Minutes of the board of Shapinsay Development Trust held on the 21st of November 2022 in the Boathouse.

**Present**: Ashley Boyd, Barry Moncrieff, Stewart Leslie, Adrian Bird, Lenka Mellor.

**In attendance**: David Campbell, Lisa-Marie Muir

1. **Apologies**: Graham Rendall, Simon Meason (In Attendance for Transport Section Pre meeting)
2. **Declarations of interest** – none
3. Minutes of the last meeting: Stewart Proposed these to be a true and accurate record of the meeting held on 20.10.22, Adrian seconded.
4. Matters arising: LM went through the action log – **Drivers medicals** – these are underway with the last ones booked for early January.

**Ebike grant update**– They recommended awarding the grant, but had some questions first, LM awaiting feedback.

SLF application is in for Standpretty site as is formal offer and acceptance. **Public meeting** - was held and went well, 100% positive feedback.

**Personal licence** - LM Completed personal license training and her personal license has been applied for along with the premises license.

**Warmworks** – LM contacted and got leaflets and put information in the Shapinsay sound. They are keen to visit the isles in the spring.

**Child protection training** – Alison completed this and is now the designated Child protection officer for the trust.

**Pier notice boards** – Lenka to speak to NILPS to find out what is planned/could be done. LM to find out what’s happening about a new portacabin.

**Christmas lights** – SCC asked for funding towards Xmas lights, latest update is that it’s on hold as existing lights in Orkney all need connections upgraded before they can start on connections for new ones.

**Cares fund** – DC to apply this week.

**Risk register** – to go on January agenda

**Marinas** – LM emailed and had no response, but is aware the SCC are also chasing – LM to chase up again to find out if there are any plans for a Shapinsay pontoon (also upgrades to carparking)

Cars are to be fitted with trackers at their service in December.

Credit cards – on hold till SL gets his internet banking sorted – SL to go into bank ASAP

1. **Transport** – a meeting was had with the boat master. Boat charges to be reviewed at January meeting.
2. **Finance** – DC shared the latest financial update.
3. **Projects** – Application is in for the SLF for the purchase of the standpretty site with an expected response by the end of January.

Smithy – Building warrant has been held up, so work has not commenced as expected. DC mentioned a possible significant material price hike in January, so suggested we ask the contractor to purchase materials ahead of time if he has room for storage. DC to ask him to do this.

Housing – Maintenance contractor called in to one of the properties to deal with some damp and vermin issues, he wanted to check it was ok to go ahead with the work as it could be a couple of days work. LM to look into a purchasing a dehumidifier to loan them.

Balfour Cottage – News has been held back till the 8th of December.

School house sewage pipes – add to action log to look into early next year.

1. **Living wage:** The living wage foundation wrote to us in September updating the living wage from £9.90 to £10.90. Normally they give till March to implement, which is still the case, but they highly recommend not waiting. The board would like a full list of staff and rates of pay and will make a decision at the December meeting as they will do a full pay review instead of waiting till March.
2. **SWAPS**: none
3. **A.O.B:** DC shared an update on the EC audit we are in the process of – They visited last Monday, but due to the weather, they were unable to visit on Tuesday so worked remotely. We have been able to provide most of the information requested, we are now just waiting an update and further questions.

We received a letter from a member of the public asking to be mentored through the process of applying for grants for a community shed – LM to ask them to get in touch with Gail and VAO.

LMellor mentioned she was having issues with the charges for moving the SHAC inventory from the Smithy to it’s storage place up the island. She asked if the charges turned out to be correct, which she’s sure they are not, was there any help that SDT could provide. The board suggested she keep fighting it as she’s not alone in having issues, and usually they can be resolved.

1. **Date of next meeting:** It was suggested that we keep the next meeting to essential items only, keep it short, then invite the staff down for a small social gathering to thank them for their work this year. 2nd of December was suggested – LM to check with absent board members and staff that this date suits.