Minutes of the board of Shapinsay Development Trust held at the Boathouse on the 9th of October at pm

**Present**: Ashley Boyd (AB), Simon Meason (SM), Barry Moncrieff (BM), Adrian Bird (ABird), Stewart Leslie (SL)

**Attending**: Lisa-Marie Muir (LM)

1. **Apologies**: Davie Campbell
2. **Declarations of interest:** LM and BM – Rullinvoe Tender document
3. Minutes of the 18th of September 2023 – GR proposed these to be a true and accurate record, SL seconded.
4. Action Log – CCTV – ABird looked into CCTV and got a price for 4 cameras, 2 for upstairs and 2 for down. LM to check again with SHAC to see if they are interested in having CCTV fitted.

Lease agreement – DC has drafted an agreement and will share with the board later in the week.

Lighting track -ABird checked the lighting track and agreed that it is probably corroded and in need of replacement. LM to nudge Barneys for a quote ASAP.

Snagging issues – Lack of glass wash and drainage for the coffee machine.

Picking and pointing no9 – DC is organising a tender doc to send out this week.

LM to write letter to SRL regarding lease

Credit cards – ongoing but all information is with the bank now so should be progressing

**5.** **Accounts:** DC couldn’t make it to the meeting due to technical issues so he was unable to provide the latest set of accounts. He asked the board whether they would like it emailed once technical issues were sorted, or roll it over to the next meeting. The board decided to review them next month. Accounts for the AGM are almost ready. DC also asked if a set of figures for the Smithy for the Summer would be a good thing to bring along to the AGM – the board agreed this would be good, but not to worry about projected figures at this stage.

**6.** **Register of interests**: All board members and directors of SRL must provide photo ID and contribute to a risk register. This was completed.

**7. SURF awards**: We have been shortlisted for SURF award for most improved places. DC and LM to go to the awards ceremony, their places, travel and accommodation are funded by the SURF awards. AB can’t go but wondered if any other board member would be keen to attend. BM keen to go, SDT will fund his place, travel and accommodation.

**8. Project updates:** Rullinvoe – Tender documents were produced ready to share with the board – BM and LM left the room before these were shared. LM and BM re-entered once these had been shared with the remaining board members.

DC asked that the board finalise their decision on the new more streamline plan for Balfour cottage. BM questioned whether the cuts were necessary and how much of a saving would be made by not having 3 extensions out the back. The saving would be around £200,000, it was unanimously voted for the new design. SL suggested moving the water tanks into the loft space to give more storage space in the cupboards, it was also suggested that wet rooms or double width showers would be better to future proof the homes and make them more accessible. LM to speak with Cindy although these changes aren’t needed till building warrant. Gardens were discussed, ensuring that gardens aren’t large and overwhelming is a must – whether that be through tree planting or adding decking etc. Sewage was also brought up, is a pump required? It was felt that we need to check what the plans are and ensure there is a firm plan in place before any building works commence or tenders are sent out.

Charity shop – We have been awarded £5000 of CLLD funding towards a portacabin, however the original portacabin priced doesn’t meet building regulations for a portacabin that will have public use. LM trying to get a price for one that does. JT suggested using 2 10ft containers instead as they aren’t subject to building warrant, however his feeling was that we should use them to store the bikes and use the shed for a charity shop. The board felt that this wasn’t the best as accessing bikes would be more difficult. LM to keep looking into options.

**9. Smithy:** Steel container planning permission was granted. We need to create a tender for the changes to the doors, shelving, fencing etc. LM to get prices for containers.

LM Shared the winter plan. The board felt that there wasn’t enough in the plan and spent some time reviewing and making suggestions. LM to feed back to Smithy.

SM left the meeting at 8.30

Staff appraisals to be booked for Monday or Tuesday at 6.15pm, LM to organise, GR and AB to sit in.

**10. Transport:** Boat: The Linnhe Venture was supposed to come out of the water on Friday but was hampered due to weather conditions so came out this afternoon. LM spoke with RGC who are happy with the changes required but due to the nature of the work and the time of year, it could take 3 months or more. The board felt that while she’s up, we may as well make all the suggested changes as we don’t want to have to lift it again till necessary.

It was brought up that there were occasions where passengers were late and not informing the boat. LM to remind crew that there is a second, not public, calendar that has names and numbers of all that are booked so if they are late or a no show, they can ring them to see if they are coming.

LM brought up training for crew – It was suggested that all aspiring crew should fill in SWAP applications for help to get through training, it was also suggested that anyone willing to commit to a minimum level of commitment could get their training for free. Finer details to be ironed out.

New name – 48 suggestions came in, the one that stood out for most was “Elwick Bay” all agreed this was the perfect new name. The name was suggested by Annette Kirkpatrick and Steve Bacon. LM to check the history of the name before announcing to the public.

**11. AGM preparations:** Power point of all the big milestones and achievements to be created.

Ask Sheila to talk about the early years, DC to talk about recent years.

There will be one director space on the board at the AGM, LM to send out director forms to all members

**12. SWAPs:** Mellor

SCA – Fireworks £350 – Approved

Azham – First aid course.

**13. A.O.B:** Gift for Groats Charters – Asked local painter to paint the original boat. Board agreed to pay the difference between the public contribution and the fee for the painting.

HIE are seeking funding to create a video of the work of all of the trusts, they need a lead partner, the board agreed that SDT could be the lead partner.

AB brought up the chairs networking meeting – HIE are organising a networking meeting for chairs try to create a support network for chairs/vice chairs. This will be held in November.

Boat insurance: LM has two quotes for insurance, one is higher, but the company has been much more communicative and responsive to emails. The board agreed to go with the one that provides the best level of service and cover.

**Date of next meeting**: The AGM will be held at 7pm on the 6th of November. All directors to meet at the Boathouse at 6pm with SRL directors.

LM to organise cakes and sandwiches.