**Meeting of the Shapinsay Development Trust**

**Boathouse and on Zoom – 21.02.22 - 7.30pm**

**Present** – Rachel Garson, Stewart Leslie, Simon Meason, Adrian Bird, Barry Moncrieff, Ashley Boyd, Lenka Mellor and Graham Rendall.

**1.Apologies** – None

**In attendance** – Lisa-Marie Muir, Davie Campbell

**2.Declarations of interest** – SWAP grant – Lisa-Marie

**3.Minutes of January 10th 2022 -** were proposed by Graham and seconded by Simon

**4.Risk Register** – Point 5 on the Risk Register – Risk – “Organisational Health and Safety Policies are not up to date/not aligned to current activity” “Organisations policies & Procedures are not up to date” “staff are not managed correctly” “staff are not trained and skilled appropriately in line with organisations activities/remit” – How will these risks be managed? LM Met with Nicolas Petrie from RBS Mentor scheme to go over their Health and Safety and their employment law online schemes and to find out what’s involved, what they can do for us and the price of setting up the procedures online. She then sent the information to the board to look at prior to the meeting. It was decided that given we are now employing more than 5 people, therefore we need to have a written health and safety policy for everything, we will trial this scheme for 12 months. It was also decided that it would be beneficial to take on the employment law service, with that they can check and re-write all contracts and job descriptions to ensure they are up to date, as well as provide legal cover and both provide elements of free training for staff members. The cost of this service is £91/month for the employment law and £49/m for the Health and Safety Compliance service, with a term of 12 months. The board unanimously agreed that we trial these services for a 12 month period. LM to contact RBS Mentors ASAP.

**5.Matters arising** **– Library van** – first trip was a success (albeit a very windy one). It has been paid for and claimed back from the Community Council.

**Robo-Mower** –was looked into but it was decided to try and put the grass cutting out to tender first.

**Action log** has been created and will be updated monthly

**Board training** was completed

**Spinning disc** was purchased

**Car step** – LM having trouble finding a step that meets safety standard – try Dial-a-bus etc

**Transport meeting** was held, public consultation was completed

**OOH info has been collated**, need to put it in a manageable format

**Ebike contracts** have all been updated

**The mental Health fund** has been applied for

LM Met with the **Community Council**, both are keen to have a closer working relationship going forward. LM also met with representatives from OIC, who are also keen to have a closer working relationship and have agreed to meet 6 monthly.

**Asset Mapping** – see projects

**Garden** – see projects

**Risk register** has been created and is being worked on,

**Young islanders** – see projects

**House inspections** – these are 6 monthly for the first year then yearly thereafter.

**Policies** – Transport – to be continued

**Social get together** for staff and board – LM suggested a barbecue once the weather improves.

**Transport information** was put in sound - more information to go into a new sound

**Update handbook** – to come under the RBS mentorship service.

**6.Financial update** – Davie shared a financial updated. It was suggested we do a push on the SWAP fund, let people know what types of SWAPS have been successful in the past and what kind of things we COULD cover. – To go in the Sound

**7.Project Updates** – **Smithy**: Davie shared a couple of projected budget options – 1 top spec option, 1 lower spec option. The board had to decide how much to self-finance, therefor how much to get in grants, and what spec option to go for. It was decided to delay work commencing till at least June to allow for a CDF application in late May/early June. It was decided to try and keep the SDT contributions to a minimum in case of going down the hub route in the next 5+ years. Davie to find out if he can get original spec for renovations around 2000 to see if the floor was insulated and whether it would need lifted and redone. Shapinsay Community Council would like to meet with some representatives from SDT to see what equipment/crockery etc we would like to keep with the building and what will need disposed of.

**Ebikes** – all but one have been collected, 4 have been paid in full, the rest are being paid in instalments.

**Housing** – There was a tight deadline for the Scottish land fund stage one process, so DC and LM pushed ahead and got it ready to go in for the 18th, RG approved it and it was sent away on the 18th. We should hear back from that in March.

