Minutes of a meeting of the Shapinsay Development Trust held on the 4th of July 2022 at the Boathouse

**Present:** Ashley Boyd, Adrian Bird, Lenka Mellor, Simon Meason, Stewart Leslie, Graham Rendall

**Attending:** David Campbell, Lisa-Marie Muir

1. **Apologies:** Barry Moncrieff
2. Declarations of interest – None
3. Minutes of meeting held on the 9th of June 22 – Simon Meason proposed these as an accurate representation of the meeting, this was seconded by Stewart
4. Matters arising – from the action log- DC will get more information on steel portal frame sheds once decision has been made on size etc. Interviews were held for the ebike caretaker and Christopher Diamond was appointed. Health walker volunteer was requested in this months sound. Paypal is now set up to receive donations. LM researched company credit cards, DC to apply for one through Bank of Scotland. Lenka contacted NILPS re portacabin at the top of the pier and maps and information boards should be installed soon. Both members of the public approached about the Smithy Sub-group have agreed to come on board, so the Smithy Sub-group will comprise of Barry/Simon, Graham, Lisa-Marie, Davie, Billy Groundwater, Colin and Ann. DC did some research into road and pavement prices for housing development, but needs more information on area before an accurate price can be obtained. LM not had opportunity to find out more about football goals, to go on next months action log. Project updates went into the Shapinsay Sound in July. LM signed Boathouse and No9 up for the Heat pump information, School house have signed themselves up. LM has trialled a cargo trailer on the ebikes and has a child seat to try too. LM has been in touch with 2 people about trialling ecargo bikes and hopes to have one for trial by end of Summer.

Housing feasibility first stage is complete. Cares funding will be applied for next month along with CDF.

1. **Financial update**: DC shared a financial update including all income and expenditure since last meeting.
2. **Project updates:** DC shared an update on the Smithy Project – 3 tenders registered an interest in the Smithy Project, one price was received in the allotted time. DC Shared the price with the board, he hopes to have grant funding to cover most of it. The contractor can start on the 1st of October and the hope is to have it completed by the end of February for a spring opening. The building warrant will be submitted tomorrow (5.7.22) and planning has been in for a few weeks now. GR wondered if there was a clause that would ensure that the project was complete in the allotted time frame, DC to find out. The board agreed to award the contract to the preferred contract, Billy Groundwater to inform tomorrow.

**Housing update** – DC shared a first draft of a couple of different options of site plans for the preferred site. Next step is to get a price for roads and paving before approaching the land owner. Discussions were had around where the road access would go and placement of houses as well as serviced sites.

The board have recently been made aware of a potential house that may come on the open market – LM to speak to owner.

**Wellbeing**: LM was made aware of an issue where the wellbeing coordinator was doing unpaid work, LM to discuss with AM to ensure there is adequate provision in place to ensure she is not giving up her time and not getting paid. AM to also keep receipts for out-of-pocket expenses.

**Youth:** LM shared the proposed job description and application form from NILPS for the youth worker position. The board approved these to go ahead, LM to edit to include logo etc.

Investing in communities: LM and DC have put in an application to ICF for funding for a youth worker for 3 years to be split between Shapinsay and Rousay, the application also include a Net Zero worker to be split between the 2 islands and both to collaborate to include youth in the focus for net zero, with inter-generational working, learning from the past to shape the future.

**Garden:** Davie has a meeting with OIC to discuss various issues, including the land that we would like to purchase for the garden project, hopefully we will have an update by the August meeting.

**Ebikes:** There has been a fair bit of interest in ebikes through the grant fund, LM to shape the application based on the demographic and needs of the people applying. LM has trialled a cargo trailer on the ebikes and AB has brought down a child seat to try. LM to enquire at the bike shop about selling the childs ebikes. LM has signed up for 2 trials of ecargo bikes and Magda has offered to come out and do a bit of a demonstration.

SWAPS – One SWAP came in between meetings for the Picnic Committee who asked for £700 toward their catering for the picnic this year, this was agreed via email after Barry, Graham and Simon declared an interest as committee members.

**9. Contracts, Handbooks, Staff update:** LM has gone over Christopher Diamonds contract, which is now signed. All contracts were approved by the board. AB discussed medicals to go on all drivers contracts as discussed with the Dr in St Margarets Hope. All staff are booked in on Wednesday for contract renewals and staff appraisals.

**10. Correspondence:** Sheila Garson sent a copy of a map to go on boards for tourists, this included grid references for places on Shapinsay, she would like any feedback by the 9th of July. The only feedback the board have to date is that the Defib at Newfield, although the grid reference is correct, is incorrect on the map as it should beat Newfield Cottage but it’s at Newfield on the map. Lenka also suggested that putting the puffins location on map would make it easier for people to find.

Mark Hull wrote to ask if Shapinsay Development Trust would be keen to undertake a Net Zero ready study with a student who would like to include it in her dissertation. The board agreed this would be a good opportunity.

**11. AOB:** LM has been working with Scottish Islands Passport to update the information on Shapinsay on their app, we will also receive a rubbing stamp soon.

LM has also been working with Jonathan Bennett and other development trusts towards a Climate festival.

LM had a visit with Karina and Francesca from HIE, they got a tour of the Smithy, the bike shed, the potential site and lunch at the Boathouse. Adrian joined them for most of it. HIE are going to work with LM/SDT to do a fair work review to help create a fair work policy as lots of grants will be looking for fair work policies going forward, we will be the first Orkney Trust to go through this process with them.

August Sound is usually a quiet one so LM is looking for anything that could go in it, Lenka suggested that SHAC could do an update and perhaps they could do a write up on the snorkelling. Shows will be advertised as well as the SDT AGM date.

Farmers Market, LM and AM met to plan a farmers market idea, it would be trialled on a small scale on the 20th of July instead of Piece Place. If it is a success it could be done again in September.

Lenka suggested that the downstairs of the Smithy could be used as an exhibition space to showcase artists.

Stewart questioned how things had gone with heating at number 9 – a valve was replaced, LM to touch base with D&H to check that the issue has been rectified.

Wellbeing – LM brought up the subject of a payrise with the new funding, with the changes in staff LM has been unable to get much clarification on the issue, DC will double check but thinks that it was a 1% rise and that it should be backdated to 1st April 22 as it hasn’t been implemented yet.

LM requested annual leave on Fridays in July, meaning the Boathouse will be closed on Fridays in July, LM to ask C Diamond to cover ebikes. Board agreed to boathouse being closed 1 day a week for July. LM also requested the Boathouse opening hours be changed to 9-1 instead of 10-2 – she’s here most days from 9-4 anyway, but it would allow flexibility to catch 1.30pm boat. Board agreed.

LM brought up that Ashley has stepped down from the Community Council so will step down from that co-opted role, he would like to remain working with the Trust, so Adrian proposed him to be co-opted onto the vacant seat on the board, Graham seconded this.

**11. Date of next meeting:** AGM was set for 3rd of October, Date of next meeting was set for 15th August at 6.30pm