Meeting of the board of the Shapinsay Development Trust in the Boathouse 08.09.22 6.30pm

Present: Ashley Boyd (Chair), Adrian Bird (AB), Stewart Leslie (SL), Simon Meason (SM), Graham Rendall (GR), Barry Moncrieff (BM)

Present: Davie Campbell (DC), Lisa-Marie Muir (LMM)

1. Apologies: Lenka Mellor (LM)
2. Declarations of interest – GR declared an interest in two SWAP applications

Dave Fairnie (DF) from Lows joined over Teams to discuss licensing details for the Smithy. He said that we need to declare on the plan where alcohol will be sold from, displayed and stored and what the capacity of the Café/restaurant will be. DC said that as far as he was aware, this had been included in the plans that were submitted to the council. DF recommended that we go ahead and pay the bill for the license this year as it’s much easier to go down the route of application for variation or transfer than it is to apply for a license from scratch. He also suggested taking a draft version of the plans to the licensing committee before applying for the transfer. He suggested getting a letter from Shapinsay Community Council regarding the transfer of license – LMM to action. DF to draft a letter of application for variation or transfer before he goes away. GR questioned whether the Garden was part of the license. DF thought it was and it should not pose a problem. DC asked about special licenses for events, DF stated that we need to be mindful that everything is run carefully off site. The Chair asked if license holder’s has to be on premises – DF stated that the answer is NO, but that all staff need to be made aware of rules of selling alcohol and that having a folder with rules etc for staff and recording staff training would be advisable. The Chair also suggested putting board members through personal license training; the board agreed that for continuity, this might be a good plan. DF left at this point.

1. Minutes of the lasts meeting – SM proposed these as a true and accurate account of the meeting held on the 15th of August, SL seconded this.
2. Matters arising – Gail Anderson requested a short meeting before the AGM, this was going to be set for tonight via Teams, but as she is away, it was thought it would be better for her to come out earlier on the day of the AGM, The Chair and whoever is available to meet with her at 4.30 – LMM to organise sandwiches etc

Smithy sub-group – a meeting of the group minus DC and Billy Groundwater, will meet at the Smithy on the 15th of September to discuss what to do with all the equipment and emptying the Smithy ready for renovations to commence,

Appointment of Youth Workers – LMM met with Katy Firth from NILPS on the 8th of September to conduct interviews – Leanne Bews and Jan Clark have been appointed and will begin training on Saturday the 17th.

LMM priced up Bosch Batteries for the ebikes to have spares – these come in at around £500-700.

Credit card – BM has begun the application process but needs a second signatory to sign in to the internet banking, SL has been unable to sign into his, so DC to organise two new set ups ASAP. The bank also needs a copy of the M&As, BM sorting.

Beach clean date is set for around the 15th, but depends on tide times – to be confirmed nearer the time.

The football goals have nets

EV insurance, AB says that because of GDPR, he cannot pass the insurance schedule round the board, but can allow them to see the parts that don’t have names and personal details on.

CDF funding has been applied for but there is a delay due to lack of capacity at the OIC to go ahead with a committee meeting to discuss the applications, this has now been pushed back a month, delaying the start of the Smithy project.

Risk register will need to be brought to the next meeting.

The e-bike service will be reviewed with the transport review – LMM suggested that the weekend service could stop now for the winter.

1. Financial report – DC shared an overview of the accounts to date
2. Project updates – Smithy: The council came back with 26 points on the building warrant, some small details, some larger details. They want us to install a toilet upstairs & change the hatch size as well as other changes. This will mean a slight increase in cost, so amendments will need to be made to the CDF application. These changes plus delays in CDF mean that we are now looking at a late spring completion rather than early spring. The OIC wanted clarity on whether we intend to install gas or electric cooking appliances – DC did some research with local restauranteurs and caterers and they all recommended for the size of our kitchen and number of covers, that electric would be sufficient and save time and money on fitting gas and having yearly checks – electric cooking is so much more efficient these days if you get the right equipment.

Housing – Cloustons sent draft plans – it was discussed that the priorities are – number 1 – housing and number 2 is the enterprise zone – there is a pot of money available that will cover up to £7000 of the feasibility of part of the project, so it was decided to start the feasibility for the enterprise zone first. DC questioned whether the board want to include paths round the site as there is pathway funding available, DC to look into this. It was also suggested that a small turbine could be installed on the site, but the board felt that this wouldn’t be the best with so much happening in the area and that more solar panels would be better.

