Minutes of the Board of Shapinsay Development Trust held on the 1st of May 2023

**Present:** AshleyBoyd (AB), Lenka Mellor (LM) Graham Rendal (GR), Simon Meason (SM), Stewart Leslie (SR)

**In attendance:** David Campbell (DC), Lisa-Marie Muir (LMM)

1. **Apologies:** Adrian Bird, Barry Moncrieff
2. **Declarations of interest:** None
3. **Minutes of the meeting held on the 20th of March 2023**: LM proposed these to be a true and accurate account of the meeting, AB seconded.
4. **Action log:** **Logo** – LMM Liaised with a graphic designer and presented some logo options for the board to discuss. The board felt that the SDT logo fit the brief and was good to go, they felt that the Smithy options weren’t quite there yet. The brief was to try and incorporate part of SDTs new logo so there was some continuity across the branding. LMM to take the suggestions to the designer and see if we can get a logo finalised ASAP.

**Planters** – these have been purchased and delivered to the Boathouse, they now need filled. Stewart has some black earth he can take down to fill them. A budget will need to be set aside for plants to fill them.

**Pier notice boards** – LM spoke with NILPS, the new map is ready to go up, but they were willing to include a noticeboard in this installation. LM to go back to NILPS and let them know to go ahead.

**Standpretty surface drainage-** BM had done some initial inspections but could not come with any conclusion. GR to see if he can find out more, DC to continue to liaise with JTaylor & LMM to continue to try to get access to Scottish Water log in.

**Standpretty feasibility** – some discussion was had and it was concluded that a 36mx18m steel portal frame shed would be suitable. It should include 3-4 office spaces, a youth hub with a pool table etc as well as the charity shop.

**Travel Grants from SCC** – these were advertised in this weeks sound

**Balfour Cottage** – there is a slight delay in getting planning applied for due to a new clause in planning applications for bio-diversity to be included. Architect going to find out more.

**Staff appraisals** – these are to be done by LMM and AB on the 19th of May.

**Ebike bookings** – The free trial of the new software has been started, it will be integrated into the website once we have paid for it.

**Credit card** – SL has been working on getting this set up, but is finding it hard to do as they need so much information and it’s very time consuming. He has given them the details they need for the next stage, so hopefully it won’t take much longer.

**Coffee machine** has been ordered and they have offered to buy the old one for £400 – LMM to inform them that we would like to take up that offer.

1. **Finance** – DC shared the March Management accounts - DC to subscribe to new software for managing the accounts.
2. **Companies house suggested changes –** OSCR have been in touch to propose a change to the wording in the M&S that contains a purpose which is not charitable within charity law. They suggest changing “To promote Shapinsay trade and industry for the benefit of the community and general public” to “The advancement of community development (including rural re-generation). This is to be taken to the members at the AGM.
3. **Project updates:** Smithy is on track, a site visit was had by the directors this evening so they could be up to date with progress and ask any questions they had. The hope is to open on week beginning the 22nd with a soft opening, and a official opening on the 27th. This is subject to building warrant inspection. LM gave an update of where things are with SHAC and some visuals of what will be going in when they open.

Keys – it was suggested that upstairs use a keybox rather than get lots of keys cut for members, the plan is to get keys boxes for the front door and the café door too, to prevent keys being in circulation.

LM stated that a copy of each of the interpretation boards would be going in plexi glass frames in the portacabin and that if any information needed to be added, it could be added with that.

SDT have been offered first refusal on the sale of a house, the board had a look around it earlier and it was decided to pursue the feasibility of it initially, while also entering into discussions with the owner.

1. **Transport** – As the costs of running the out of hours have increased, discussions were had around the viability and sustainability of continuing to run the service in its current capacity. It was felt around the table that cut backs needed to be made in order to continue the service. While nobody wants to make any drastic changes, drastic cuts are needed to ensure the service can continue. The discussion concluded in the following decisions: The morning services would be cut altogether, LMM to speak with SCC and councillors about the option of introducing a 7.30 sailing on a Saturday and a 9am on a Sunday all year round.

The evening sailings would drop to one run per day at 9pm for the first run from Monday to Thursday and at 11pm for the first run on a Saturday (these times will be reviewed when the first run leaves Shapinsay). During the Summer, there will be no sailings offered on a Sunday.

SWAP grants will help to fund overnight stays for anyone stuck in after the Northlink sailing, up to a maximum of 4 times per year.

LMM to draft an announcement to put out to the public and inform Coordinator & service provider.

Car service – The white EV is to be made available for self drive hire – LMM to speak with ABird when he gets back to find out when this will start.

1. **SWAP** – 2 swaps for E Chaney for highland Dancing £44.52 and run jump and throw classes £38.10 – these were approved
2. **Small projects update** – Wellbeing – Alison has handed in her notice for the role of Wellbeing coordinator. The Board discussed the future of the project and decided to go ahead and advertise the role for a 2 day a week position. LMM to liaise with team leaders and advertise the position.
3. **AOB/Correspondence:** 2 letters were received, one requesting the use of the cars for 10 people doing tours. LMM to respond that this is possible but there would be a charge to cover drivers time. The second letter was requesting natural light, kitchen space etc in the planned office/studio spaces. LMM to write back to thank them for their suggestions, which will be taken on board.
4. **Date of next meeting: 12th** June 6.30pm