Minutes of the Board of Shapinsay Development Trust held in the Boathouse on the 5th of December 2022

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

**In attendance:** David Campbell(DC), Lisa-Marie Muir (LM)

1. **Apologies**: Lenka Mellor
2. **Declarations of interest:** Wages – LM, BM, SM
3. **Minutes of the meeting held on the 21.11.22**: ABird proposed these as a true and accurate account, BM seconded
4. **Project updates**: Smithy – DC updated with latest developments – we are still waiting on the building warrant. The Smithy sub-group met at the Smithy today. BM questioned plans for strap and lining, stating that because the floor had insulation and damp course, normally that would come a meter or more up the wall to prevent damp leeching in through the walls at floor level, as is evident on the floors existing, he asked if there were plans to prevent this. DC spoke with BG and he is going to discuss with the contractor the possibility of lifting the flags back from the wall to find the plastic and join plastic from there up the walls. Kitchen units and layout were discussed, the sub-group felt stainless steel was the best option for hygiene and wipe-ability. LM to look into. DC suggested that soft downlighters might be an idea for the sign and the doorway, SM suggested also under the stone steps as the street lights are a distance away. DC to find out from council if we can do this.

Sockets were also discussed – it was decided that there needs to be as many as possible.

Work should start this week.

Fire place was also discussed – a real fire would be hard to make work due to the nature of the chimney/flue and the angles involved, suggestions were - electric fire, a large tv with a fire app – which could also be used for football games etc if it was decided to pursue that, or an electric pizza oven.

Heating will be air to air – it was discussed whether it could be floor level heaters rather than face level. They would be placed around the window and bar areas.

**Balfour Cottage** – Press release to go out ready for Thursday morning. Cloustons are working on the drawings with decisions to be made at the January meeting so feasibility works can be completed by March.

**Standpretty** site – Decision to be made this week with a meeting with SLF on Friday to find out the result. Plans to be discussed at the January meeting as, again, feasibility needs to be completed by March.

BM suggested that it might be a plan to slow down a little so that work pressure doesn’t get to much for staff. DC said that the Smithy should be complete by the time work on Balfour Cottage starts and that Standpretty won’t get underway till March 24 at the earliest, so it should work out well timing-wise.

Feasibility for Standpretty site needs ideas firmed for enterprise zone by March.

It has been suggested that we take on an admin person/someone to take over ebike hires for part of the week in the spring time.

1. Living wage: LM and SM left the room, then BM left the room. It was decided not to back date pay changes, but to start them for the December pay. All wages are to be increased for all staff. LM to inform everyone of the changes.
2. Transport – OOH – Graphs and figures for the last year were shared with the board. Lots of discussion was had around possible changes and savings. SM proposed that Sunday evening sailing should change to 4.30 and 5pm to see if it improves its usage as it’s a long time between the last 2.15 sailing and the first OOH at 7pm, BM seconded this motion and all were in agreement. This change will take place in January.

The service will be continually monitored and reviews again in the Spring.

LM to ask SCC if they would see if we could get a later sailing on a Sunday as most felt that 10.30-2.15 wasn’t long enough for most folk and that 12-1.30 was certainly not long enough for anyone coming over.

LM to make an announcement with the change and let the public know we are “constantly reviewing the service to make it more efficient”

Ebike Grant – There were 15 names on the list, 3 had a bike in the household already so it was decided they would not get priority this time around but would be added to the list next time. It was decided after some discussion, that the fairest way to decide which 10 people receive a bike this time around was to draw names out of a hat. LM to inform the 10 that were chosen and let everyone else know that they will be considered in any future rounds. LM to order bikes ASAP and look at contracts again.

1. **A.O.B:** ABird said CES and the Community Power Organisation met last week and agreed a joint meeting format so will have a joint meeting with other boards to discuss re-energising turbines after April.

Warm hub – EC asked if we could have the car service at evenings and weekends for the hub. It was discussed how weekend services have never worked in the past and weren’t utilised, but if we run it purely for the hub and not have an on-demand service with a retainer being paid for drivers to be on call, then it is something we could try. LM to talk to drivers around availability. LM also asked if it would be possible to employ our relief cleaner to clean over at the hall after some of the bigger events as EC and AM find that this part of their job takes a lot of their time that could be better utilised. The board agreed that if we can shuffle around the grant money to cover the wages, that would be fine – LM to discuss with the cleaner.

AB met with the project manager of the island wellbeing project last week. She is keen to work with chairs or delegated other board members to form a steering group to ensure that Wellbeing coordinators are best supported and to start to look at funding streams to further the project. AB suggested that this role should be part of the chair role ongoing.

1. **Date of next meeting** – the next meeting with be a casual get together with staff and board on the 22nd of December at 7.30. The next official meeting of the board will be on January the 9th at 6.30pm