Minutes of a meeting of the Shapinsay Development Trust held on the 9th of May at 6.15pm

Including the Smithy Management team

Present: Ashley Boyd (AB), Barry Moncrieff(BM, Graham Rendall(GR), Adrian Bird(ABIRD)

In attendance: Lisa-Marie Muir(LM), Leanne Bews(LB), Mark Gleed(MG)

Apologies: Simon Meason, Stewart Leslie, Lenka Mellor, Davie Campbell, Claire Evans

1. The Smithy – the board met with the Smithy management team to go over some details for the Smithy including a look at the menu and prices. They explained their rationale behind their prices and the board were happy for them to go ahead with a trial for a few months to see how that works.

The team asked what autonomy they have over setting hours and staffing levels. The board felt that they can start with whatever they feel might be necessary and can always trim back if it’s too much. LB looked into working hours etc for under 18s and has discovered that each young worker needs a permit that needs to be signed by parents and their head teacher. LB to organise. Hours-wise, it was felt by the team that they will need to double up a fair bit in the beginning, especially until they get their summer staff, so it was agreed to put MGs contract up to full time as soon as the Smithy opens.

Bank account – they wondered what buying power they will have – LM says a bank account needs to be opened as soon as possible, but as it’s a charity, the only people that can go on the account are the directors, so as much as possible, accounts need to be created and things need to be paid monthly through the bank account. For other purchases, petty cash can be used and hopefully before long, there will be a credit card at the Boathouse that can be used.

The board requested that as much data as possible be kept on sales, custom etc. The till should be able to produce all that data and more.

MG has looked into Beer taps with Colin and requested to be able to purchase a beer tap from beer hawk for £728.75, the board agreed to the spend, MG to see if they do accounts or can we pay by BACS.

Internet – AB is chasing norsenet and we’re assured it will go in next week.

Phoneline – LM has tried to get a phoneline connected bute as the address wasn’t in the Royal mail database, she had to arrange that first and is now waiting on the phone company being able to access that. ABIRD suggested an internet based phoneline instead. MG to look into.

Opening day – the handover is going to be on the 20th as planned, but unfortunately due to a delay with electricians, the kitchen won’t be accessible a week earlier as hoped, which means we will have to delay the opening by a week, so we are now looking at the 2nd of June as opening date. The plan is to have the board and guests down in the week leading up to the opening and have a grand opening on the 2nd, with free food and drinks.

1. Logo – LM shared the new Smithy logo – the board were all happy with it, LM to email to let KK know we want to proceed and get the high quality images of both logos and get the new logos for the car ordered.
2. Transport – Out of hours service. There have been a few complaints about the changes and the way it was done. Each of these has been addressed, but it was felt that a letter to each household would be in order. LM shared the basis of a letter for the board to go over, they suggested a few small tweaks. LM to continue on the same vein, add a few more facts and figures and send to the board on Wednesday night for approval before printing Thursday, ready for posting on Friday.

There have been a few requests from the public for extra sailings to be laid on. Much discussion was had around the fairest way to do this without great additional cost. The decision was made to go charge £100 for any extra sailings, leaving SDT to cover £70. This would have to be met by however many passengers on board whether it be 2 or 10. SDT will advertise any extra sailings to encourage usage and will encourage the person booking to do the same. It is thought that another Development Trust in Orkney are looking into purchasing a boat for a similar service, LM to speak to them to find out what they’ve found so far.

1. Wellbeing – Alison leaves on the 26th – LM to organise a get together with coffee and cake for her and invite staff and board along. LM to organise a gift from the Trust – AB suggested a Smithy Voucher – the board decided £50 for long serving staff, £25 for young staff and shorter serving staff. Advertise the role in the Shapinsay sound for June, with a 3 week closing time. Also advertise in the Orcadian as it doesn’t need to be fulfilled by a Shapinsay person.