**SDT Board meeting 23rd November 2020 7pm**

**Held at the Boathouse and on Zoom**

**Present:** Richard Lawrence, JB Bady, Jean Coomber

**Attending:** Davie Campbell, Stewart Leslie

**1: Apologies** – Martyn Garret

**2: Minutes of Last meeting** – These were proposed by JB, seconded by Richard.

**3: Declarations of Interest** – None

**4: Matters arising** – None

**5: Actions from last meeting** Richard ran through the actions from the last meeting and everything that needed done.

**6: Staff furlough** – As the scheme has been extended, the question was asked about extending furlough for all staff this could affect in the coming months. It was decided to extend it for the moment, and review at the next meeting.

**7: EV** – The Shapinsay Renewals Limited have proposed that they purchase 2 people carriers – one which would replace the bus and have wheelchair access, and one to replace the SDTs current EV. The accountant proposed that they then be leased to the Trust at a nominal cost of £5 per year, per vehicle.

A question was raised about who pays maintenance and insurance costs – Jean to find out from SRL. The Board agreed to SRLs proposal.

**8: Wellbeing** – Alison fed back to the board that she is working on a “pop up café”. The Shapinsay Kirk have given permission to use their building. They have all their risk assessments in place and Environmental Health are coming over on Thursday to asses it. There are 3 volunteers so far to help run it. Davie suggested that the Covid fund under spend could possibly have some of the funds diverted toward the project – Davie to talk to Chessa on Tuesday.

The board support the project in principle.

Alison is also working on a pop up Charity shop, she thinks there is a need on the island as there is a need to help people clear out unwanted belongings as it’s not easy to access the charity shops specific days that they are collecting and there is also a need to help people access goods due to poverty being an issue. She proposes the Smithy as a possible venue, but the building will need a risk assessment done on it first. The board also supported this idea in principle.

Alison is also doing a child protection course and a GDPR course – the board suggested they put someone on the Course – Lisa-Marie to talk to Alison about the possibility of joining her on the course.

The Darn Good Yarn Group knitted Poppies for Remembrance day and raised £105 for the Royal British Legion – this money was put together with the Schools collection.

Alison is now having weekly Zoom meetings with all the other Wellbeing coordinators . She would like to visit Sanday and asked the Trust if it she could claim the travel expenses.

14 Residents had contacted her for help and she was able to help each of them.

She raised the question about insurance for her vehicle for giving lifts to (for example) the shop or the Drs – the board agreed that they would not cover any extras on her insurance, but she could possibly use the EV for this purpose if lifts were necessary – board to talk to Laura Cromarty at the Council to see what transport regulations are at the moment and see if/when it would be possible to start up the car again. She also questioned whether she should/could be taking people into town for hospital appointments. – It was suggested she talk to Harry Johnston about whether this is part of her role as a wellbeing officer.

**\*\*POST MEETING UPDATE\*\*** Part of the under spend from SCF has been approved to be used to help with Pop-Up Café project.

**9: Connectivity** – Davie Fed back to the board that they meeting he’d attended on connectivity wasn’t really relevant to the isles.

There is an “Isles Specific” worskshop to be held in the coming months, which will be fed back through the Trust in due course.

**10: Housing** –The housing sub-group met a week previous and fed back that:

No9 is progressing well, there have been some issues discovered after the initial stripping back, but these should all be covered by the contingency fund.

Schoolhouse – It was discovered that the plans they were working from were from around 1960 something and all the boundaries are wrong. Lows are to look at the plans and possibly get new title deeds drawn up. It is now looking unlikely that this project will get started before Christmas.

A discussion was had around the lettings policy points system and the priorities, there is a split between the need to get new children in the school, particularly in p1-4 and the need to bring in skilled workers. Davie to try a few different scenarios with the current points system, to see how it will work in practice, and bring his findings to the next meeting.

Davie fed back that the OIC had deposited the £15,000 into our account for the difference in the price of the house – so it’s presumed at this point that the decision was made for it to be given to the SDT as a Grant toward the cost of the School house. This will be clarified later.

Davie applied for a grant of £25,000 towards the “Green” aspects of both buildings and is very hopeful that this grant will be awarded.

Davie to do an update for The Shapinsay Sound.

**\*\*POST MEETING UPDATE\*\*** The plans have been approved by the board and have been sent back to Lows. Next steps is to liaise with the OIC.

