

Shetland Amenity Trust Public Meeting

MEETING
31 May 2019 10:00

PUBLISHED
28 May 2019

Agenda

<i>Location</i>	<i>Date</i>	<i>Owner</i>
Garthspool Board Room, Lerwick	31/05/19	
1. Hold as read the circular calling the meeting		Chair
2. Apologies for Absence		Chair
3. Declaration of Conflicts of Interest, if any		Chair
4. Public Section of the Minutes of Meeting held on 29th March, 2019		Chair
4.1. adoption		
4.2. matters arising (not otherwise on the agenda)		
4.3. Action Points		
5. Chief Executive's Report		MR
6. Departmental Reports - For Information		
6.1. Business Services		TL
6.2. Development		DC
6.3. Engagement		SM
6.4. Operations		AJ
7. Reports to Trustees		
7.1. Strategic Plan Consultation Report - to follow		SM
8. Any Other Competent Business		
TRUSTEE ONLY BUSINESS		
IN PRIVATE		
9. Private Section of the Minutes of Meeting held on 29th March, 2019		Chair
9.1. adoption		
9.2. matters arising (not otherwise on the agenda)		
9.3. Action Points		

Agenda

<i>Location</i>	<i>Date</i>	<i>Owner</i>
Garthspool Board Room, Lerwick	31/05/19	
10. Chief Executive's Report - private		MR
11. Departmental Reports - private		
11.1. Business Services		
11.1.1. Management Accounts as at 31st March 2019		TL
11.1.2. Draft Financial Statements 2018/19		TL
11.1.3. Investec Valuation Report		MR
11.2. Engagement		
11.2.1. Shetland Wool Week		SM
12. Audit & Risk Management Committee - verbal update		AM
12.1. Hay's Dock Cafe Restaurant Ltd.		MR
12.2. Fleet Management Report		AJ
12.3. Procurement Strategy & Policy		MR
12.4. Corporate Risk Register		MR
13. Reports to Trustees		
13.1. Corporate Plan (attached) & Annual Business Plan - to follow		MR
14. Strategic Issues		AH
14.1. Scheme of Delegation		MR
14.2. Update on Filling of Trustee Vacancies		
15. Any Other Competent Business		
15.1. Isles Energy Windfarm		AJ

Minute of the Public Meeting of Shetland Amenity Trust held at 10.00 a.m. on **Friday 29th March, 2019** in the Conference Room, Garthspool, Lerwick

- Present: Mrs R. Mackenzie (Chairman)
Mr A. Hamilton
Mr R. Jones
Ms A. Moncrieff
Dr L. Riddell
- In Attendance: Mr M. Roberts (Chief Executive)
Mrs C. Carter (Executive Assistant)
Mr A. Johnson (Head of Operations)
Mrs T. Leslie (Head of Business Services)
Ms S. Middleton (Head of Engagement)
Mr C. Cope (Shetland News)
Mr A. McQuarrie (Shetland Times)
Ms J. Moncrieff (BBC Radio Shetland)

1. The circular calling the meeting was held as read.

2. **Apologies for Absence**

Received from Mr Blackadder, Ms Megson & Mr Robertson. Also received from Mr Cooper, Head of Development

3. **Declaration of Conflicts of Interest**

Mr Hamilton advised that he may be contracted to work on the Halligarth project in the future.

4. **Minutes of the Public Meeting held on Friday 1st February, 2019**

The minutes were approved on the motion of Mr A. Hamilton, seconded by Ms A. Moncrieff.

Matters Arising:

None

Action Points from Previous Meetings:

Noted

5. **Chief Executive's Report**

The content of the report circulated with the agenda was noted by trustees.

Year End Position – Mr Roberts was confident that the Trust was in a stable position at the financial year end. Levels of funding had been agreed for the SIC Service Level Agreements and with Shetland Charitable Trust and the Trust would be going forward into the new financial year with a balanced budget.

Hay's Dock Café Restaurant (HDCR) – Despite receiving several Expressions of Interest, the tender exercise for provision of café services at HDCR had resulted in no submissions. Mr Roberts had contacted all those who had expressed an interest to find out why they had not tendered and these discussions had resulted in three possible contractors. Discussions would continue to find a way forward.

