence**
* Surgery -Wanting help to pay for decoration of the surgery. (Letter attached) offer to donate £100.00 provided they get rest of the funds from the Shapinsay Community Council. Community Association and Medical Fund.
* Generator Bid- Had 1 so far but closing date is not until Friday 21st February.
* Laptops School – See attached No thank you we do not need them.
* PHD student (Camille Dressler) See attached , No thank you as no one is available as Adrian is away.
1. **SWAP -** How long do we wait for receipts? Driving lessons chase after 2 months. All others chase after 2 weeks.
2. **AOB –**
* E Bikes Looking very positive. They can’t fund children’s bikes but they are willing for us to buy extra 2 adult ones.
* Holiday cover for Eileen as Sue is away at same time. Rachel will do EV and Alison will cover in the boathouse so it can remain open.
* Ferry fares for Alison we will arrange for Alison to sign the book to use the ferry and we will pay on receipt of invoice from Orkney Ferries.
* Wall under hatch and by dishwasher is getting stained by spilt tea & coffee needs to be covered up by a splash back. Look at using ‘wet wall’ to cover the areas.
1. **Date of next meeting.** March 16th @ 6pm.

As Rachel is away ask Davie if he can do the minutes.