DC has a meeting with some members of the OIC to discuss the proposed site to see if there are any immediate reasons why they would turn it down. SM suggested that if we plant bushes rather than trees, it makes it easier to change the site afterward.

It was suggested that we have a public meeting towards the end of the year once decisions have been finalised round the possible site and plans

DC liaised with RHF to find out if two housing projects could be done in tandem, it was felt that with our strong track record, that wouldn’t be an issue but we might need to skip phase one if we purchase a house, to speed things up. SL questioned the possibility of buying the additional land below the potential site, but the board felt that it was enough to fill what we are looking at currently, but that it could be explored at a later date.

A member of the public has offered to sell SDT their house. It was thought that this would be too good an opportunity to miss out on, so DC to ask Lows to send a letter of offer – dependent on funding, and to request to see the title deeds of the property.

Wellbeing – There is no formal update, but Alison and LMM were asked to help come up with ideas for some sort of warm hub, Alison thought an extension of Piece Place to include a soup kitchen might be an option – there is a £10,000 grant from the CLLD that could cover these costs, LMM to meet with Alison and the others to decide how best to approach this. It was questioned whether we could put part of the money towards some comfortable furniture. SM also pointed out that, as with all these things, it possibly wouldn’t be the people who need it that would come to use it, so a way round that needs to be found – home delivered meals was suggested. The Chair also suggested doing similar to THAW and giving out hot water bottles etc – it was suggested a better way would be for Alison to refer people to THAW. The Smithy would be a great venue for this ongoing, something to include for the future.

Youth – update in the matters arising that we have two new youth workers, next step is to sort PVG checks for both and get them contracts set up etc. We raised £524.56 at the farmers market for the Youth fund, on top of the £317.09 at the last one, so there is £800+ ready to go towards anything the children identify as a priority.

1. AGM – Gail Anderson is coming over to chair, The Chair will give the Chair’s update. AB suggested the following changes to the M&As.

No staff will be permitted on the board for 3 years after employment has ceased.

No director can stand for 3 years after a 6 year term, or 7 years combined in any 10 year period.

Members need to vote new directors on to SDT at the AGM, after being nominated and second, plus returning their application

SM suggested a revision to 12 months rather than 3 years for point one (this is to include SRL staff going forward) and the board felt that 1 year was plenty for point 2. All were happy with point 3

LMM to write to Community council and association to ask them to nominate a director.

1. Transport – LMM wanted to know what information is required for the transport review so she can start to pull that together for the end of October. As much raw data as possible is required.
2. Electrolyser Decommissioning – This process with start at the beginning of October – AB gave an update of what will happen at the site, the plan is to return it to its former state. It was felt that the public will question what the benefit to Shapinsay was of having the site on Shapinsay. It was discussed by the board and that Shapinsay can hold it’s head up and say that we were part of the pioneering process of providing data on how to produce hydrogen.
3. Staff – LMM stepped out of the room while the board discussed her appraisal and including pay review.
4. SWAPS –GR stepped out at this point - There were 2 SWAPS during the month, one from Hafsa Azam for driving lessons – LMM approved under delegated authority - £330, and other from Gavin Rendall – LMM approved under delegated authority £280. The Shapinsay Mens darts team requested £225 towards equipment and trophies – this was approved. GR stepped back in
5. Correspondence – a letter of complaint was received stating that because the Farmers market event had been missed off the online calendar, someone had missed out on the event – LMM replied that it had been on the announcements on the website, on radio Orkney, posters in the shop and boat and had been on Twitter and Facebook, but apologised for the missing information and has since spent a while filling in the diary with future events.

There was a request from GoCompare through the website, to include it’s MOT checker on our useful links – it was felt that this wasn’t locally relevant, so this link would not be included.

1. AOB – SL questioned what was happening about Christmas lights as SDT had agreed to part fund some lights for the village – LMM to find out what is happening.

School house drains – they had blocked drains – this happened right after they moved in and was sorted by the maintenance contractor, it happened again recently and the water authority came out to deal with it, they put a camera down the track and discovered the root cause – Tree roots from trees planted above the piping, are breaking through the joins in the clay pipes. Add this issue to the action log to be discussed in more detail at the first meeting after the AGM- the drains are clear mean time, so there is time deal with the issue as the trees die back for winter.

Robertsons came over and did a fire inspection and found the alarm in LMM’s office to be defective – LMM to get Barneys to replace.

1. Date of next meeting will be the AGM on the 3rd of October, LMM to get all AGM paperwork out by the 19th of September.