Meeting of Shapinsay Development Trust 15.11.21

7pm at the Boathouse

**Present** – Rachel Garson, Adrian Bird, Barry Moncrieff, Simon Meason, Graham Rendall, Stewart Leslie

**1. Apologies**- Ashley Boyd, Helen Rhodes.

**2. Minutes of previous meetings** – Minutes of the meeting held on the 13th October – proposed by Lenka, seconded by Stewart

Minutes of the meeting held on the 21st September – Proposed by Stewart, seconded Rachel.

**3. Declarations of interest** – Lisa-Marie, Barry and Simon - ebikes – Auditors asked that we create a risk register. This is something that will be looked into going forward.

**4. Matters arising** – Library van – Community Council agreed to fund 1 library van visit, so we’ve been in touch with Orkney Library who have added one extra date in February and November so all the winter months are covered.

Lawnmower – Adrian looked into health and safety and insurances and says it is unviable to get a lawnmower and pay someone to use it, that we will need to keep putting it out to tender, but we could work a contract together between SRL and SDT in future? Possibility of looking into a robot mower for the boathouse land as it’s mostly flat, but we’d still need someone to strim.

Davie suggested a short-term and long-term action log so things don’t get missed off and forgotten

**5. Finance** – Davie ran through a finance update

**6. Project update** – Smithy – SLF application has been submitted, the business plan will follow in a few days. We should know results by the end of March at the latest. Davie shared the latest draft plans. Potential funders for the project are CDF for fixtures and fittings plus the outdoor space/parking, NILPS – Davie suggested looking for other funders to leave some of the NILPS money for other heritage projects – it has to be spent by March 2024. Sdt to try to think of other projects that could utilise the grant, possibly liaise with Community Council. Davie to look into what money is available. A Sub-group will need to be created in the near future as a condition of the grant, this will be more of a monitoring board than a decision making board.

Talking with the Community council and Community association about aspirations, creating some cohesion between the 3 groups will be a positive step forward.

Davie suggested the next step may be asset mapping, a plea could go out in the sound for anyone with any assets they would be willing to sell. A proactive approach of getting out there and talking to landowners to see if they have anything available might be more productive.

Garden project – Davie has approached the OIC about getting a price for the land at Helliar view for a non-development price. He is waiting on a response. There will be future discussions around ideas going forward.

Ebikes – There were 11 applications for 10 bikes, so the board members who didn’t have a declared interest in the Ebike commuter grant fund, had a discussion and decided to fund an extra bike so that all 11 people would receive a bike. Lisa-Marie to order an 11 bike and inform all recipients. A good news article in the sound will follow once bikes are on island.

Wellbeing – Alison sent through an update – Health walks are continuing on Tuesday afternoons if the weather is right.

Cast Affs continues to be well supported, but is no longer providing any funds for Charity as it just about covers overheads. It provides many benefits for locals, from a social space, to somewhere to get rid of things no longer wanted, to somewhere to buy cheap, affordable, second hand goods, as well as providing employment. Alison wondered what the next step should be as it fulfils all it’s original criteria, but no longer provides money to back out into the community. The board decided that SDT would fund the wage side, so that the takings could go back to community groups.

Darn good yarn – Craft group meets fortnightly in the Boathouse.

Piece place – This has started up again in the Clubrooms as a trial, to provide a safe space, on the island, for folk to meet, get out of the house and have a cuppa and a cake. Glynis has volunteered to help run it and Alison is running it with help from Alex if needed.

Alison is also supporting the lunch club, at the moment it’s with governance issues, but will be wherever needed.

Alison asked if there was a way that she could support struggling people or families, by applying for swaps on their behalf for things like heating, food, bedding, clothing etc. The board decided to set aside a pot of wellbeing money from the SWAP fund, of £1000, so that, where Alison felt it necessary, she could tap into those funds for folk in need.

**7. Delegation of power and responsibilities** – Davie and Lisa-Marie wondered what they have the authority to do, and what the priorities are going forward. Housing – speak to the young islanders to see what they want and need in the near future. Asset mapping is a priority – Lisa-Marie to start this asap.

**8. Training** – HIE have the form for the Board health check as most board members felt it would be a benefit. Lisa-Marie reminded those that haven’t filled it in, to fill in the form for Clare and VAO.

**9. Transport** – Most of the staff attended a manual handling course tailored to the car service, they brought the car in with them and it was highlighted that there is no grab handle in the blue car to enable people to pull themselves up into the back. Adrian said the car is due to go away for essential maintenance in around a weeks time, so he would ask them to fit a grab handle. A spinning disc was also suggested by the instructor, to enable less able people to manoeuvre in their seat more easily- the board suggested getting one for each car. They also suggested that for insurance purposes, a proper car step needs to be looked into.

Out of Hours boat – The board discussed flexibility of the out of hours and said flexibility should be encouraged where possible. The pricing structure and a complete overhaul of the whole transport system will need to be done in New year with a view to holding a public meeting in the spring time and a Shapinsay sound dedicated to Transport – need to speak to Harvey around different options in the future. Add to action log for early new year.

**10. Staff** - LM registering with Volunteer Scotland to get a PVG check for wellbeing. Living wage to go up to £9.90, the board decided to implement that right away. LM brought up that there had been to living wage rises since she started, meaning that there is very little difference between people with no responsibility and her mangers rate. LM left the room so the board could discuss a raise.

**11. SWAPS** – LM still out of the room – £370 SWAP for CDO/Wellbeing discussed, this was approved by the board to fund a party for the kgs bairns for Christmas time.

M Dunnett £312 SWAP application for accommodation and entry for national competition – some discussion was had around this as she has reached her maximum quota for accommodation for 2021, the £60 entry fee would qualify under training etc, but a decision needed to be made as to whether an exception could be made because of circumstances. It was decided that because they were representing not only Shapinsay and Orkney, but Scotland and a national competition, then an exception could be made, but that it’s a one off.

**12. AOB** – Car policies, some new policies need to be created around car usage when the transport review is done. Because of Covid, the rule is that no more than one household can use the car at one time unless consent has been sought beforehand.

A letter from OSCR was brought to the boards attention around governance and risk registers. This is something the board are aware of and have plans to implement in the near future.

No9 – the cost of painting and decorating after the first tenants left came to significantly more than the deposit – decision was that this is something that will have to be dealt with after every tenant leaves, and is just a cost that SDT will have to absorb. Davie suggested quarterly inspections be put in place for the first year after someone moves in. LM shared the press release for advertising for a family if anyone wanted to look at it.

**13. Date of next meeting** -16th of December 6.30pm for one hour, followed by a social get together between staff and board members at 7.30pm