Minutes of the board of Shapinsay Development Trust held on the 13th February 2023 in the Boathouse at 6.30pm.

**Present:** Ashley Boyd (AB), Simon Meason (SM) Adrian Bird (Abird), Stewart Leslie (SL), Graham Rendall (GR), Barry Moncrieff (BM).

**In Attendance**: Lisa-Marie Muir (LM), Davie Campbell (DC)

1. **Apologies** – Lenka Mellor
2. **Declarations of interest** – None
3. **Minutes of the meeting held on 9th January 2023:** GR proposed these to be a true and accurate record of the meeting, BM seconded.
4. **Action Log**: **Digger for School house drains** – LM Spoke to WRC who are coming out to take a look at the end of the month.

**No9 Issues** – Patersons have been out to take a look at heating, valve issues again, DMuir is going to dig up the drainage and sort at the back when the weather improves.

**Travel Grants** - LM has not yet spoken to SCC to find out what travel grants cover, but will do this before the next meeting.

**Marina** - LM spoke with Orkney Marinas, they suggested we set up a working group for Shapinsay Marinas and Orkney Marinas will help facilitate.

**B of S credit card** – BM or SM to spend an hour on the phone to complete the application.

**Pier Notice-boards** – Lenka was to sort, we haven’t had any update for a few months, DC to speak to NILPS.

1. **Finance** – DC ran through the latest figures and a projected budget for 2023-24. The board were in agreement with the projected budgeting.

DC put in application to the 3rd sector cost of living crisis fund – he is awaiting news.

1. **Smithy** – DC ran through a budget update – we are on target and within contingency to date. Concern was raised that we have no heard from SHAC recently, LM to write to let them know estimated completion and opening date to ensure they are going to be ready for opening on the 6th of May.

Discussion was had around staffing levels. LM to draw up some adverts for staff with an emphasis on management cover as well as cooking and waiting staff. Advertise for management/chef in the Orcadian, but part time waiting and bar staff locally.

Discussion was had around going VAT registered, but it was decided to run it for a year first to see if it needed to be VAT registered. Another bank account needs to be opened with an operating budget to start them off. LM ran through proposed changes to the operating plan, LM to submit to D Fairnie.

1. **Balfour Cottage** – DC ran through the project budget for purchase and feasibility. It’s thought the cost to the trust for this stage will be around £30,000.

DC shared 3 sets of plans on the big screen – discussions were had around the merits of each design. The board generally felt that plan 3 was the most suitable, but that the 5th chimney should be kept to remain in keeping with the current look of the outside of the building. DC to relay to Cindy. The over all projected cost of the project could be around £750k for renovation, DC requested that the board make a decision on how much SDT would contribute, and advised that the contribution coming might need to be around £150,000. The board agreed that as the SDT contribution to the project.

NEXT STEPS – DC to liaise with Cindy re plans, planning ASAP and building warrant, then work on tender process. Heating was discussed and the board stressed the importance of a heat recovery system as this was not included in phase 1 and issues have arisen with the buildings being so well insulated. It was suggested that air to water – underfloor heating was the best fit as it leaves walls clear of radiators, but that Marine grade or anti-corrosion heat pumps are required as they can be an eye sore and rust away in just a few years. Triple glazing to be used for energy efficiency and sound proofing.

1. **Standpretty** – DC ran through the projected budget for feasibility & land purchase. Feasibility needs to be completed for enterprise zone and grants claimed by the 17th of March. DC to ask Cindy to do a plan for one building which will include a charity shop& office spaces, this building should be adaptable and extendable.
2. **Appetite for risk** – The board discussed the appetite for risk and taking on more projects, for example if a house became available to the trust. The board felt that while we are under a lot of pressure with the big projects we have taken on, that we should always remain open to discussing any new opportunities that become available. LM to speak to OIC to get SDT on the empty homes register.
3. **Transport update** – Charles Ann II has been out of the water for most of January but is now back up and running, with thanks to Northerly Marine for running the service in the interim. LM pointed out that it had worked quite well running a service once a night for most nights during this period, so it is possibility to make savings during winter, but the hope is that once the Smithy is up and running, that the service will run at capacity more often.

Car Service – SRL have an opportunity to buy a new EV, it was suggested that we keep the two we have for trust use and make one available for hire. The board agreed that this would be a useful service and that it may be something for a new admin person to take over the organising of. ABird to discuss with SRL and go ahead if both boards are in agreement.

1. **Small project update** – **Wellbeing** – Alison continues to provide all her usual services – Piece Place, Play Piece, BALL group and one to ones and has been working with the warm hub team a fair bit. Once the Smithy is opened it is hoped Alison will have time to work on new projects such as a mens shed. The Wellbeing fund has also been donated £400 from the Orkney foodbank towards food for the portacabin, Alison to organise.

**The Warm hub** - is going really well and Esther has all the reporting up to date so that we can claim the grant on the 17th of March. Some things are really popular – especially the craft activities, and some things are less popular, but if it can make the difference to one person, it’s worth doing!

1. **Ebikes & Admin roles** – it was felt that the price of the bikes needs to be updated for the upcoming season – there were a few suggestions, but ultimately the board decided that a hire would be £15 during the Summer, regardless of duration of hire or where you live. LM to get new leaflets printed. Lots of discussion was had around options for hiring someone to deal with bike hires, but it was suggested that an app or some electronic way of booking, collecting and returning the bikes would be advantageous, DC had a quick search online and thinks it may not be too hard to do, LM to research. Mark Gleed is working on a bike maintenance course and hopes to further his training to do Ebike maintenance. LM suggested that he should be used as the maintenance person and clean and check over the bikes regularly in the Summer. The board agreed this would be useful.

**Admin role** – LM to work out what the admin person would be responsible for and advertise the role for 10 hours per week.

1. **Tenders: Garden contract** – LM to advertise the tender the same as last year but include the Smithy garden in the tender – both to be done fortnightly. Tender for 1 year.

**Window Tender** – Window cleaning tender is still valid for another year, look into adding the Smithy into next years.

**Car Valeting** – 1 year contract, tender for up to 3 cars – LM to advertise.

1. **AOB - New ebikes** will arrive this week, LM to do new contracts, LM would like to add a clause in that if you intend to move away from Shapinsay that you must return the bikes, it is to be stressed on the contracts that it is a HIRE AGREEMENT and that SDT still own the bikes.

LM Shared the turbine reports.

1. **Date of Next meeting** – March 13th 6.30pm in the Boathouse