Minutes of Shapinsay Development Trust meeting held at the Boathouse on 21.08.23

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

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

1. **Apologies**  - Stewart Leslie
2. **Declarations of interest** – GR – Darts SWAP
3. **Minutes** – these were approved as a true and accurate representation by AB, Seconded by SM
4. **Matters arising** – CCTV – LM has not had time to do research, will add it as an action point for next meeting.

**Podiatry** – went well, 11 people were able to take advantage of the free first session.

1. **Finance** – DC ran through the finances for Julys accounts. DC has now started using quick books, which should make the accounting easier going forward. He ran through the Smithys profits and losses to date, but it’s hard to predict accurate figures as some bills are yet to come in and we over-staffed initially till everyone finds their feet.
2. **AGM Prep** – AGM will likely be held on the 6th of November. We will do project updates on Smithy (winter plan, turnover, number of jobs, how many covers etc), Housing, transport and SRL update to be included.
3. **Project updates** – Rullinvoe – The plans were shown to the public at the Shapinsay Show, the public are overwhelmingly behind SDT purchasing it. The plan were shown to the board , who are keen to proceed with the layout shown. The grant application to SLF for purchase is in.

Balfour Cottage – The response to the community survey for Balfour Cottage being demolished and replaced with a similar façade was slightly more mixed, but still the greater majority were in favour of knocking it down as long as the new building is in keeping with the old building. Planning will probably reject the application initially so it will have to go to full planning committee, meaning a time delay, but building time should be less and significant money would be saved. DC to speak to Cindy about the possibility of including a passage for access to the back garden for the middle house, still under the cover of the roof, but with a door to prevent it being a wind tunnel.

**Smithy container** – planning is in and paid for.

Boathouse container for charity shop – LM trying to get prices, but so far everything has a kitchen and bathroom, but for ease at planning, we don’t want either. LM to continue to try to find something suitable.

**Smithy** – Joanna Sosnowska has agreed to come to work at the Smithy 30+ hours a week on a permanent contract. Her role will be assistant manager to create some sustainability and resilience in the team, having someone who is trained and capable of stepping into the management role is important to allow staff to take breaks and not have all the pressure on one person. LM to look into Welcome host type courses for staff and ensure they have all done servewise, allergen and food hygiene courses. During the winter we need to invest time into training the staff.

Mark suggested a few Blues nights for the Winter in the Smithy at a cost of around £200 per night. The Board felt that we aren’t ready to start holding this type of event and that we would likely struggle to cover the £200 fee at this stage.

Claire Evans resigned from her managerial role at the Smithy – she wrote a letter to the board with some issues she would like addressed, it was read out to the board discussed the issues that took place at the Smithy and discussed the meeting that followed. ABird to refer to HR & respond accordingly.

Transport – Ann Groat has now completed her employment, thanks to Ann for her work over the last 3 years. LM and Nadia to run the boat phone till such time as a decision is made over what the next step is with the boat service and what the role might look like in the near future is to be decided.

LM spoke with Harvey, he has decided it’s time for him to retire, she suggested organising a collection for him from the island to say thank you for all he’s done for the island over the years.

Looking into the possibility of buying a boat and what that would entail, staffing it may be an issue. LM has spoken to two people who are willing to take on some work, but continue to put the feelers out there to see who else would be available. LM to ask someone who is selling a boat to come and run the service for a trial period.

LM has spoken with someone in Rousay who is selling a boat, he is willing to come over and run the service for a couple of nights to see if it’s suitable for the route. LM has spoken with a couple of people who may be willing to do some runs on the service if SDT go down the route of purchasing and running our own service.

Car hire options – ABird has looked into various types of insurance to allow for self-drive car hire. He found one that is done on a pay as you go basis where the insurance paid is based on the age etc of the hirer. The basic use would be for business use only when not on hire, not for taking passengers. He had a chat with the insurance broker who explained that the insurance for non-taxi may not be effective for our needs for the other cars and we may need to consider registering as taxis and charging basic rates so we can get taxi insurance cover. In the mean time, he suggested taking clearer notes of each trip so that if an accident were to happen, it would be documented what the trip was for and how long it was for so that it can be proved that the travel was for the intended purpose.

1. **SWAPS** – (GR Stepped out) Shapinsay men darts club - £600

Shapinsay Lifeboat guild - £320

E Chaney – Highland dancing and Swimming - £50.50 + £48.72

Einar Muir – Driving lessons - £330

Marie Dunnet – Climbing competitions (GR stepped out again) £250 for accommodation, £100 toward equipment and £403.20 for training.

1. **Small project updates** – Wellbeing – There were 2 applicants for the wellbeing post, interviews will be held on the 8th of September, LM needs at least 1 board member to sit in on the interview panel – ABird suggested requesting nearer the time.

Youthclub – Youth club is clued up now and LM needs to look into what the future provision may be. The board suggested running a drop in youth club at the hall once a fortnight and to advertise for someone to be a paid keyholder to supervise. Big thanks to Leanne and Jan for running youth club and to NILPS for providing the funding.

1. **AOB** – Social enterprise Scotland awards ceremony is to be held on the 26th of October. LM and DC to attend. SDT is in the shortlist of 4 who are in the running for the award.

Westray DT are holding a conference the first weekend of October, they have invited other trusts to come along and get involved. They would like Shapinsay to have a table and display some information on our projects. WDT will pay for accommodation, but LM wondered if SDT would pay for her travel to get there. The board agreed.

It was agreed to gift a voucher to each of the members of the public who had been part of the Smithy Sub-group – LM to arrange.

Lynne Collison talk to LM about the car service for tours. The board reiterated that it must be booked in advance and that we cannot provide the service for free, that the drivers hours need to be covered as a second driver would need to be provided so as not to disturb the normal service.

Date of next meeting – 4th September 6.30pm