**Minutes of the Board of Shapinsay Development Trust held on the 20th of March 2023**

**Present**: Ashley Boyd (AB) Barry Moncrieff (BM) and Lenka Mellor (LM)

In attendance David Campbell (DC) and Lisa-Marie Muir (LMM)

1. **Apologies:** Adrian Bird, Graham Rendall, Stewart Leslie, Simon Meason
2. **Declarations of interest:** Lenka - SWAPS
3. **Minutes if the meeting held on 13th of February -** AB proposed these to be a true and accurate record of the meeting, BM seconded this.
4. **Action log** Digger work is complete at the The School House. No9s internal issues are sorted, but drainage at the back to be sorted late spring. LMM hasn’t heard back from SCC around travel grants. Staff adverts were placed, interviews to be done ASAP. AB, ABird and DC to conduct. Tenders were completed and in. LMM has not yet registered with empty homes scheme. Ebooking app – LMM to find out more. New ebikes are all out.
5. **Finances -** DC shared the financial report, he is hoping by next month to be able to provide a more detailed breakdown once staff spreadsheets etc come in for equals/petty cash. DC also suggested that computer software would make his and the accountant’s life much easier as the finances are getting more complicated it’s becoming harder to manage via various spreadsheets, DC to look into Sage etc for next meeting.
6. **Smithy** – **Budget** – DC ran through the budget so far, what’s been spent, the extras that are yet to be priced such as a new pane of glass, cladding the pillar, changes to fire doors, painting the stairs, flooring the attic, repairing the guttering and putting new chips in the parking area to give a cleaner drier parking area. NILPS may have a budget underspend that could be allocated to some of the above. LM asked when SHAC would be able to start getting things delivered to the Smithy. LMM said she’d asked the builder to ensure that upstairs was completed first so that SHAC could begin getting their displays etc ready ASAP, this will hopefully be around the 20th of April. LM updated what stage SHAC are at, they are working on having a lot of “tech”, some of it may not be ready for the opening, but they are hoping to have a good display to open with, including displays up each side of the stairs.

**Logo** – LMM suggested that the Smithy needs a logo and got prices from 2 local companies – this is quite short notice, but it’s hopeful they could complete in the timeline, while we are creating a logo for the Smithy, she suggested now would be a good time (it’s cheaper to do two together than separately) to do a new logo for the trust, to give a fresh new brand that represents how we have evolved as a company, with both logos tying in to show that both are owned by the Trust. The board were in agreement, DC suggested he knew someone who us good with graphics and could do some conceptual drawings that we could either use or use as a basis to go to the graphic designers with, hopefully saving time and money. DC to proceed, LMM to give him the guidance for the designer.

**Planters** – AB had seen some whisky barrels advertised and thought we should get some as planters for the Smithy and Boathouse. He then saw some that were advertised locally as planters, DC offered to organise as he is in contact with the seller already. DC to book, BM might pick them up with his van and trailer.

**Door** – LMM emailed the board re the Smithy door colour, as nobody replied and the sub-group and AB all agreed black, LM told the contractors to go with black as the insides are grey so creates a contrast.

1. **Balfour Cottages** – has now changed hands and locks all changed. DC shared the latest drawings from the architect with the house split into 3 with 4 chimneys to balance everything out. She had the below questions:

Do we want a timber fence between properties and post& wire on the boundary – this was agreed by the board

**Surface water** - where would this go? – it was suggested there is a big ditch at the opposite side of the road, it should go into there – DC to arrange speaking with the landowner

**Roof -** Would plain, mini stone walled tiles be good for the roof – yes

**Windows** - 3 options for windows, top opening, tilt & turn, or half & half – it was felt half and half with asticles for aesthetics would be best on the front

**Window colour** – UPVC white

**Doors – Grey glazed** – possibly obscured glass

**Externa wall finish** –– suggested white but with K-rend – but Take advice.

**Heat pumps** – it was felt air to water would be best

**Heat Recover/mechanical ventilation** – it was felt that if we can afford it, this should be included as in winter houses can be very tight, and you can’t always rely on tenants to open windows

**Garden access**- in the plans looks fine, but include left hand patch behind garage in the left hand house as there will be no permanent residents in the garage area. Remove the water tank to the right hand side for digger access

**Next steps** – building warrant to be applied for, along with planning permission next month. DC to arrange contact with Scottish water to investigate sewerage options.

