**Minutes of the meeting of the board if Shapinsay Development Trust held at 6.30pm on the 1st of February 2024 at the Boathouse**

**Present:** Adrian Bird (ABird), Barry Moncrieff (BM), Richard Lawrence (RL), Valerie More (VM), Ashley Boyd (AB), Graham Rendall (GR)

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

AB was delayed so BM began chairing the meeting in his absence.

1. **Apologies** – Simon Meason
2. **Declarations of interest** – Young people’s wages – AB, LM, BM
3. **Minutes of the meeting held on the 27th of November** - RL was missing from the list of those present. “Heat recovery system” should be changed to “passive input ventilation system” and RL offered to support LM in her role as wellbeing line manager. With these changes ABird proposed these minutes as a true and accurate account of the meeting, RL seconded this.

AB arrived around 6.40pm

1. **Action log** – **CCTV** – SHAC wanted to find out more regarding what happens to footage. LM to report back that it would only ever be viewed if there was an issue of security or damage and that SHAC can access it when needed.

Pier notice boards – there seems to be confusion over who’s role it is to deal with the notice boards, there is a map ready to go up. LM to liaise with NILPS and Council to see who is taking lead on it.

**Smithy bin storage** – ongoing, needs to be tastefully done.

**Smithy outside lights** – LM was to look into solar, but fears that there is not enough sunlight at the front of the village to charge lights. LM to look into good battery lights or get Barneys to quote for an electricity connection.

**Bluetooth sound system** has been purchased and is in use.

**Smithy prices**, everything to go up by 15%, islanders to get an islander discount card for 15% off, these must be collected from smithy with proof of residence.

**Ebike maintenance** happened today so is now complete.

**Health and Safety** – peninsula didn’t return email, LM to get NFU to carry on and start the process

1. **Accounts -** DC shared the latest accounts. DC to do some research in VAT registration in case the Smithy turn over goes over the threshold.
2. **Project updates-** **Housing:** Rullinvoe’s sale should be completed on the 9th of February. The board are happy for the contractor to begin the work of emptying and stripping out of the building before planning comes through as long as the elements waiting on planning are not touched (windows, heating, down pipes). RHF funding and SLF funding have been secured, OIC housing fund should inform next week whether we have been successful. DC is liaising with planning to try and push things through, changes were requested in December to windows and downpipes, these changes were done right away, but no further word has come from the council on this.

Shapinsay School have been in touch to say that they need confirmed occupants with 3 primary school age children by May 2024 or they will lose their two-teacher status. Once they lose that teacher, it will be almost impossible to get it back, other roles would also be reduced within the school, so it’s very important to try to retain school roll numbers. The decision was made that as soon as we own the property, we will start the ball rolling to try and recruit the right family to the home with a view to moving in around August and informing the school before May of their intent to move.

**Balfour Cottages** – Planning went in in November, the architect is working on a biodiversity plan for it. DC shared their latest drawings to include some dry-stone walls to use some of the stone from the original house and some spring bulb planting in the boundaries between properties.

**Spion brae** – no further updates, however DC had been involved in a project where someone bought a pre-fabricated steel frame building from south at a fraction of the cost of building something here, something to consider when we begin that process.

**Charity shop** – Grants have been applied for to HIE (approved), CLLD (Approved, CDF (should hear around the 22nd of February) and Heart of the community towards purchase and installation of a portacabin. A mental health and wellbeing grant has been applied for towards the cost of the first years wages.

The neighbours have been past to let us know they would like us to consider replacing the fence as they initially installed it many years ago with no help from this side of the fence, so they’d like us to consider it this time as it’s in a poor state of repair. The board agreed that given the circumstances and that we are now increasing activity at this side of the fence, it’s the right thing to do. LM to liaise with the neighbours with regards to what is needed and get tenders organised.

**Wellbeing** – Men’s shed: AM set up a successful first meeting of the men’s shed group, LM attended for advice. 18 people attended the initial meeting, 15 the following one. RL attending the meetings as someone who is keen to get a men’s shed up and running. He felt some of the men would prefer that the group go it alone and that SDT step back from it altogether. If this is the case, they should be steered towards VAO for advice in setting up committees and fund raising. Discussions followed about public engagement and public perception. It was suggested that highlighting the minutes on Facebook when they are uploaded would be a good place to start. Reviewing and updating the welcome packs would also be good, including the roles of SDT, SCC and SCA.

DC also suggested that we have a public meeting regarding the 5-year plan quite soon, to start the ball rolling on the next 5-year plan and go over the current one, successes achieved, and what we haven’t achieved and the reasons behind this.

**Wellbeing** – LM met with AM on Monday and suggested a wellbeing drop-in session, she is also considering tacking a CDO drop in on to this, with cakes, coffee and a chat with the public, offering the opportunity for people to feed back or give ideas to both Wellbeing officer and CDO. AM has done badminton training and would like to offer coaching as part of her wellbeing. The board okayed in principle, but LM to discuss with SCA before this starts. Wellbeing contract renewal. LM to check on funding status, but board are happy to renew the contract for a year if the funding is available for it.

