Minutes of the Board meeting on Tuesday 17th May 2022

Present – Ashley Boyd, Stewart Leslie, Adrian Bird, Barry Moncrieff, Graham Rendall, Lenka Mellor

In attendance – Lisa-Marie Muir, Davie Campbell via zoom

1. **Apologies** – Simon Meason
2. **Declarations of interest** – Barry – SWAP grant
3. **Minutes of meeting held** 19.04.22 – Proposed by Adrian and seconded by Barry.
4. **Matters arising** - To do list – LM to talk to community Association re youth project – planned for Wednesday night.

Guidelines have been given to Ann, meeting was had with Harvey and all changes have no been made public.

**Key for game on** – LM is going to get a keybox fitted to the shed with a code to be given to Game on group.

**Ebikes maintenance issues** – LM spoke to Barbara from the ebike Scotland – any maintenance required under warranty, speak to her first and they will send any parts required – brakes and gears are not covered under warranty. Hire bikes- one is in for maintenance, one is repaired, one is waiting to go.

1. **Financial update** – Davie shared Finances for the year so far and projected budget.
2. **Project updates**:

**Smithy** – The board met at the Smithy for a look around and had discussion about various aspects. LM met with Environmental health who had a few helpful suggestions – water behind the bar being the most important one. They also suggested if it is possible to keep all 3 toilets, that it is an advantage to have staff toilets. All existing equipment would need a good clean and service. Separate preparation surfaces are required for raw meat and veg to other food prep. Fridges would be better placed in the store room away from the main kitchen, with a small under counter fridge for food needed immediately. The sinks we have are huge and smaller would be a better use of space. CARES funding and CDF fund to be applied for in the next few weeks.

**Housing** - Davie shared update for feasibility and site servicing prices for 4 chosen sites – will have a fuller updated in 2 weeks. There were 51 responses to the Housing survey – mostly positive, most of them supporting SDT building homes. The possibility of doing serviced sites between housing projects was discussed. The plan is to have a firm picture of the next steps by the next meeting.

Camp sites were mentioned – Davie suggested the tourism infrastructure fund might be a possibility if we want to investigate this in future.

**Wellbeing** - update from Alison – Cast affs – one more load to get shipped to town and some furniture to move. Everything else has been emptied and all boxes, hangers, rails are stored in the Boathouse attics.

**Piece place** – continues to run fortnightly, AM asked if the board are happy to continue funding it – they said yes.

AM attended a first aid course.

**BALL group** continues to meet fortnightly, although numbers remain low. Support comes from a coordinator and VAO. We secured funding to employ someone to support running of it and Piece Place – advert needs to be created.

**One to one** **Support** – this continues with various households and there is now more involvement with other agencies such as Community link practitioner, ANP, NHS services etc

**Lunch club**- AM continues to give support at lunch club and finds it to be a benefit attending as it’s a point of contact and a way to pick up on needs or support required.

**Digital skills**- There were 4 digital skills sessions offered by a tech person, funded through VAO, 6 residents attended these sessions, many of them 2 or more times.

**Health walks** continue to run weekly, Julia Meason helps out as a walk leader, but it would be advantageous to find another volunteer.

Harry Johnson who was the project manager for the Wellbeing project, has now left his post, Ros Aitken is in post in the interim.

Cast Affs is the project people ask about most, folk are keen to get a premises to get it back up and running. Alison to look into portacabins again.

LM and AM gave a presentation at the “Partnership vs Pandemic” seminar – based on experiences from Cast Affs and Piece Place. Both attended the afternoon and evening sessions and found it interesting learning about other projects during lockdown.

Next area for concentration is Youth – Mental Health figures have changed from 1 in 10 suffering mental health issues pre lockdown to 1 in 6, which is potentially 4 or more in our little school.

**Garden** – no update from OIC

**Investing in communities**, still waiting for fund to open.

**Youth** – NILPS are willing to fund a coordinator to run projects for the youth that involve heritage elements – LM and AM to meet with school and SCA on Wednesday to discuss youth plans.

1. **Transport** – Coordinator to get a pay rise to reflect 7 day replies to messages and emails.

The changes have been made public, as predicted, not all were happy with the changes, LM made the board aware of some issues. This is being done on a trial basis and will be reviewed in a few months.

1. **SWAPS** – J Sosnowska - £600 towards citizenship.

SCA - £400 towards Jubilee celebrations

E Chaney - £27 towards swimming lessons

K Moncrieff - £330 towards driving lessons

All approved – LM to be given power to ok driving lessons without consulting board.

1. **Risk Register** – 2 potential risks were discussed with strategies to minimise these risks discussed – Risk 1 - Board induction process is not comprehensive – solutions – Create a board only handbook separate to staff handbook – LM to create. To include- Social media policy, confidentiality, engagement at meetings, declarations of interest, risk register to be kept up to date, roles and responsibilities, Grievance procedures, space to sign and agree at the end. Financial information – No board members who have been bankrupt etc. codes of conduct, expenses, equal opportunities.

Risk 2 - Staff are not managed correctly – Ensure Grievance procedure is in place. CDO/Manager has no line manager – Adrian to step into that role till the AGM. New handbooks to be given to staff. Staff appraisals to be kept up to date, ensure staff know how to raise issues and file grievances. Plan a staff and board get together to improve board staff communication and relationship.

10.**AOB** – Rachel stepped down as chair and as a director of the Trust last week – thank you Rachel for all her hard work on the board for the last 18 months and as chair for the last 7months.

Ashley was acting chair, he is willing to stay in place to create some continuity for board and staff till the AGM. The role of vice chair will be done on a rotational basis, as and when required. Davie to update companies house, LM to update HIE.

The issue of a shelter for tourists was brought up again – Lenka hasn’t heard back from NILPS about any possibly changes to the waiting room. The Shop now has their coffee machine up and running and has sandwiches for sale, so shelter is most important now. It was suggested that signage on the portacabin at the top of the pier would help people to know that it can be used as a waiting space and that updating the board at the top of the pier to have bullet points saying where you can find shelter, where you can find a sandwich, ice cream, shop opening hours, ebike hires etc would be helpful – Lenka to arrange.

**Roof ventilation** – Adrian suggested that the attic space gets damp and that ventilation is required, LM to speak to DG Muir about possibility of putting in some ventilation options and to put up the key box for the bike shed.

**Geo-tab car monitoring** – as reflex project is coming to an end, so does the data provision. There is an option for us to continue it for £11.50 a month. Adrian to look into dash cams and trackers before any decision is made and see if it will lower the insurance premiums.

LM and Adrian met with Reflex team before their project comes to an end, there may be some future projects in the pipeline re heat pumps, so just need to watch this space.

LM and DC attended a networking event hosted by co-housing Scotland, SDT had a table and board at it where we were able to show off our successful and future housing projects. DC attended a presentation in the evening where he did a 5 minute presentation on housing projects.

**Ebike hire person** – Alex has now left, we would like to wish him the best in his future career and thank him for his time with the trust. We now need someone to cover weekend hires, LM to try and cover weekday hires. LM to advertise for a weekend worker to be hired on retainer basis of £25 per day. This can be done on a job share basis or one individual. They will also need to clean the bikes at the weekends. Board members willing to cover some weekend hire in the short term where LM cannot cover.

Date of next meeting – 9th June 6.30pm