Grayson Perry Exhibition – Mr Roberts was delighted that two pieces by Grayson Perry would be on display at Shetland Museum & Archives (SMAA) at the end of the year.

6. Departmental Reports

Trustees noted the content of the reports circulated with the agenda

6.1 Development – The final Follow the Vikings project seminar and roadshow had been held in York earlier in the month and Mr Roberts advised that work continued to tie up the different aspects of the project with Mrs Brooke-Freeman and Dr Turner working on Trust outputs. Whilst the project concluded at the end of June, the processing of final partner claims, a final audit and submission of final reports to the EU would continue beyond this date. The project manager was employed to the end of June but the finance support would continue beyond this.

Answering Dr Riddell's query, Mr Roberts confirmed that the successful submission of reports to the EU was dependant upon all partners submitting their information to the Trust in a timeous manner. Partners had been given deadlines for their submissions and it was the Trust's responsibility to ensure they were adhered to.

6.2 Operations – Mr Johnson was pleased that the removal of the *Nil Desperandum* had gone well.

Referring to the content of the report, Ms Moncrieff said it was obvious that Dr Turner was very busy but it would be useful if her report could be output based. Dr Riddell stated that it was important to know what officers did, especially in relation to Development Control which she expected would get busier in the next few months with the Planning Department clearing its backlog. Mr Roberts would discuss the content of the report with Mr Johnson and Dr Turner.

6.3 Engagement

Shetland Wool Week (SWW) – This year's SWW patron and pattern had been launched at the Edinburgh Yarn Festival the previous weekend and Oliver Henry had proven a popular choice as patron. Ms Middleton advised that 3,500 copies of this year's pattern had been distributed at the festival and another 12,000 copies had been downloaded. If everyone who now had a copy of the pattern bought wool to make the hat, this would result in sales of approximately £425,000 of Shetland wool.

SMAA Financial Donations – Ms Moncrieff noted that financial donations had been very low in the past 2 months and wondered if there was any reason for this. Ms Middleton felt that this was probably due to the majority of visitors over the winter period being repeat local visitors who had donated in the past.

7. Reports to Trustees

7.1 Active Shetland Strategy – Ms Middleton said that this Strategy was very much linked to the Shetland Partnership Plan and would help people with their wellbeing and to be more active. Previous strategies had been about performance-level sport but this one was about getting everyone more active. It also appeared to fit with the Trust's own developing strategy and Ms Middleton felt it would be good if the Trust could support the Strategy and assist in its delivery.

Mrs Mackenzie stated that it was very ambitious and despite the excellent sports facilities in Shetland, the Shetland public was not as active as the Scottish average.

Mr Jones felt that it could give the Trust an opportunity to engage with the 8-28 year-old age range that was currently under-represented in Trust users. He also thought it was ambitious but very good.

Trustees then agreed to endorse the Active Shetland Strategy.

8. Any Other Competent Business

None

The public section of the meeting came to an end and there was a short break to allow Mr Roberts and Ms Middleton to give statements to the press

SHETLAND AMENITY TRUST
MARCH 2019 MEETING
Public Meeting Action Points

Action	Item First Raised	Actioner	Target Action Date	Progress
Data Management report to be provided to Trustees	11/18	MR & TL	On completion of ICT Migration	
Convene SMAA strategy working group	Item 7.1 December 2018	SM	as soon as possible	Trustees nominated. Group to be convened in near future. (02/19)
Provide report on liabilities arising from the closure of the can recycling unit	Item 7.3 February 2019	MR	September 2019	Likely to be at least 6 months to decommission building (02/19)

0219-29th March 2019 public

CEO's Report (public session)

Author: Mat Roberts Meeting Date: 31st May 2019

Executive Summary

Context

My FY 2019/20 goals are:

1. Improve SAT's financial stability
2. Deliver SAT's new strategy through a new corporate plan and annual business plan
3. Review and update SAT core process to enable business change
4. Support the Trustees continuing governance development plan

My 3-year goals are:

1. Reducing unstructured debt
2. Create a portfolio of commercially successful products
3. Property review implemented
4. Future project pipeline in place

In summary, my focus is to understand and control our costs, invest in SAT's core activities and develop commercial offerings to offset anticipated reductions in core funding and deliver our emerging strategy

Questions this paper addresses

1. Is the above context right for us now and moving forward?
2. Are we looking after our people, our customers, our assets, our finances and our reputation?
3. Do we have the resources, skills and relationships we need to deliver the plans and commitments we have made?
4. Can we afford to do this?

