

**Minutes of the meeting of Board of The Shapinsay Development Trust held at the Boathouse at 7pm on Monday the 19<sup>th</sup> of August**

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

**In attendance:** Lisa-Marie Muir(LM), Davie Campbell(DC) and Christine Leslie (CL)

Pre-Meeting: Before the directors' meeting, there was a discussion regarding suggested changes to governance from DTAS during a review. These changes will be presented to members ahead of the AGM.

1. **Welcome and Apologies** - No apologies received.
  - AB welcomed Christine Leslie, who joins as a co-opted director until the AGM in October. Christine was nominated by Adrian Bird and seconded by Ashley Boyd.
2. **Declarations of Interest** -GR: SWAPS -BM Maintenance tender
3. **Minutes of the meeting held on the 8th July 2024** - Proposed by Simon Meason, seconded by Graham Rendall as a true and accurate record.
4. **Action Log** - Conflict of Interest Register: LM distributed new forms to be completed ASAP.  
**SHAC Lease Agreement:** LM handed AB the terms of engagement letter to sign for Lows.  
**White Car:** Davie Campbell to check with other Development Trusts if they are interested in purchasing the car. If not, it may be part-exchanged for a combi van.  
**Community Engagement:** Ongoing, with some engagement at the Shapinsay Show, though more visitors than locals participated in discussions about developments and the 5-year plan.
5. **Accounts** - DC shared the latest figures for the accounts.
6. **Projects**- Rulinvoe: Painting is nearly complete; carpets are due by the end of the week. Planning permission granted for the porch; building warrant required. Service alteration for the meter board scheduled for 26th August. Issues with the energy provider; ABird suggested switching to Octopus Energy. Tenants with 55 points have applied for the house, but they have dogs. Board agreed on a policy allowing dogs with the condition that any damage must be fixed and paid for by the tenant.  
**Balfour Cottage:** No progress, it has stalled at the roads department at OIC planning  
**Charity Shop:** Continues to perform well. The board approved £200 for additional shelving and railing for storage room.  
**Fencing:** Delayed due to material delivery, expected this week.  
**Solar Panels:** Potential funders include HIE, CES, CLD, and SDT's own funding of up to £2k. Planning permission needs to be applied for. DC asked JT to prepare the application once specifications are received. Quote received from N Mclennan; Merrimans scheduled a site visit on Monday.  
**Transport:** No progress on the boat. An offer to purchase it has been received. The boat was originally bought due to NM's inability to guarantee service continuity due to lack of crew and boats. Since then, NM has increased crew levels and boats, maintaining service throughout the year. The initial company intended to modify the boat has been unable to proceed due initially to weather and then to other commitments. The board is considering alternatives, possibly selling the boat and purchasing one that doesn't require modifications.

Wellbeing update – LM and AM are collaborating to create a climate action wellbeing month. AM shared the proposals for the month and an update of the Wellbeing project including a trip to Westray to visit their wellbeing coordinator and the mens shed. Ebikes will be made available for residents for up to 2 hours per day for free for the month, subject to availability. LM has been to a demo of a new app by HiTrans for third-sector organisations, enabling end-users to book the car and track driver progress in real-time. The board agreed to trial the app as a way to monitor usage and perhaps increase usage of the service by making booking simpler.

Smithy Café: - Evening meals have been successful; continue until the end of October, Saturday nights only, but the option to sit in with a takeaway on a Friday

- From September: Closed Monday-Wednesday.
- From 1st October: Fortnightly winter warmers - 2 courses for £6.
- Alternate Thursdays: Basic lunch menu.
- Friday-Sunday: Both bar and lunch menus.
- Thursday & Sunday: 11-4pm
- Friday & Saturday: café open 11 AM - 7 PM.
- Christmas meals: 7th December - 23rd December. No food service in January other than winter warmers and takeaways.
- Halloween Night: Open for children with soft drinks and sweets.
- 1st November: Halloween cocktail night.

**Youth:** OIC unable to finalise a joint funding agreement until legal paperwork is completed. OIC will advertise a 2-hour youth worker role, with potential to increase to 4 hours once paperwork is finalised, potentially next year.

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7. **Turbine Update-** ABird shared the latest turbine figures. A period of low productivity was explained as network issues, not unique to Shapinsay.
8. **Maintenance Contract** -BM left the room. DC shared the proposed maintenance contract. The board approved the changes and suggested creating an annual maintenance plan for regular inspections. LM to send out the contract to local contractors.
9. **SWAPS** - M Dunnet Climbing: £698 awarded.
  - E Rendall Climbing: £424 awarded.
  - Mellor Judo £36 awarded.
  - Azam Travel: Declined as it did not meet the criteria.

10. **AOB - Photo Competition:** Successful competition held on Show day, judge by F McArthur. Orkney Photographic £10 gift vouchers for winners and Matchmakers awarded to runners-up.

**THAW Request:** Assistance in connecting a house to the national grid was declined as it does not align with the Trust's governing guidelines.

**Norse Pilgrim Ltd:** Request to hire space in the Smithy Tent for events next summer was approved. Hire cost set at £20 including VAT. Events must conclude and be tidied up by 12 PM.

**AGM** LM updated the board on plans for the AGM, which will also conclude the Wellbeing and Climate Action Month with a community café and consultation event, inviting partners such as THAW, CES, Warmworks, and the Blide Trust during the day, and Shapinsay Community Council and Community Association in the evening.

Membership Drive: Membership renewal forms to be distributed before and at the AGM, with benefits like eligibility for SWAP grants, e-bike hire discounts, and membership to the car service – which will become compulsory once section 19 permit is received

11. **Date of Next Meeting:** 16th September 2024 along with a director information session.

*Amy Maxwell* 16/9/24