**Minutes of a meeting of the Shapinsay Development Trust held on the 27th of November 2023 at the Boathouse**

**Present:** Ashley Boyd (AB), Simon Meason (SM), Adrian Bird (ABird), Barry Moncrieff (BM), Valerie More (VM), Richard Lawrence (RL)

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

**1. Apologies:** Graham Rendall

**2. Declarations of interest:** LM – Housing – Rullinvoe, Living wage update. BM – Housing – Rullinvoe

**3. Minutes of the meeting held on the 18th of September 2023** – These were approved as a true and accurate record of the meeting by SM, seconded by ABird

**4. Action Log** – AGM was organised and successful, lighting track – LM has asked Barneys to fit a new lighting track as well as fix the stair lift, make all Café lights dimmable and connect up the container so we can put a fridge and freezer in there.

Manager staff reviews were done, manager has since handed in his notice.

Pier Notice boards – ongoing, NILPS to organise before next Summer

CCTV – LM to speak with heritage about having ones fitted upstairs

Snagging issues – Glass wash complete, socket in fire to be done and stone chips at back to be done.

Lease agreement for Smithy – DC asked the board whether to do it for financial or calendar year – ABird suggested from their AGM time each year, with a clause to allow both parties to give 3 months notice to terminate the lease.

Steel container is in place, shelving to be ordered and LM to speak with maintenance contractor regarding bin store and external works.

Car Hire prices to be advertised – this has not been done due to consistent issues with all 3 cars – White car was draining its battery overnight, blue car slower than that but still draining and green car has an intermittent fault. White car has hopefully been resolved now so should be able to be advertised for hire, blue car is at the garage being fixed and green car is due to go back to KIA under warranty to get it’s issue looked at.

Picking and pointing on No9 has been done

Boat is insured

**5. Accounts** – DC ran through the latest set of accounts

**6. Appointment of office bearers- Chair** – SM proposed Ashley Boyd remain on as chair, ABird seconded. Ashley agreed to remain on as chair to keep some consistency to the board.

Vice Chair - ABird proposed Barry Moncrieff as vice-chair, SM seconded, Barry agreed to remain on as vice chair.

Treasurer – ABird proposed Simon as new treasurer, BM seconded, Simon agreed to take on the role.

Company Secretary – BM proposed Davie Campbell as Company Secretary, AB seconded, Davie agreed to stay on as company secretary.

Sub-groups – LM and AB to continue to take care of Smithy business but ask for help using the WhatsApp group if needed. Other sub-groups to be decided when needed – housing to be decided before spring time.

**7. Living wage** – LM stepped out before this discussion began. The decision was to implement the living wage rise right away, back dating to the 15th of November for the whole pay month. Youth rates to remain the same.

**8. Boat update** – there is no change presently, RGC haven’t had the chance to get started on the boat upgrades yet. They have asked us to chose a seating arrangement for when they are ready, they suggested 3 rows of seats with the door being over behind the skipper, the board agreed this to be the most sensible option.

**9. Charity shop** – LM ran through a charity shop funding proposal with the aim of getting the funds spent before March and having something in place by Summer next year. If all funding options go to plan, there would be a shortfall of around £3000, the board ok’d LM and DC to go ahead and apply for planning permission and grants to cover the costs with the trust funding the shortfall.

**10. Smithy** – LM asked the board to consider creating a policy on give aways for community groups for prizes for events. The board agreed to a policy whereby any community group can apply for up to 2 x £25 vouchers in any 12 month period. The Voucher will not cover the purchase of alcohol. Sound System – AB has looked into a Bluetooth sound system for the Smithy, the board agreed to purchase one and subscribe to spotify on one device in the Smithy.

Staffing – we are currently without a manager so LM, AB and Joanna are juggling management tasks between the 3 of them. LM to ask young staff if anyone willing to step up and do more in the kitchen. AB stated that it was important to ensure that no staff work more than 5 days per week, especially during the Summer when things get busy. The board agreed to defer a decision on staffing to January and possibly advertise the role then.

BM suggested a barrier/dropping worktop to give more bar space and give more distance between bar staff and customers. This was discussed when planning the bar but it was felt that it would make the gap for serving staff smaller and hinder their ability to freely move in and out with plates etc. LM to look into this again and possibly consider a rope to keep customers out. LM also stated that it would help keep separation between staff and “off duty” staff who also feel that it’s ok for them to come behind the bar when in the pub.

SM asked for the flower planter on the left of the door as you exit, to be moved as it’s a trip hazard in the dark. We are not allowed to put up an outside light, but LM to look into solar or battery powered lights as they would be classed as temporary, therefore would be ok and would give some better visibility. LM also to look into cigarette bins and creating a designated smoking area.

