

**Minutes of the Meeting of the Shapinsay Development Trust
Held at the Boathouse on 10th of February 2025 at 6:30 PM**

Present: Ashley Boyd (AB), Barry Moncrieff (BM), Adrian Bird (ABird), Simon Meason (SM), Graham Rendall (GR), Toby Diamond (TD), Christine Leslie (CL).

In attendance Lisa-Marie Muir (LM) and Davie Campbell (DC)

1. **Apologies:** None
2. **Declarations of Interest:** BM – SWAPS, BM, AM, LM wages conversation
3. **Minutes of the meeting held on 20.01.25:** Minutes of the meeting held on the 20th of January were approved. Proposed by GR, Seconded by BM
4. **Action Log:** Reach out to SHAC – LM reached out to SHAC to offer support – they are meeting today and inform us post meeting what support they may need.
Smithy Broadband: Ordered – awaiting installation date
Stonechips for Rulinvoe: LM to check with the neighbours they are happy for work to be carried out.
Rulinvoe promo video – in progress
Washing Machine – Installed by ABird this afternoon
Works at School house – Completed last week
Pat testing – DC in discussions with possible contractors
RBS credit card – In progress.
Risk Register – DC to research updates
Board Health check – Results have not been received – AB to follow up
5. **Turbine report:** Shared on screen for review
6. **Accounts:** Shared on screen, DC shared new format. Board happy to proceed with new format.
7. **Wellbeing update:** Discussion were had around the future of the project. The coordinator has indicated that she will not continue in the role if changes are made. SM suggested either shelving the discussion for now or surveying the public on the project and it's expected outcomes. DC proposed reaching out to the independent joint board to find assess current service provisions and gaps and talk to other line managers to find out what wellbeing looks like on other isles.
Coordinator should work in boathouse on set days, using the closed office when available, to enable privacy.
8. **Project updates: Balfour Cottages-** DC shared drawings for the building warrant regarding site compound and welfare units. Decision was made to allow for a 2000m² compound on the Spion site and connect the welfare unit to existing services at the front of the existing building.
DC shared latest architectural drawings, board happy to proceed. Asbestos survey scheduled for Friday.
Rulinvoe- Works nearly complete, 2 minor jobs remain, contractor will clear out once complete. Painting happening this week, ready for an open day on Sunday 3-4pm.
Cast Affs – LM requested improved CCTV to cover the Boathouse, bikeshed and inside Cast Affs due to unstaffed operation throughout the week. The board okayed this. Linsey Hill was

interviewed for a role in cast affs and found suitable. SW is happy to keep on the management until the end of March.

Smithy: A discussion was had around Smithy and necessary changes, winter warmers, opening hours and staffing costs. High staff cost to be reduced where possible. LM has booked a consultant to come over in March to look at efficiencies.

LM proposed a much-simplified menu on weekdays, soup, sandwiches/toasties, bacon rolls and cakes only, with a larger offering at the weekend. Reducing staffing needs and prep time. ABird suggested longer winter closure and moving winter warmers to a Friday. The board felt that it was important for winter warmers to continue on a Thursday so as not to take away from takeaways on the Friday.

9. **Living wage discussion:** Living wage to be implemented from 15th of March. A discussion on rounding up wages – 2 abstained, 2 voted for living wage, 3 for £13/hr. All other staff to get pay rises based on the same percentage rise. BM and AB left the room while relevant discussions were had on payrises that would result in a conflict of interest.
10. **Transport:** Car service – 4 evening drivers available to create a pool of evening drivers. LM to advertise service in sound for March.
Boat: GR would like the Friday time moved back to 11pm. Board preferred to keep it at 10pm but agreed to some flexibility.
11. **Crisis Fund:** Draft Document reviewed. Directors notes to be created. The fund will not be advertised, but will be available if needed. Maximum assistance of £1000 was suggested, with one-time eligibility per household. Cases will be reviewed by the board anonymously to encourage accessibility.
12. **SWAPS:** BM stepped out – Driving lessons - Lewis Moncrieff, (BM came back in) £350, CJ Battye driving lessons £350, Siobhan Diamond £350, Joey Varley Driving lessons £350

Accommodation discussion: Update to SWAP grant to allow residents to apply for up to £50 towards the cost of an overnight stay in Kirkwall on occasions where the OOH boat service is not an option. Details to be posted to the website, SWAP guidelines to be updated.

13. **AOCB: Place Plan** – SCC are keen to proceed, but only with a coordinated effort between SDT, SCC and SCA . LM to organise an information session between all 3 groups.
Repowering: ABird has engaged Aquatera for initial discussion on repowering and T&Cs. AB and ABird attending repowering conference this month.
DTAS conference: date has been set – DC and LM to attend.
Orkney Conference: LM and BM to attend.
CCAP art competition: Approved purchase of 4x £15 bid vouchers for prizes.
Date of next meeting: 10th of March 2025