Shapinsay Development Trust Meeting

January 25th 6pm

At the Boathouse and on Zoom

Present: Richard Lawrence, Jean Coomber, Stewart Leslie, JB Bady

Attending: Davie Campbell

1. **Apologies**: Martyn Garret
2. **Declarations of Interest**: None
3. **Matters Arising**: Jean is still trying to find out what the guidelines are to get the car up and running, but suggests we speak to the Turbine Manager about getting screens fitted into the new vehicles. SRL have been informed that Martyn will sit on their board.
4. **AGM**: The date was set for Monday the 22nd of February. This will have to be held on Zoom. It needs to be advertised in this month’s sound.

Davie to set up Zoom meeting and send to Lisa-Marie to send out to anyone wishing to attend.

Davie will do a quick accounts update. The full accounts overview will be on companies house website for anyone who wishes to see them.

1. **Financial report**: Davie shared the December accounts for the board to see. Almost all expected income has been received. Expenses are less because there has been less happening and some staff have been on furlough.

Davie to create a projected budget to include maintenance for houses.

The money for the pop up charity shop will need to be spent by March.

The Money for the School house has now been transferred and SDT have taken ownership.

1. **Website**: Discussions were had about the General layout etc. The Board felt the front page should be less about the Trust and more about the Island, but otherwise were happy with how it looked so far. Lisa-Marie to contact Heilendi to see if they would like a page that they can keep updated.
2. **EV’s:** Discussions were had around the draft agreement, concerns were raised about the wording regarding SRLs own use of the EV’s and whether their own use would take priority over SDT’s – wording and use to be checked on. It was also felt that where it says about reporting incidents and accidents, there would need to be a specific timeline where this was reported. A copy of the insurance is needed to see if there are any specific requirements which need to be met.

Lisa-Marie to look out the Lease for the Nissan Leaf to see what stipulations are in it.

Planning is being sought to change the carpark, the Council are going to combine it with the planning for the e-bike shed as it’s all one area.

There had been some discussion around whether the new parking area would be gravel or tarmac, but it was pointed out that if a disabled person had an electric car, they need to be able to get out of the car easily and tarmac was the only realistic option. If necessary, a duct could be put under it to allow cables to be run for the charging point.

1. **Housing**: Richard gave an update – Billy Groundwater, project manager had given an update at the previous Housing sub-group meeting, No 9. is making good progress, Plasterboard almost all fitted, plumber has been fitting heating pipes, hardwood windows are in, there was a delay with the PVCu windows, but should be in the next few weeks. Kitchen and white goods are ready to be fitted. Shane Scott is working on getting planning for the Larch boarding.

SG Bews has put in a price for picking and pointing. This is to go to the full board for approval.

School house – SDT took ownership on Friday 15th and work began on Tuesday 19th January. The insulation has been upgraded from the original spec as it was felt that it had been inadequate, also the floor was to be taken up and dpc put down and insulation put under the floor. The board had some discussion about whether to upgrade the windows and heating, but it was felt that double glazing and air to water heating were adequate.

The Rental Policy points system needs to be approved by the full board before going out for public consultation, but is awaiting approval from the council as to the legalities, before going to the board. Davie to chase Council.

There may be some funding available for Phase 2, there may be a mandate after the applications for Phase 1 are in, once we see who, and how many, applied.

SG Bews has given a price for picking and pointing the front of No9.The board felt they should delay the decision on whether to do this job, till they see what the final prices for both projects are.

A rental price for both properties needs to be agreed. Davie referred to the business plan where he had looked at rent in the area at the time and priced accordingly – decision to be made nearer the time.

1. **E-bikes:** Planning permission is being sought for a 3mx 30m shed. A tender notice will go out to local builders as soon as possible and the work needs to be completed by March.
2. **OOH Service:** Discussions were had around fares, retainer and how these are worked out. The board looked at the most recent bills and figures, but decided that the best way to decide on possible future price structures, was to look at 2019/20’s books as last years are not a normal year. Lisa-Marie to get figures from Transport Manager and bring to board.
3. **Hydrogen Update:** Jean gave an update on the hydrogen project, the curren project is due to end in May 22, the board will have to take a decision at a later date whether to continue the project.
4. **Wellbeing:** The pop up café is doing well and feedback has been good. Feedback from the Christmas parcels and gifts was also really positive. Charity shop – the pop up charity shop isn’t quite so straight forward. In the absence of a suitable property, a container or portacabin is being sought, but planning permission might be an issue, regarding the change of use, even if it’s only temporary. Alison to get a price for a specific container and find out if planning permission will be necessary.
5. **Smithy:** A conversation needs to be had with the shop about their future café plans as that could put a stop to SDT doing a café. Lisa-Marie to draft a letter to Thomas Sinclair.
6. **SWAP Applications:** One application from the Primary School for funding toward outdoor education in the absence of trips this year. The application was approved.
7. **Kickstart:** There has been little response to the Development Trust Scotland application, so it was decided that we’d also apply through the councils bid, to see if it is more successful. Lisa-Marie has drafted a job description so that if we get the go ahead, we are ready to go.
8. **Office and IT**: Davie has priced the following:

For Office A laptop and dock with twin screens

For Transport a small hard-drive or a laptop with dock and twin screens

For Wellbeing – a Dock and twin screens to work with her existing laptop.

For the big TV – a small computer.

Davie applied for a digital boost grant to cover this and website creation.

It was decided that all staff should, given the current situation, have flexibility and therefore, all staff should have laptops with a dock. The board approved purchase of the above, even if the grant application is unsuccessful

Davie suggested that the best way to future proof was to pay an annual sum and get either Drop-box or Google Cloud and store everything on the cloud, and allowing access to certain members, so that if anything was to happen, we all know how we can access information. He also suggested creating an “idiots guide” to our jobs, so that in the event of absence, someone could step into our roles without too much complication.

Office Re-shuffle – Lisa-Marie suggested using the board room as an office as that would fit 2 desks in, allowing a desk that either Transport or E-bike coordinators could use. That would leave the main room clear for meetings and events. The board approved and suggested putting a lock on the double doors.

It was suggested a new lease be drawn up for the Office agreement with SRL if a copy cannot be found, this would help us to know what agreement was in place. It was suggested that SRL also use the boardroom space and that way confidential information in the main office could be locked away.

Garden maintenance contract – Lisa-Marie created a tender, this will go in the Shapinsay sound this month.

Printer – Lisa-Marie got 2 prices for a Brother Laser printer – the board decided to go ahead with a laser printer, and to buy local – Lisa-Marie to arrange with Orkney Office Supplies.

Defibrillator Batteries – these have expired and need replaced, Lisa-Marie got a price – the board approved buying 2 new batteries

.17- Correspondence – none

AOB – Shapinsay sound – AGM information needs to go in it and a form about getting the Newsletter in digital format along with the news of the purchase of the schoolhouse and a condensed version of the quarterly accounts.

18.Date of next meeting – Monday 1st March 6pm