**Minutes of the Shapinsay Development Trust held at the Smithy on 10.07.23**

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

**Attending:** Davie Campbell (DC), Lisa-Marie Muir (LM)

1. **Apologies:** Adrian Bird
2. **Declarations of interest:** None
3. **Minutes of the meeting held on 12th June 2023:** These were proposed as a true and accurate account by Simon Meason, seconded by Barry Moncrieff
4. **Matters arising:** CCTV – LM has had a quick look into CCTV but unsure of the level. SL suggested Spy Camera and gave some names of local companies who may be able to fit it.
5. **Finance:** DC ran through the projected figures for 23/24. The Smithy is doing quite well, but will have a better of idea of figures once the expenditure has been accounted for after the bills are all paid. DC working on pulling together accounts on new software for 22/23.
6. **Project updates: Smithy** – A meeting was had prior to the board meeting with the management team, most things were feeling very positive and it was busier than anyone anticipated, we are now employing 22 members of staff from full time, to part time and relief staff, including 7 under 18s. Final grant claims to be done ASAP.

**No2 Balfour Village** – SLF Stage 1 has been awarded for feasibility. DC asked the board if they would like to factor in some structural engineer and building warrant costs to the RHF application, the board felt this would be advisable to ensure all likely costs are included in case structural changes are decided upon once architect has been over. The public consultation needs to be done ASAP as “extensive consultation” is required for SLF stage 2 application.

**Spyan brae site** – Nothing much will happen there for the next couple of months – Scottish water reported there was no issue with capacity for sewage and surface water drainage for the site or for Balfour Cottage.

**Balfour Cottage** – Feedback was received from pre-planning that they would be unlikely to support demolition and rebuild due to the walls being structurally sound. The board voted in favour of proceeding with a request to demolish to try to save 20% and to create a lot more space inside the building, but keep the building very much in keeping with the previous frontage. Public consultation needs to be done before we proceed, it was suggested that an open day be held as well as putting information out in the Shapinsay sound about both Balfour Cottage and number 2 Balfour Village. It was also suggested that LM speak with Sheila to find out what history the building might have.

**Smithy Storage** – Pre planning feedback was that any sort of “temporary structure” for storage at the back of the village is likely to be turned down due the undetermined length of time it would be there for, they would prefer a permanent structure in keeping with the back of the village. It was suggested there could be space in a shed at the back, but it was felt that it might not be secure enough. It was decided to push ahead with a small metal storage container, but put a 5 year date on it. By then we would have an idea whether a permanent solution is needed and what size it should be. Or a steel container in the shed may be an option if planning refuse.

Charity shop portacabin – Pre-planning feedback came back that it was likely that this would be approved at the boathouse due the fact that it would be a temporary structure with an end date, there is toilets at the premises, so no drainage is required.

1. **AGM preparation:** DC spoke to Orcadia chartered accountants, and given the complexity and volume of our accounts this year, they would like us to aim for mid-late October for the AGM. A date of the 2nd of November was put forward.
2. **Transport:** LM has been approached about the possibility of leasing a boat to do the out of hours service and running it ourselves. It’s very early stages, but LM to look more into what that might look like.
3. **SWAP:** F Leslie - £482.79 for sheep dipping training. Shapinsay Community Association – for cleaner for Playpark toilet. There was some discussion and the board felt that it didn’t really fall into the remit, but they agreed to pay 60% of none -retrospective element which came to £270 as a one off, but to see if there are other ways we can help with equipment next year.
4. **Correspondence:** Gemma Reid Podiatry services – We received an offer from Gemma to come over to do podiatry on the island for £35 per head for 9-12 people. It was decided to fund the first session for each individual, to organise the car service and the room booking. Turbine report – LM shared.
5. **AOB:** Hand dryers – the hand dryers aren’t very powerful, the board would like them replaced with something more powerful – LM to speak with SB and ask what’s happening with the extractor fan and the dishwasher.

Youth Project almost complete – LM suggested Smithy Vouchers for the staff who will be leaving now.

LM requested an extension to Nadias contract to allow her to do 15 more hours per week of admin due to extra paperwork involved in Smithy and other big projects, board questioned whether there would be enough to keep her going in the winter, LM thinks there will be plenty to keep her going as the hope is that the Smithy will be busy in different ways in the winter.

Pier Notice boards - BM updated – Map doesn’t fit the existing boards, so looking into getting new boards, but this is stuck with NILPS and SCC.

1. **Date of Next meeting**: 21st August 6.30pm at the Boathouse.