**11. Wellbeing** – AM asked the board to consider her using the Smithy for drop ins and crafting sessions – the board felt that the community centre would be better used for these activities. AM posted on social media about setting up a wild swimming group, LM asked her to remove the post until all safety measures were put in place. The board felt that even if all safety precautions were put in place, that insurance would not want to cover it and the board did not feel comfortable with the risk and it would be best if it was not done as an organised activity through a community group.

Christmas Cheer – AM and Shapinsay Kirk have asked SDT to contribute to the Christmas cheer fund, they agreed to match what went towards it last year, LM to find out.

Mens shed – AM posted on FB about the possibility of starting a mens shed, this was met with a lot of anger and frustration from some females on Shapinsay, it was felt that the post was premature and more thought needed to go into what a mens shed would look like, and that Social media is not the best place to make these types of enquiries/announcements – LM to ask AM to not post on social media for a while, till a wellbeing plan is created with agreed upon plans in place. AM has started doing 1:1s, it was agreed when the post was advertised that 1;1s would not initially be part of the process as there was no time within the contract period to get enough local knowledge for sign posting and not enough time for training in what 1:1s should be. LM to chat with Mark Bailey and AM around the wellbeing post. LM asked the board if anyone would consider taking on line management as someone else may have more time to dedicate for the mentor process, RL volunteered to support LM in this process, the board asked LM to continue supporting AM with support from Richard.

**12. Housing** – NO9 Damp issues are ongoing – DM has sorted drainage at the back, put in dpc, taken plastic out of the attic and added roof vents, the front wall has been picked and pointed, these steps should have all gone a good way to reducing the amount of moisture in the house, but they are still experiencing damp and mould. ABird suggested we would need to have a plan in place by Summer as to how this will be dealt with. A passive input ventilation system will be fitted in the roof space in the extension end of the building initially to see if that helps.

Balfour Cottage – Planning was submitted on the 17th of November.

Rullinvoe – LM and BM stepped out of the building at this point. A contractor was appointed, 5 were asked to price, 1 price came in, the board agreed to appoint this contractor, but need a price for changes that OIC are insistent upon – Windows changed to hardwood and downpipes and guttering changed to cast iron, so a price needs to be sought for those before the board give the go ahead to appoint the contractor.

**13. A.O.B** – E Chaney wrote a letter to request that SDT pay for books for 50 tickets for all primary school age children as busses are free for all under 22s and this is a service that Rousay Development Trust provides for their youngsters. The board felt that this is something that needs to come from the Government and not development trusts and if development trusts fill that gap, the government never will. We continue to fund 60% of all classes and activities such as dancing, swimming, climbing for all young people, and an out of hours ferry service to allow later classes and activities, neither of which they believe REW Trust fund.

E Chaney wrote to the board and D&H to request permission to put up a small garden shed. The board agreed to this as long as the shed was at the back and well built.

**SRL** – ABird suggested a form for SRL directors joining the board so that there is a formal process for SDT to approve new SRL board members. ABird to create.

**Smithy pricing** – The board have strived to keep the Smithy pricing affordable for islanders throughout the year. A “secret Shopper” (someone from another island trust) came to Shapinsay and gave feedback that he thought the prices were too cheap and that we should create an islander discount to ensure that islanders got their food at that price, but that visitors would pay more realistic prices. LM to put together a proposal for the next meeting.

**Christmas:** LM suggested that to celebrate the first year of the Smithy that we give each islander a discount either % off or £10 discount, meaning that everyone could afford to eat at the Smithy at least once, or get 2 winter warmers! The board agreed with the caveat that the voucher can’t be spent on alcohol, the vouchers had a 6 month limit and they are non-transferable between households. LM to organise getting them printed and sent out with the December sound.

**Ebike maintenance** – this should have happened in October or November, Cycle Orkney agreed to come out but never set a date – LM to chase

**NFU** – LM spoke with the NFU when they did an insurance review, they discussed a health and safety programme where they come and do site visits and go through all health and safety to ensure everything is in place including fire safety plans. This comes at a cost of around £3000, but gives the assurance that everything is done correctly – the board agreed this was a good idea, ABird suggested getting a second price from a company called Peninsula first.

**Podiatry** – a request came in from a member of the public to cover the cost of a second visit to the podiatrist. The board felt that covering the cost of the first visit was enough and that it’s a service that the NHS should provide. It’s subsidised by SDT in that SDT are covering the cost of travel and room hire.

**SWAP** – E Chaney £45.60 for climbing lessons – this was agreed upon.

**Date of next meeting** 15th of January.