AM also doing yoga instructor training, LM suggested she speak with OIC about possibly instructing through OIC active islands.

1. **Conflict of interest register** – Orcadia would like a more robust conflict of interest register to be held, DC to share template with board members before next meeting. **Board health check.** AB has spoken with HIE about a board health check. This was done around 2 years ago when some of the current board members started. Some recommendations were made but due to the change in chair at the time, it slipped by the wayside and nothing was done. AB has been offered a free health check for the board and has accepted, on the basis that it would be good to re-do and actually set aside time to implement these changes going forward. BM and GR both agreed to be interviewed over the phone, all board members will be given a questionnaire to fill out.

**Youth Board** - RL suggested creating a youth board to encourage young people to be involved in the board in the future. LM suggested that changing the M&As to allow employees to be members would be a big step forward as many of the youth are now employed at the Smithy. It’s not common to not allow staff to be members (Staff cannot become a director). This would also mean that our membership would go back up to previous numbers as we have lost a lot of members to staffing at the Smithy.

**Open meetings -** RL also suggested that open meetings once per quarter would help with public perception of the trust. Davie suggested another public meeting with board members at each table and round table discussions as this was successful in the discussions around the enterprise zone.

1. **SWAPS** – A Groat applied for a grant towards refreshing her training for working on boats i.e fireskills. The board were unsure whether policy and guidelines covered this type of refresher training. The decision was made to defer a decision and to look at and refresh criteria around the grant before any decision was made.

H Azham - £18 toward Food Hygiene course

Shapinsay Primary £641.60 towards Hoy trip

H Keuffling £600 toward a degree course. LM to make HK aware she will need to apply annually for SWAP grants to cover funding for the next 2 years as it can’t all be awarded in one year.

1. **Turbine** – LM shared the turbine report on screen, ABird explained the curtailment and down time due to breakdowns. ABird shared the new SRL director registration form, the board were happy with it.
2. **AOB:** Health and Safety. – LM emailed peninsula but heard nothing back, LM to speak with NFU and get the ball rolling for a H&S overhaul.

White car – Still draining the battery after being at the garage and having a new battery installed. ABird to sell as it’s unreliable and surplus to requirements, it’s handy to have a 7-seater, but in reality, seldom required. Discussions were had about possibility of purchasing an EV van at some point if required for Smithy.

Training – LM has organised Barista, customer service and bar skills training for Smithy staff as appropriate. LM brought up young staff wages. Currently 13- & 14-year-olds are on £5.50, 15-year-olds are on £6.50 and then at 16, due to regulations for applying for government funding, 16-year-olds are paid the living wage. LM pointed out that we currently have 14-year-olds who have a season’s experience of working at the Smithy on the same rate as new starts at 13 years old. LM, BM and AB stepped out of the room while the remaining board members discussed staff pay. The remaining board members decided to increase the rates for 14- and 15-year-olds so now 14-year-olds are on £6.50 and 15-year-olds on £7.50.

**Housing conference** – There is a rural housing conference in Aviemore on the 22-23rd of February. DC is talking at it but thought it would be a great networking opportunity for himself and LM if the trust would be willing to fund the cost of tickets and travel. The board agreed to this.

**Repowering conference** - ABird stated that he’d been invited to a repowering conference in Inverness on the 27th and 28th of February if anyone would like to join him. BM said he may be able to attend with him.

ABird also attended an event with Gillian Martin from the Scottish government regarding community power and the benefits it delivers. He was able to show her many of SDT’s projects and invited her to come over to Shapinsay to see what we are doing.

The Scottish Minister for housing is visiting Shapinsay on the 16th of February to visit our housing projects and look at plans.

**HIE DT videos** -Fionn McArthur is coming to Shapinsay on the 14th of February to do a video on Shapinsay Development Trust projects as part of a HIE project on development trusts and their successes over the last few years, to promote the work that DTs in Orkney do.

**OOH Boat** – there is currently no progress on the works needing done on the boat. LM has been made aware of someone else who may be able to do the work, LM to find out more.

**Insulation -** RL suggested that in the same way we anonymously part fund crossroads care on Shapinsay, would we be able to part fund insulation for homes in the same way. LM is meeting with THAW next week; she is going to ask what percentage they fund and whether business premises i.e. farmhouses are eligible.

**Apprenticeship** - RL also suggested taking on an apprentice CDO, getting them a qualification, training them up to do the role of CDO or part of the business to future proof it. LM is not sure what kind of training that would be as in her 2 years as CDO she hasn’t found a suitable CDO type course to go on and just does small bits of training as it pops up, she would be keen to know if anyone could find anything suitable, but didn’t feel she could currently take on an apprentice herself as she is still learning.

**Smithy Admin** – LM to send a prospective job description to the board for approval and advertise this next month.

**Smithy attic space -** NILPS would like to put some funding towards finishing off the attic space in the Smithy, they asked whether SHAC or SDT would like to be the lead partner, SDT suggested SHAC take the lead on this one. LM to write to SHAC regarding artefacts from the Smithy and find out where they are and if there is any assistance SDT could give.

**Date of next meeting** - 4th March 6.30pm