Billy Groundwater has been arranged to come out and do valuations on various sites pending feasibility funding approval, hopefully mid-March. The first deadline for the Application to the council for the island fund is May, so there’s a push on to get everything lined up so we are ready to go by then.

**Asset Mapping** is almost complete, one or 2 more landowners to ask yet, then we need to ask the public what the preferred site is.

**Garden Project** – The council has apologised, because of changes in staffing, the site for the garden project hasn’t been looked at till now. They are going to send out a district valuer in the next couple of weeks to value the land as a “non-developmental” site.

**Youth** – LM is working with AM to do a youth consultation on the 4th of March. This will be run in 2 separate sessions to try and encourage more folk to come, one for S1-S4 age and one for S5, up to age 30. LM had a meeting with Katie Firth from NILPS and they are keen to try and tie in any funding they can with any heritage aspects of the youth project, so things like coasteering and looking at the landscape, birds etc, anything that would involve passing on skills – she suggested model boat building, but Lenka says the heritage are looking into doing this. It was suggested that part of the garden land could be used for a skate park.

**Wellbeing** – AM is continuing to run Cast Affs herself, and needs to know when to finish – it was suggested May for a June start on renovations. She also continues to run B.A.L.L group and the Piece Place. We have applied for a grant from the mental health fund to cover the cost of getting instructors out for B.A.L.L group and to employ someone for the Piece place to free up AM to concentrate on other wellbeing issues.

**Transport** – Davie shared the first findings from the Transport Survey, which on the whole were very positive. The feeling was, based on the results, there is no real need for a public meeting. The Board will meet with Harvey on the 1st as planned and come up with a plan of action going forward. The transport meeting should include updates on the car service if there’s time.

**8.Budget/Powers for CDO** – LM was unsure what was expected of her as CDO when it comes to reporting back on projects – does she ask first, then go ahead with small projects, or just report back to the board regularly about what she does? The board are quite happy with getting regular updates without asking permission regularly. The board also approved a budget of up to £250 per project without having to ask permission, anything over and above, come to the board to ask permission first.

**Correspondence** – There was a request from OREF (Orkney Renewable Energy Forum) for £50 for so the for a turbine kit so the school can enter a wind turbine competition being Developed with OREF for this year's science festival. The board unanimously approved. LM to contact OREF

A request from the Scottish Islands passport to be included in their passport and collect stamps at our destination with the option of donations to our charity – this was approved – LM to contact SIP

A letter was received from Tim Yeadell requesting any help that could be given to get his friend a house and a job on Shapinsay. LM responded that there was very little available on Shapinsay, but that they would keep them in mind.

**10. AOCB** – Meetings at the Boathouse – it was brought to the attention of a board member that SCA aren’t happy that groups are meeting at the Boathouse as it’s free, SDT agreed from the start that there would be no detriment to SCA, having another community building. He asked who is using the Boathouse. LM pointed out that 2 of the groups are meeting at the Boathouse because of the lack of tech equipment and wifi over at the Clubrooms, SDT helped apply for a grant to buy digital technology to do this, but as yet, it has not been purchased because of the lack of wifi at that end of the building, this is waiting on the council. Other than that there are only 2 other groups currently meeting at the Boathouse. It was suggested that they could apply for a SWAP grant to cover their hire costs, although this would mean becoming a constituted group with a bank account, this may put people off. It was then suggested, to keep things fair for ALL groups, why doesn’t SCA apply for a grant to cover ALL group hire costs, meaning that they could let the regular groups use their facilities for free. This would mean we could move all groups out of the Boathouse, meaning it could become purely an office space for working in, therefore, a safer work environment. LM to contact SCA to see if they would be interested in this option.

**SWAP** – LM left the room. Driving lessons go up in March to £33/lesson, so it was agreed that the Driving lesson cap would be increased to £330 to allow for 10 driving lessons. Kaidence Muir applied for 10 driving lessons, this was approved.

**11. Date of next meeting** – Tuesday the 1st of March, 6pm, with Harvey.