

**Minutes of the meeting of Shapinsay Development Trust held at the Boathouse on
the 16th of March 2026**

Present: Ash (AB), Barry (BM), Adrian (ABird), Simon (SM)

In Attendance: Lisa-Marie (LM)

1. Apologies: Graham Rendall, Toby Diamond, Davie Campbell

2. Declarations of Interest

BM – SWAPs

3. Minutes of Previous Meeting (16th February)

Approved by BM, seconded by ABird.

4. Actions Update

- **Smithy Fryer:** Fixed (ABird)
- **Smithy Broadband & VOIP Phone:** Installation scheduled for Wednesday
- **Coffee Machine Maintenance:** Completed
- **Fridge Maintenance:** Completed
- **Camera Policy:** Approved by Board and issued to staff
- **Andy White:** ABird to make contact
- **Marquee:** Ordered and received
- **Tenants on Tap for Smithy:** Research completed; not suitable due to required sales volume
- **Smithy Floor Pointing:** Completed; polishing/sealing recommended but deferred until after summer season

5. Community Action Day Feedback

A short report has been prepared by the consultant, with very positive feedback. A draft report is expected within 2–3 weeks.

- **Project Updates – Balfour Cottages** - The Board noted contact from the Balfour Estate to say they had not been informed of changes to the road end at Balfour Cottages. The Board was unaware of the process for notification and rely on project management to respond to project needs. Suggestion that the board make contact with Balfour Estate and deal with it accordingly.
- The Board agreed that the Trust could offer undertake 100% of road maintenance in front of the cottages

6. Boathouse and Utilities

- LM is switching electricity suppliers for the Boathouse and Smithy.
- An outstanding bill from 2023/24 must be cleared before the switch.

Policies:

LM updated the following policies:

Data Protection, Equal Opportunities, Extreme Weather Car Policy, Child Protection, Staff Appraisal, Director Data Protection, Board Induction, and Board Confidentiality Agreement.

The Board has reviewed these.

7. Staff Appraisals

- All permanent staff require an appraisal with a Director present.
- LM to propose dates.

Bank Holiday (15 June): The Board confirmed this date but agreed not to provide an additional holiday this year.

Long Service Benefits: Proposal declined on the basis that it would not represent an effective use of public funds.

8. Smithy Update

- **Saturday Pub Nights:** Not to be reinstated unless demand is demonstrated
- **Easter Menu:** Limited to four items for efficiency
- **Residents Discount:** Not required at present due to low cost and limited menu
- **Pricing:** 5% increase to be implemented in line with staff wage rises
- LM to produce a spreadsheet of standard items to monitor ingredient price changes
- **Pest management plan:** to be implemented via Orkney Pest Control
- **Pizza Night:** Already scheduled for Friday

9. **Turbine Report:** Report shared; minimal curtailment noted this month.

10. SWAPS Applications

- Chaney – £118 (climbing competition; transport not covered)
- Moncrieff – £90 (BDMLR course)
- Buckley-Thomas – £90 (BDMLR course)
- Mellor – £78 (Judo), £48 (Membership)

Orkney Athletic & Running Club: Request for six vouchers.

- LM to confirm previous offer, Board indicated policy of maximum two vouchers per group per year implementation would prevent giving 6 vouchers/

Selkie Group: Request to cover room hire declined (non-local group charging for tickets).

- Suggestion to offer a gift voucher for raffle fundraising.

- **Car Tender Renewal** - Decision to advertise a role within the Trust for bike maintenance, window cleaning, and car cleaning (interior and exterior).

11. AOCB

- LM and DC to attend DTAS conference – approved

- LM to attend “Introduction to Project Management” course (£145) – approved
- **Feed-in Tariff (FIT):** Noted that FIT will end in approximately five years and will taper off before then, planning required to mitigate financial impact.
Board Matters: BM announced intention to resign at the AGM
- Board to consider succession planning ahead of October
(BM and ABird left the meeting prior to final discussions.)
Staffing – Smithy Kitchen: Anticipated summer staffing shortage, discussion on how to manage kitchen with current staff - LM to consult staff on availability and advertise for over-18s ASAP

12. Date of Next Meeting - 20 April 2026