**11: Finance -** Davie went through the October 2020 (Month 7) accounts that he circulated to the board prior to the meeting and shared his screen. General Fund – The majority of the £185k has been received to date, the only monies not received was the 2nd instalment of lease money which was due to be received early Nov 2020. There was also a projected short fall in general donations and transport donations due to COVID and most services stood down. However this figure was low value. To date around £50k had been spent in relation to the £185k budget, many areas contributed to the current in year under spend such as furlough, and existing staff costs transferred to projects and many areas such as transport and SWAP grants that had not been temporarily stood down. There is a substantial under spend for the year projected which the board will have to decide the best way to use this money in the short and long term. Bank Balance at 31st October was £177k but would rise in November with 2021/2020 gift aid payment due to be received.

COVID SCF Fund. A £7800 claim has been submitted and would be released in Nov 2020. This left an approx £10k under spend on the project. Plans have been submitted to SCF on how SDT could use the under spend to benefit the community with short term community and COVID recovery activities. These proposals are due to be submitted early Nov 2020 with a quick response expected.

Wellbeing Project – The fund currently shows a £9k over spend. This is attributable to the April to Oct Salary and overhead costs of the projects. The first 2 quarter claims have been submitted and these claims will take the wellbeing ‘pay and claim’ project back into balance.

Housing Project – Out of the £540k income of the project approx £140k had been received to date which was the funding attached to No.9 and the project manager costs. The Schoolhouse funding is expected in December 2020, the OIC grant towards the schoolhouse is expected Nov 2020 and SDT’s commitment will be released as and when the spend occurs. We are awaiting a decision from Scottish Government around the funding application for the ‘green elements’ of the houses. If successful this could reduce SDT’s financial commitment considerably. The expenditure pattern is in line with the income with the schoolhouse purchases is the next large element of spending due. Regarding to work on No 9. The first valuation has been received, submitted and repaid with the second one due in November 2020.

**12 – Ebikes** – In Martyns absence, Richard fed back to the board that Martyn had met with Leslie Miller. Leslie indicated that the Council would carry out the works if SDT contributed the cost of their part.

Davie indicated that there may be funding available but that there was a short deadline, so a plan would need to be put together quickly. A long term lease would need to be acquired for the funders.

The board then questioned whether this would be the correct course of action and whether putting up a purpose built, possibly wooden, shed would be a better course, rather than upgrading a council owned property.

Davie checked his emails as the council had previously been approached about what planning permission would be needed to erect a small shed. He found that full planning permission would indeed be required and that SEPA would need to be approached as there may be a risk of coastal flooding.

Davie suggested someone speak to Billy Groundwater first and ask him to draw up a spec for it, he’s on Shapinsay next week.

In the mean time we need temporary storage for the bikes as we need to get them out of the School house garage before works commence. It was suggested that someone posts on the Facebook page to ask if anyone has shed space – or approach Ivan Hourston to see if he has the space to store them.

**\*\*POST MEETING UPDATE\*\*** Billy Groundwater on Shapinsay W/C 30.11.20, he will also liaise with SEPA and OIC to move the project forward.

The extra funding was secured and has to be spent by 16.3.21.

**13: Smithy**- There may be a possible plan for the Smithy to be transferred to the SDT for a nominal fee. There may be some Grants available to help with any renovations – More information would be needed for a business plan. The biggest expenses would be replacing the current heating system and replacing the current equipment to try and bring down the electricity costs to make a business more viable. The trust are still exploring other options and will continue to update at each stage.

**14: Transport** – Provider questioned the new fares – Board to get in touch with to discuss.

Books – Board and Manager to get together with Harvey to see how books are done.

The board asked Davie to do a projection for what the cost would be to the Trust if we made the service free to the public – Davie was able to provide the details right away, that it would cost the Trust around £50,000/year. Davie to look at projections for different price structures – Fares to be kept as they stand until Board has met with Provider and a possible public consultation.

**15: AGM** – It was suggested that we look at it in January, for a possible February AGM.

**16: Defibrillators** – A meeting was held back in March with various community groups, about community defibrillators. It wasdecided to look back into this again – Manager to check the computer for any files or emails relating to this and look into the possibility/cost of solar powered Defibs.

**17:SWAP applications** – David Bird - £300 for driving lessons – Approved

Shapinsay Parent council - £315 for printing of a new phonebook – Approved

Darren Muir – Driving lessons for trailer towing licence – Approved

All were successful.

**18: Correspondence** – None

**19: AOCB** – Anything for the Shapinsay sound needs to be sent in by the end of the week.

Stewart Leslie was co-opted onto the board – Welcome to the SDT Stewart!

Davie suggested that some board members put their electronic signatures on the system, to save time sending, printing, signing, scanning etc – Jean to be reminded of this when she gets home.

Doorbell – Alison asked for a doorbell at the front door as she has missed some clients who came to the wrong door and we can’t see that door from the office – The board approved.

Christmas decorations – Lisa-Marie questioned if there were any, to brighten up the office a bit – Richard brought what we have down from the attic.

**20: Date of next meeting** - Wednesday 16th December 6pm