1. **Standpretty** – a second suggested plan was shown to the board, created by the urban planner with suggestions on how to maximise the space and save money. The board felt that the original plan was better, but could see why it had been suggested this way. It was felt that while having the houses on the top left would be good for views, that the tourist area needed to be kept in the bottom right, but the garden could be in the middle at the bottom. DC to suggest urban planner and architect come out for a site visit to see site elevations. DC to arrange contact with Scottish water to investigate sewerage options.
2. **Staff Appraisals** - LMM needs someone to help with staff appraisals within the next couple of weeks. It was suggested to ask Adrian, if not AB will help out.

Interviews – Admin post, AB and DC to conduct interviews, with possibly one more director.

LM to seek advice before conducting manager interviews. They need to be arranged in the next week or two.

1. **SWAPS** – Mellor – swimming lessons £85.05

CJ Battye - £696 for Sea faring qualifications

SCA £1500 to cover fees for the next financial year

1. **Small project update** - **Wellbeing**

Piece Place is continuing to run fortnightly with the lunch part well supported and families enjoying coming after school time for refreshments and to play board games etc. It’s a pleasant atmosphere and get the impression folk are enjoying having a meeting place in the warmth and dry. I have one more planned for March, two for April and then will bring it to a close when the smithy café reopens in May if the board are happy for this be the case to cover my time?

Active Movers is a gentle, all-inclusive exercise session aimed at the sixty years plus. The class is live streamed from the Harray hall to the big screen in the community centre by a trained instructor. My role is to facilitate and provide the equipment (Pilates balls and stretch-bands) which we have already. The attendees enjoy a cuppa and blether afterwards so are benefiting from the physical as well as the social aspect. Shapinsay offering to trial live streaming in a community hall has led the way for other islands to hopefully follow suit.

BALL group was run alongside the warm hub where we were offering a physical activity as well as other activities such as crafts, quiz etc. Unfortunately numbers have been very low for this winter so it may be time to clue up the group or have a rebranding in the winter months. Our coordinator from VAO, for BALL groups funding is finishing in April but as we are a constituted group can run independently. I intend to send a questionnaire to attendees to see if we can get feedback from them to see what the future for the group is.

Warm hub facilitated the successful rejuvenation of ‘Darn good Yarn’ craft group. This hadn’t met since pre Covid. Darn good Yarn met fortnightly on Saturdays during the winter months and had good numbers attending but the usual problem know is no one wants to be a keyholder and responsible for the continued running of the group.

After speaking with Orkney Foodbank they have deposited £400 into the SDT account for use for purchasing food for the portacabin between now and the end of April. This food is left on trust that those in ‘need’ come and take what they need. The difficulty is monitoring it and it is purely done on trust. The goods from the portacabin are currently in storage in the village and will be reinstated when new portacabin is ready

The monthly donator of the money to be used to support residents to purchase electricity etc has informed me they will continue with the donations in March and April included. The money has been used for electricity, gas, logs, coal etc. I have account records for this.

I continue to have engagement with various services through my role for eg NHS Orkney ageing well project, social services, crossroads, Age Scotland, Orkney Foodbank etc

One to one visits and some of the problems/issues that come to light continue to keep me busy.

As a result of the ‘family learning’ session which were run in November/December this has led to a good relationship with the Early Years team from OIC and they are continuing to offer a monthly Bookbug (stories and rhymes) for children and carers on Shapinsay. Its appreciated when others come to our island and we’re not always expected to go to town for activities.

Warmhub – this has now come to an end, thank you to Esther, Chris and Ella for doing a fantastic job of running it. It’s been a great learning experience and we hope to be able to continue some of the projects next winter in the Smithy and in the hall if volunteers will take things on.

Youth – The youth project funded by NILPS will come to an end around the end of the Summer term. LMM to meet with lottery funders on Friday to see how it could be funded going forward. LMM met with the youth club last week to see what they would like to see happen; most were happy for it to continue as is. Maybe look at expanding the project to younger children.

1. **Tenders** – One tender received for car valeting, the contract was awarded to J Phillips

Garden – Two tenders were received – the contract was awarded to A Summerfield

LMM to inform.

1. **AOB** – Coffee machine – LMM met with the Orkney roastery people to get the coffee machine looked at. He said while it’s a “cute wee machine” it will be slow and although it’s not seen much use, because of its age, he could not guarantee its longevity or how often it would need serviced. She asked him what machine he would recommend as there is a small budget set aside to replace it. He recommended a machine and grinder around the £3500 mark and would make coffee much faster that would only need serviced once a year, or he could also recommend a budget model which would be good, but would need serviced a little more regularly. The board felt that while there is a budget through grant funding, we should get a new machine and that getting one that would be more cost effective in the long run would be a better option. It will however, take up more room!
2. **Date of next meeting** – 24th of April 6.30pm