Minutes of Shapinsay Development Trust Board Meeting 01.03.21

Held at the Boathouse 18.00

**Present**: Jean Coomber, Richard Lawrence, JB Bady, Martyn Garrett, Stewart Leslie, Rachel Garson

In attendance via zoom – Davie Campbell

* Minutes of Meeting held on January 25th – Proposed by Richard, seconded by JB
* Minutes of Meeting held on February 16th – Proposed by Richard, seconded by JB
* Minutes of Meeting held on February 22nd – Proposed by Richard, seconded by JB
* **Declarations of interest**: None
* **Matters arising**: Screens for EVs, it was decided not to fit ones but to ask passengers to wear masks and use hand sanitiser.

SHAC want to know what space they will have on the website – Davie to find out more from Craig at the Orcadian.

Printer – is up and running

Computers – Orkney PC came out and fitted some, but has not been able to finish, Staff will finish the project

SRL Lease – no one has been able to find a copy of the lease agreement, if it cannot be found, we will find out what they need and draw up a new agreement and get the Key for the secure office back.

* **Board director roles and responsibilities:** The Chair ran through some of the roles and responsibilities of Board members, pointing them in the direction of the OSCR and Companies house website for the roles and responsibilities and the SDT Website for last years accounts. Members have been given handbooks and memorandum and articles.
* **Finance Report 21/22:** Davie ran through finances for February 2021 and the project spending for March. He then put forward his proposed budget for 2022 and asked the board to make decisions on allocating funds to certain aspects of it. He then proposed that the board should open up a savings account. He also suggested putting money in reserves for any future major repairs on cars or housing.
* **Housing update:** No9 is well on it’s way to be complete for the opening day.

The lettings policy is in the newsletter this month, any comments are to be in by next Wednesday to be brought to the housing subgroup on Monday the 15th

There is an underspend on No9, but due to changes required at the School House, there is an overspend, these almost cancel one another out. Davie was made aware that, due to 3 projects not being able to go ahead in other parts of the country, the funders had been in touch to say that if anyone had any covid related over-spends, to apply for extra funding. He has applied for an extra £10,000 and hopes to be successful, this would cover the increase in material prices due to Covid.

* **Smithy:** Billy Groundwater has done a survey on the Smithy and in the next 10 days should have: A Valuation of the Smithy as it stands,

A valuation including the cost of insulating and upgrading heating the building as a café/heritage centre and

A valuation including the cost of converting it to a house.

Davie did some rough calculations based on what grants are available, on what each option may cost the Trust, Housing would be a more expensive option, but would potentially bring in more revenue

* **Discussions following AGM:** suggestions Re housing/phase 2/SHAAC/NILPS/Café etc – The chair suggested setting up a subgroup to deal with all of the above, to see what direction the community suggested we should take. It was suggested we wait, see what the survey comes with, see what comes out of what went in the Shapinsay sound.
* **E-bikes:** Both Tenders had some changes made to their original prices, Contract B was chosen as the preferred option, Contractors will be informed tomorrow and the board will be made aware who the choice was after the Contractor has been informed. The last e-bike is ready for dispatch and will be with us soon.
* T**ransport**: Valeting – It was suggested, that as we now have 2 cars to regularly need cleaned, we put the valeting out to tender. Lisa-Marie to organise advertising of this. The Bus is ready for selling, Lisa-Marie has been in touch with the big lottery and they are happy for us to send an email to say what we will do with the funds and as long as we have a purpose, they are happy for us to keep it! Lisa-Marie to talk to Colin Greg about the possibility of him selling it on for us.
* **OHH:** some discussions were had around the figures provided.

The board decided, after feedback from the public, that they would like Anne, if she is willing, to keep on the Boat booking phone, a 2nd phone would be needed for when the cars are up and running again. (possibly tier 2). Lisa-Marie to organise an advert for a relief car driver.

* **Wellbeing:** The Piece Place funding runs out soon, but Davie is hopeful it may be able to continue for another few weeks with the current funding. The board is happy to fund it for a few more weeks, while covid restrictions remain, with the possibility of some of the funds going towards the running costs. The charity shop should be up and running in the next few weeks, the board will make a decision about the possibility of keeping it running, once they see how the initial few weeks go.

Digital Champions – There will hopefully be up to 6 Digital Champions who will volunteer their time to help the 6 people in receipt of a new ipad, to get to grips with the new technology. The board approved covering any mileage costs incurred in this project.

* **SWAP**: There was one application, but as we didn’t have the up to date scoring matrix, it was decided to circulate the application to the board members and also forward the scoring matrix, then the board would individually feed back to Lisa-Marie and a decision would be made this week.
* **Boathouse:** Staff update – furlough to continue. Living wage is increasing on the 1st of April to £9.50
* **AOCB:** Defibs – Lisa-Marie has been in touch with Martin Fagan again, he has responded with a few options, Lisa-Marie to send these out to the board, Davie suggested their should be funding to help with these options. To be revisited at the next board meeting.

**Cyber Security**: Jean attended a webinar on cyber security and found it very interesting, Davie to put together an application for a grant he was made aware of around the same time, for a cyber security package.

**Vertical growing** : It was suggested the community could have an anaerobic digester to deal with garden wasted and compost – Richard to circulate information

**Scrap Metal collection:** this has gone out in the Shapinsay sound this month, Lisa-Marie has spoken to Orkney Aggregates, they said to organise collection with B&F Kemp, we would pay him, they would then pay us for any scrap value which would help to offset the cost – Lisa-Marie to speak to Gorn re use of a digger.

* **Date of next meeting** – 29.03.21 6pm