

## Minutes of the meeting of the Shapinsay Development Trust held on the 4<sup>th</sup> of March 2024 at the Boathouse

**Present:** Richard Lawrence (RL), Simon Meason (SM), Adrian Bird (ABird), Barry Moncrieff (BM), Ashley Boyd (AB), Graham Rendal (GR)

**In attendance:** Lisa-Marie Muir (LM)

1. **Apologies:** Davie Campbell and Valerie More
2. **Declarations of interest:** LM declared an interest in any financial decisions regarding Rulinvoe. AB and BM declared an interest in SWAPS
3. **Minutes of the previous meeting:** 01.02.24: The minutes of the meeting held on 01.02.24 were proposed as a true and accurate account by GR and seconded by ABird.
4. **Action Log** – LM provided updates on various actions:
  - **SHAC:** No response to LM’s emails: LM to contact someone else.
  - **Conflict of interest register:** Sent to all board members for completion
  - **Pier Notice Boards:** SCC taken control and will relocate boards for safety
  - **Lease agreement for Heritage Centre:** Approved for use
  - **Solar USB Lanterns:** board approved the idea, LM to organise
  - **Islander Discount Cards:** Mock-Up shared and approved for use
  - **Badminton:** AM completed training but unable to recruit volunteers; revisit in October
  - **Board Health Check Questionnaire:** All completed
  - **Health and Safety Policies:** NFU booked to review in April
  - **Credit Cards:** No progress; SM to chase. SM to be added as signatory to
5. **Accounts** – Deferred to next meeting due to DC’s absence
6. **Project updates** – Rulinvoe: Additional structural issues identified: board to make decisions via email once price is received. LM will not be included in these emails regarding pricing.
  - **Sub-group** to be set up to make decisions on kitchen, colours, flooring etc – ABird, SM agreed to join, LM to ask Emma C if she would like to be on it.
  - **Letting policy:** reviewed and deemed suitable for the next round.
  - **Balfour Cottage** – delayed at planning: no updates
  - **Charity shop** – CDF funding was approved of just over £30k. CLLD funding to be spent March 11<sup>th</sup>: LM to order and get an invoice for the whole thing ASAP.
  - **Wellbeing:** Contract changes for AM agreed - up to 21 hours allowed to ensure AM continues to assist with the men’s shed, VAO to assist. AM to assist men’s shed for 1 more month.
  - **Complaint** from a member of the public regarding lack of thought on women’s issues.
  - **International women’s day** – AM is setting up a free-dance movement. The board approved the cost of a guest speaker on the topic of menopause.
  - **Volunteer guidelines:** Discussed need for guidelines; agreed to protect both trust and volunteers.
  - **Youth** – LM attended a “youthful visions” zoom event. Discussions on engaging young people: create sub-groups for Spion Brae as a way to encourage young people to become involved.

7. **Turbine Report** – shared with the board by LM
8. **SWAPS and SWAP review** – SWAP guidelines reviewed; decisions made on qualification renewals. guidance will be updated to reflect changes. SWAPs budget fully spent for the year.
- G Leslie for hairdressing course - £230.00
  - A Groat – Boat training renewal - £543.57
  - C Boyd – Accommodation for Rugby trip - £50
  - A McDougall – Yoga instructor training £353.61
  - E Moncrieff – Maths Tutor £270
  - Shapinsay Community Association – allocated £2000 to keep Subs free for another year

The SWAP budget was fully utilised for this financial year, with a total expenditure of £11969.18.

9. **Staff** – Pensions - Discussed pension guidelines; The board made the decision for all staff to have 5% of their pension paid by the company, with a 3% personal contribution The only exception is the manager and any future managers who get the full 8% contribution. Changes to staff roles discussed at the Smithy. Changes discussed with employee. LM to contact HR for advice before making changes. SM requested a re-enforcement of rules at Smithy; non-working staff members should not be behind the bar.

10. **AOB** -

**THAW** - LM spoke with THAW. They discussed how SDT could help. Creating one point of contact for THAW and Warmworks for Shapinsay. SDT to look at any funding gaps if necessary. Create a poster for all and keep plugging it. LM to keep in contact with THAW.

- **Senior leadership course:** LM is currently enrolled in a Senior Leadership course, finding it immensely beneficial. Originally advertised with two residentials, the format has since been revised to include three. LM has sought approval to attend the final residential, encompassing flights and hotel accommodation. The board has granted permission for her participation.
- **Rural housing conference:** LM and DC attended the Rural Housing Conference in Aviemore, where DC and Luke Fraser delivered speeches emphasizing Orkney's achievements and the pivotal role of our relationship with OIC in the region's success. Our presence attracted numerous individuals seeking advice, resulting in valuable contacts being established
- **Repowering conference** ABird attended repowering conference focussed on the replacement of community turbines. While he found the experience beneficial, it also highlighted the challenges ahead for replacing our own turbine.
- **White car update:** no success in selling to date: Advertise locally. There appear to be no further issues with the battery draining.
- **Staff reviews** – SM to assist LM, GR available for evenings if necessary. Reviews to be done in March.

- **Smithy** – AB suggested a projector, screen and entertainments license to cover showing rugby, footballs etc.
- **Gardening:** AB suggested Rulinvoe garden be used for a gardening project to grow produce for the Smithy. The board agreed the idea has merit, but hold off till tenancy is appointed.
- **Smithy** AB raised concerns regarding misconduct and staff intimidation at the Smithy, emphasizing the need for prompt action to address these issues.
- **The lack of grass cutting** at the School House last year was noted. LM will communicate with D&H, potentially requesting a reminder for periodic maintenance. While allowing for a section dedicated to wildflowers, the rest of the area must remain tidy and presentable.
- **Tender** documents for gardening, valet and window cleaning were placed in the Sound this month. Closing date on the 20<sup>th</sup> of March. Decision to be made via email before the next meeting.

**Date of next meeting - 15<sup>th</sup> April**

A handwritten signature in black ink, appearing to be 'R. Smithy', located in the lower right quadrant of the page.