

Minutes of the meeting of The Shapinsay Development Trust held on the 15th of April 2024 at the Boathouse at 6.30pm

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

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

1. Apologies:- Barry Moncrieff (arrived at 6:55 PM)

2. Declarations of Interest:- LM: Rulinvoe

- BM: SWAPS/Rulinvoe

3. Minutes of the Previous Meeting: - The minutes of the meeting held on March 4, 2024, were proposed as a true and accurate account by SM and seconded by ABird.

4. Action Log:- Bank of Scotland credit cards: Approved but not yet received.

- CCTV: Camera 4 offline, LM to investigate.

- SHAC Artefacts: Require UV protection and some maintenance.

- NFU health and safety: Postponed to May.

- Conflict of interest register: LM to resend and print copies.

- Staff reviews: Complete except for LM's, ABird to conduct ASAP.

- SHAC lease agreement: Sent.

- White car: Advertised, no serious interest yet. Blue car also available for sale.

- Islander discount cards: Ready for distribution pending decision on VAT increases.

- Minutes highlighted on FB when uploaded.

- Pension guidelines: Pending creation.

- M&As: LM to circulate suggested changes closer to AGM.

- Smithy induction process, Screen, projector, and License: LM working on.

5. Tenders

- Grass cutting: CJ Battye awarded contract.

- Windows: CJ Battye awarded contract.

- Car valeting: J Phillips awarded contract.

5. SWAPS: - K Moncrieff: £99 training course

- R Bird: £99 training course

- G Summerfield: £300 driving lessons.

- E Chaney - £45.60

Mellor: Judo/Swimming - £137.52

Shapinsay Primary: Active Shapinsay Week instructors- £102.98

A Kirkpatrick: Climbing competitions/training - £318.52

J Hall: Swimming lessons 34.80

6. Projects: - **Rulinvoe:** Heat recovery system quote recommended for acceptance.

- **Porch:** Consideration to remove and create small vestibule inside the door.

- **Balfour Cottage:** Planning resubmitted, fast-tracked due to prior delays.

- **Charity Shop:** Funding secured for purchase and installation. Civils to commence next week.

- **Wellbeing:** Additional assistance requested for running groups, board to review wellbeing project with coordinator – date 30th April

- **Remembering Together:** Discussion on possibility of utilising Boathouse garden.

- **Mens Shed:** Grant funding approved for trip, books, magazines, and equipment.

- **Ferry:** Updated costs for upgrades deemed not viable. Further investigation required.

- **Smithy Update:** FOH supervisor appointed. Menu and VAT implications discussed.

7. Tenders: - **Grass cutting:** CJ Battye awarded.

- **Windows:** CJ Battye awarded.

- **Car valeting:** J Phillips awarded.

8. Turbine Update: - Latest update shared with the board.

9. Staff Reviews and Pay: - C Moncrieff's trial completed, recommended for permanent contract with pay rise.

- S Boyd's pay rate adjusted for FOH supervisor role.

- Living wage employee pay rise request deferred until November review.

- Wellbeing coordinator's budget increase discussed related to Salary – LM to find out more information.

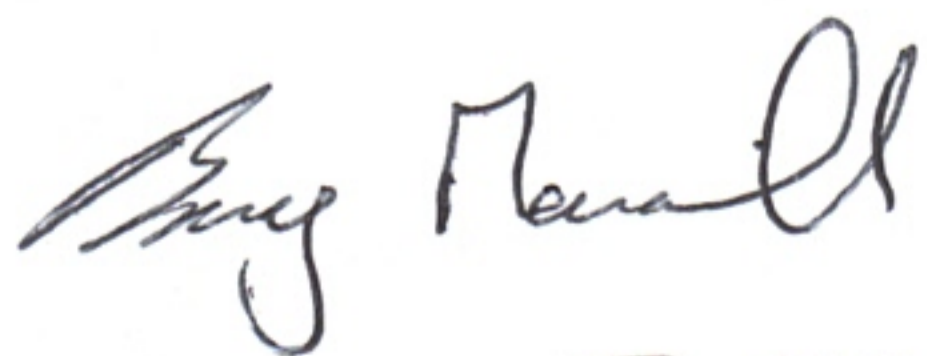
10. Fencing:- Discussion on boundary fence requirements. BM to provide Specs

11. AOB:- DTAS conference attendance approved for LM & DC.

- **SWAP** guidelines to be added to the form.

- Volunteer policy review scheduled for April 30th.

12. Date of Next Meeting: - May 13th at 6:30 PM.


13/5/24