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

**Held at the Boathouse**

**Monday 16thMarch 2020at 18.00**

**Present –** Jean Coomber (JC), Richard Lawrence (RL), JB Bady(JB) & Adrian Bird (AB)

**In Attendance** – Davie Campbell (DC)

1. **Apologies.**Martyn Garrett (MG)
2. **Minutes of the meeting held** February17th 2020 were read and signed as a true record with one minor amendment.There was one omission regarding Field at Cotbrae within AOCB. Admin staff to update these prior to signing off.

Proposed Jean Coomber, 2nd Richard Lawrence.

1. **Declarations of Interest.**None
2. **Matters Arising.**

* **Scrap Metal Collection** – AB to call Orkney Aggregates this week to see how to progress.(**Post Meeting Update**: AB spoke to Orkney Aggregates and the price of scrap has decreased significantly and is not keen to send over a lorry currently. AB is in contact with local haulage firm who are extremely busy. (This will have to go on hold until after Covid-19.)
* **Ferry Tickets** – Rachel Chrin contacted Orkney Ferries on the 18th February to clarify what SDT can purchase in relation to tickets. Orkney ferries response was:

(a) SDT **can** purchase books between 10/20 tickets for SDTemployees.

(b) SDT **can** purchase books for SDT Vehicles with proof of V5s.

(c) SDT **cannot** purchase books for SDT Trustees/Directors

(d) SDT **can** purchase books for residents in 10s, 20s and 50s. The board are discussed how this would work and agreed to continue conversations on the best way forward. To be discussed at next month’s meeting.

* **Policy Review**– The full policy review is scheduled in for 11th April 2020. One policy that was brought up was the Fire policy around the boat house and alarms, equipment etc. It was agreed to contact Scott Garson regarding this for advice.
* **Island Defibrillators** – There is a collective meeting for all Island organisations scheduled for 31st March 2020 at 6pm at the Boathouse (**Post Meeting Update**: Meeting is postponed due to COVID-19 guidance, No future date as yet).

1. **Housing.**

* Shane Scott joined the meeting. He updated the board on the tender results with 4 contractors who submitted for ‘The Schoolhouse’ and 2 contractors submitting for ‘No.9 Balfour Village’. All tenders were discussed in detail along with the financial scenarios for the project. The board felt that a dedicated meeting to discuss the project with additional option appraisal and scrutiny was essential, which in turn would provide the best result for the community. Board members have to go into Lows with ID to complete governance around potential acquisition of properties).
* It was agreed to hold a Housing meeting for the board for Monday 23rd March 2020 at the boathouse to scrutinise and discuss further. (**Post Meeting Update**: Meeting was postponed due to COVID-19 guidance, Virtual meeting and governance options are currently being explored, implemented)
* Funding –Scottish Land Fund Stage 2 Applications deadline is Friday 20th March 2020 at 5pm (**Post Meeting Update**: Application was submitted Thursday 19th March 2020 at 2pm). Business Plan to be submitted by Friday 3rd April 2020.
* Islands Housing Fund – Agreement to submit application form by Friday 3rd April 2020. (**Post Meeting Update**: New agreement date of Friday 10th April 2020 due to COVID-19 disruptions.

1. **Smithy**

* DC to begin the Business Plan for G Christie at OIC for Mid April as the next scheduled OIC Committee meeting is currently scheduled for early May 2020 (Subject to Change).
* JC has been in regular contact with Andy Golightly from the North Islands Landscape Partnership regarding funding. AG has agreed to fund the survey work needed for potential renovation in the first instance.

1. **Finance**

* DC presented the February 2020 Management Accounts. The Accounts currently

Show a surplus of £23980.45. With March 2020 projected running costs, additional housing costs and auditor costs it was predicted that SDT would achieve a breakeven year position. The bank balance was healthy with funds regarding the BIGHIT project still held by funders which should be released in 2020/21. The 2020/21 budgets are currently being prepared using base 2020 base costs combined with additional projects what have been agreed such as wellbeing and carer projects on the island. Accounts are attached.

1. **Ebikes**

* Energy Saving Trust has confirmed SDT was successful in its funding application for a fleet of ebikes for Shapinsay. DC has contacted the supplier with the good news and they are currently working on the order with an estimated delivery time of Early to Mid April 2020.
* AB agreed to contact electrician and OIC regarding the proposed facility to store the bikes. (**Post Meeting Update**: AB spoke to the electrician who has promised a quote back by the end of March; OIC discussions are put on hold due to COVID-19. AB has agreed to store the bikes until a facility is finalised)

1. **Staffing statistics**

* The full annual review process is underway with the board, HR advisor and staff. It is agreed to have quarterly staff meetings for the chance to discuss operational issues on a regular basis. A full pay review was discussed and the board is in the process of communicating with staff.

1. **Development Plan**

* JC gave a verbal progress report from the consultant which stated they have had over 40 responses from the community with more coming in all the time. SDT will be presented with the findings at the end of March 2020. This will be communicated to the community through the newsletter and further communicated by a survey monkey.

1. **SWAP**

* 4 Applications were received for driving lessons from 4 residents and were all approved by the board.
* 1 application had been received from the School to contribute towards annual trips arranged by the School. This was approved but it was agreed more conversations were needed to see if there would still go ahead in the light of COVID-19 developments.

1. **Transport OOH/EV statistics**

* The above was received by the board in the form of historical monthly usage figures. As this was a good starting point it was agreed that more detail was needed to assist the board in future decision making. This should include breakdown of boat times, split between adult and children use etc which would give them more useful data. AB agreed to create a template to be used by staff to record this effectively.

1. **Wellbeing Post**

* SDT had finally received the good news that this project has been funded for another 2 years effective from 1st April 2020. The board felt that Shapinsay had benefited hugely from the project and agreed to fund an additional 7 hours per week which would increase the post to 21 hours per week. The board and staff involved were eager to start a new programme of work for the people of Shapinsay going forward and build on its success.

1. **Youth Drop In**

* A meeting took place between the board and the youth club to discuss issues, improvements that could be made and plans for the future. It was a successful meeting with both parties discussing and agreeing a process which included ongoing use of the boathouse, communication channels and security. It was agreed to reinstate a parent Rota to oversee the agreement and the board agreed to supply a list of emergency contacts.

1. **Correspondence**

* No Correspondence received.

1. **AOCB**

* **Gardening Contract** – A new 2 year tender is in the process of being prepared and will be advertised in the newsletter & face book page.
* **Website –** It was agreed to revisit this and create a Shapinsay website for the community. DC agreed to follow this up. This has been costed and is due to commence construction in the next few weeks
* **COVID-19 –** The board discussed the potential impact on the community and committee to react to any community concerns and support in any way they can. Ongoing communication with the community is vital

1. **Date of Next Meeting –** Monday 20th April 2020 at 6pm at Boathouse