

Minutes of the meeting of Shapinsay Development Trust held on the 10th of June 2024 at the Boathouse 6.30pm

Present: Ashley Boyd (AB), Barry Moncrieff(BM), Graham Rendall(GR), Adrian Bird(ABird), Simon Meason(SM)

In attendance: Lisa-Marie Muir (LM)

1. Apologies: None. It was noted that Richard Lawrence had stepped down from the board, thank you Richard for donating your time over the last few months.

2. Declarations of interest: SM – Driving Lessons SWAP. SM, BM and GR – Picnic SWAP

3. Minutes of the meeting held on the 13th of May 2024: Proposed as a true and accurate account by ABird and seconded by GR

4. Action Log:

- Conflict of interest register: ABird and GR still to complete
- Lease agreement for heritage centre – LM to contact Lows for a legally binding document
- Screen and projector purchased
- Grass cutting at School house: appears to have started
- Spion grazing: SM to handle interim grazing
- 10k Sponsorship: LM to create vouchers. Board declined opportunity to present prizes due to time constraints

5. Project updates:

- **Rulinvoe:** Kitchen ready to order, within budget, spend approved. Dishwasher is integrated; other white goods to be supplied by tenant.
Porch – Planning submitted for false porch and removal of existing. Due to time constraints this may need to be tendered on a separately. Contractor to be consulted before creating tender document created.
- **Balfour Cottage:** OIC planning questions to be answered – Architect sent over 2 drawings regarding bin storage, road end and paths. The board chose drawing 2 – LM to feed back
- **Spion:** no current update
- **Charity shop:** Ramp is away for galvanizing; expected early next week. Existing staff member offered to run Cast Affs, the board agreed to a trial period.
LM updated on the learning exchange to Westray and the meeting with the working group. Decision to offer community groups to volunteer, with 50% of proceeds given directly to the group. Any money made on raffles or baking would go directly to the group. 50% would be retained to cover overheads. Excess funds to be split between volunteer groups at the end of the year. The 1st week would be 100% retained and split between community groups after expenses.
- **Transport:** LM met with RGC to try to expedite things as the boat has not been touched. Mecal representative has been in touch, LM to follow up this week.
- **Cars :** LM has been looking into section 19 permits. Become members of CTA again and push forward with permit ASAP.

Smithy

- **Fathers day:** There will be a special offer for fathers day.
- **Bain Marie** is broken – LM to source part.

- **Show day:** offer various rolls and chips with curry sauce and suspend normal menu.
 - **Harvest home:** board would like Smithy Kitchen to explore options
 - **Manual handling training:** LM to organise for all kitchen staff and bar staff who change kegs
 - **Vape/Smoking breaks:** Noted that some members of staff are taking multiple breaks during a shift which is unfair on other staff members. LM to look into policy/handbook that covers this area and remind staff of rules.
 - **Cakes:** The board noted that a little more variety in cakes would be good; Simpler, cheaper options to make like scones, buns, cakes etc. LM has suggested that the baking staff choose what they would like to make and request necessary ingredients.
 - **Efficiencies** still need to be created to prevent excessive losses. LM has spoken with an external advisor who agreed to help out, but is currently very busy. Looking at other options for creating those efficiencies such as reducing the week day menu.
- **Youth:** Richard Smith has offered to provide youth club provision, possibly with a bubble tea event kicking things off! The board agreed to fund for a term then apply for youth led funding. LM to liaise with RS.
 - **Climate Action:** SDT awarded funding for an expert community of practice post to allow knowledge sharing with other community groups around transport. LM to take up the role immediately.

6. Turbine update and repowering: ABird reviewed options for refurbishment of the turbine. Board agreed to look into options for extending planning for 5 years.

7. Staffing: LM presented a job list as requested. Discussion on primary tasks assistant manager could take on. LM to advertise the job in the Orcadian, the Shapinsay Sound and My job Scotland. Closing date 8th July

8. Maintenance contract: Draft version received from DC. LM to advertise in the next Shapinsay sound with suggested revisions.

9. Fencing Tender: Contractor A was awarded the contract for £2850 – to be completed by August 2024. BM to arrange a list of materials.

10. SWAPS : SM left the room – J Meason – Driving lessons £400 – approved. SM, GR, BM declared and interested and stepped away – Picnic committee £437 for picnic event – approved

12. AOB: Shapinsay Show stand – LM and DC would like to do something a bit more interactive at this year's show – a photography competition with up to 5 categories to be submitted before and displayed on the day with prizes for winners. Also activities for children – competition, colouring etc – everyone to have a think of ideas.

AGM: LM has suggested using the AGM as another form of community engagement, ask stakeholders to get involved, have an event in the day time with stalls, share plans etc then hold AGM at night with updates etc. Board agreed, but stated that an assistant manager would be able to help with organising.

Phone: LM having issues getting a contract phone – SM suggested getting a pay as you go.

Date of next meeting 8th July 6.30pm