

Minutes of the meeting of the Board of the Shapinsay Development Trust held on the 16th of February 2026

Present: Ashley Boyd - Chair (AB), Adrian Bird (ABird), Simon Meason (SM), Barry Moncrieff (BM)

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

1. **Apologies:** Toby Diamond, Graham Rendall
2. **Declarations of Interest:** None
3. **Minutes of the previous meeting:** held on the 19th of January 2026 were approved - Proposed ABird, seconded SM
4. **Actions from minutes:** No9 – Patersons repaired the boiler, new tenant in situ
Mental Health and Wellbeing grant – unsuccessful, oversubscribed and our project was too far into the future, re-apply next year for 1 year funding.
Travel Grants – still waiting
Bank change – Scottish Government requested that the Trust delay changing banks until BC funds are drawn down.
Health and Safety – ABird to contact Andy Whyte
5. **Living wage rise :** Board agreed to implement a 5% pay increase for all staff.
6. **Community action day:** LM updated with progress so far and invite list – board suggested additional invitees. Board members to encourage residents to attend.
7. **Boathouse utilities:** LM presented 2 electricity provider quotes – board suggested obtaining a further quote for Octopus for business.
LM presented 2 prices for Fibre Broadband for Smithy and Boathouse – Decision retain current Boathouse set up for internet due to its resilience in the event of a fibre cable break. Phones and Smithy Fibre to be provided by same supplier.
8. **Project updates:** Balfour Cottages: Awaiting road permit, much of internal work has been completed, progressing with roads is next step, DC to enquire on progress of permits.
9. **Risk Register:** DC presented 9 identified risks and proposed mitigation measures. This will be reviewed quarterly with the management accounts.
10. **Turbine /repowering updates:** productive month for the turbine. ABird attended a repowering conference which has lots of positive takeaways including:
 - a Scottish company now able to undertake depowering turbines
 - an accredited company able to refurbish turbines.
11. **SWAPS:** School Library Group Author visits for world book day - £234 – approved.
I Azam – Taxi license and plates - £661.80 – Declined, does not meet criteria
12. **AOCB:** The updated Alcohol and drugs policy was approved
CCTV policy to be drafted
New marquee for Smithy - quote of £472.50 – approved

D Sutherland to pick and point Smithy floor week commencing 23rd

Tenants on tap – board requested Tenants Lager on tap at the Smithy – LM to ask front of house supervisor to look into it and if it's feasible.

Fryer stopped working – LM to get part number and order a new element and see if Barneys are available to assist.

Coffee Machine maintenance – need new person to do this – ABird has a contact – LM to contact him.

LM to contact frostline Orkney re fridges

13. Date of next meeting: 16th March 2026