**Meeting of the board of the Shapinsay Development Trust held at the Smithy at 6.30pm on Monday the 4thSeptember 2023**

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

In Attendance – Davie Campbell (DC), Lisa-Marie Muir (LM)

1. **Apologies** – Stewart Leslie

The Board met at 6.30 at the Shapinsay Pier to meet a crew and boat from Rousay. The board were shown round the vessel. SDT are considering purchasing the vessel to put into service for the out of hours route.

After the look around, BM and AB were called away at short notice. The board remainder of the board decided to continue the meeting with 3 directors but defer any big decisions to another meeting.

1. **Declarations of interest** – GR for SWAP
2. **Minutes of the meeting held on 21.08.23** – ABird suggested one small change – ABird approved the minutes with the changes as a true and accurate record, GR seconded.
3. **Action Log** – DC to forward a letter to the board members, LM to send notes, ABird to talk to mentor and prepare a response letter. – CCTV – LM to organise.
4. **Project updates** – **Rulinvoe** final plans shown to the board before being put to planning, these were approved. ABird suggested low level fencing to mark boundaries to ensure tenants know which areas they need to upkeep. DC suggested changing the heating to air to air. The board agreed with these suggestions – to be submitted to planning 5.09.23.

**Balfour Cottage** – Architect is working on a new drawing to include access to the middle house back garden.

**Smithy** – Winter programme – LM to meet with Smithy management to see what they think. Board suggestions – Close Monday, Tuesday, Wednesday. Open Thursday for “Winter Warmers” DC and LM to see what funding there is to be able to offer free/reduced cost food for this. Open as a Café Friday and Saturday, Takeaways Friday night, Evening meals Saturday night and Sunday Roasts at lunch time on Sunday.

Music – This was discussed, it was felt that there is no space for a full band, but musicians could play in there. No more than once a month, 90 minutes to 2 hours - Friday nights only from 8pm till 10pm to be mindful of neighbours.

Bookings can be taken on days closed for large parties – a deposit should be paid in advance to secure the booking.

There will be a winter programme of upskilling staff where possible – Including hospitality training, first aid, cooking class, personal license training, food hygiene.

1. **Transport** – Boat discussions were had immediately after the boat left, with BM and AB present, but it was felt a decision couldn’t be made about the future of the boat service with 3 board members not present for the full meeting, it was decided another meeting should be held as soon as possible with the boat as the main subject. LM to speak with potential crew before then to see what level of involvement they want with the project. The boat is £30k, a bow thruster would be advantageous, as would AIS and possibly an extension to the wheelhouse.

**Rental Car** – Battery is flat again. LM to source and purchase a battery charger and charge the battery regularly to prevent it getting so low again in future. Insurance for the car is charged per day and depends on factors such as age. It was decided to charge £40 to residents for the hire charge per day and £75 to visitors. LM to advertise. Driving license requirements - Clean license or Max 3 points. The Excess on the insurance is £1500, a waiver must be signed to ensure customer knows they are liable for the excess if they have an accident.

1. **AGM prep** – SDT turned 20 this September, it was felt this should be marked at the AGM with some archive photos if any, some milestones, and cake! LM to ask the Smithy to cater.
2. **AOB** – SM had visited Sanday and saw their outdoor gym equipment and would like LM/DC to look into the possibility of having some in Shapinsay.
3. **Date of next meeting** – 18.09.23
4. **SWAP –** GR left at this point – Annette Kirkpatrick - £503.74 for climbing competitions (£250 for 5 nights accommodation, Fees £72, training £181.74)