These remain unchanged from my previous report as they are still front of mind and relevant

Conclusion

1. We are making progress with our financial position and finished the financial year with an unaudited loss of £24,658 loss before depreciation compared to £141,539 loss for the previous year. Our year end overdraft position was £630,929 compared to 2017-18 position of £712,988.
2. The reopening of a refreshment facility at the Shetland Museum & Archives as Emma Louise's Coffee Shop has been very well received as has the provision of refreshments at Sumburgh Head by the Unken Wagon.
3. As our strategy is implemented and resources are aligned with its objectives, we will have a greater will be able to see the gaps in both funding and skills.

4. Yes, we need to maintain our focus on understanding cost and margins of both charitable and commercial activities

Our performance in	2019/20 Today	2018/19 Target	Comment
Safety and Security	Amber	Green	Significant progress has been made with Corporate Risk Management and Controls
Customer/Stakeholder Service	Amber	Green	We need to complete the work to understand footfall at all our public facilities
Assets and finance	Amber	Green	Financial performance is improving
Reputation	Amber	Green	The feedback from our strategy consultation has been positive
Metrics to be developed for all areas			

Input Sought

The Board's assessment of this report is requested.

The Report

1. What is on my mind?

Looking Back

WHAT HAS GONE WELL?

- Strategy consultation.
- Year end financial position
- A very successful and diverse range of exhibitions at the Museum
- All seasonal facilities have opened on schedule
- The Nil Desperandum has been removed from Hay's Dock

WHAT HAS NOT GONE WELL?

- Legacy property continues to haunt us
- Resilient Heritage HLF was unsuccessful

Looking Forward

OPPORTUNITIES?

- Wool Week continues to be very popular
- Increased footfall through all our attractions
- The new EPOS systems will enable better stock management

RISKS OR CONCERNS?

- Striking the balance between the work we do that enables the wider Shetland heritage economy and the benefits it brings to SAT
- Continued pressure on our cashflow
- Long term storage and management of our ever growing museum collection

2. What are the implications?

WHERE DOES THIS LEAVE US?

My confidence in the outlook overall is higher than in previous months.

The need to change our approach to delivering operations is still testing our capacity and capability.

WHAT ARE THE IMPLICATIONS?

We have a lot of back office, process and procedures to be developed, reviewed and implemented

Business Services Report



Author: Tracey Leslie

Meeting Date: 31st May, 2019

Financial

- The Financial Year End was completed and passed to A9 for audit a month earlier than previous years. This is a huge achievement for the Finance team given the timescale and other work commitments.
- Year End Pension reports submitted to the SIC.
- The introduction of digital payslips. A huge step forward in making the payroll service more streamlined and efficient.
- RSM has been engaged to carry out a VAT Health Check in May/June.
- Managing ongoing financial activity within the Trust providing support and advice to colleagues.
- Enabling colleagues to assess the real cost of delivering and operating our key sites and services to support informed decision making.
- Processing weekly/monthly payroll and submission of reports to the SIC Pension department.

HR

- Several policies are under review with input from Unison, ACAS, Peninsula and our external HR Consultant.
- Managing impact of organisational change including recruitment and distribution of workload.
- Managing ongoing HR activity within the Trust providing support and advice to colleagues.

ICT

- On completion of the ICT Migration to the SIC we are continuing to support users adjust to the change.
- Management of specialist systems which will eventually migrate across to the SIC.
- Assisting with websites and editing a short film for Shetland Wool Week.
- Managing ongoing ICT activity within the Trust providing support and advice to colleagues.

Administration

- Administration of Da Voar Redd Up – registrations, enquiries and managing collection.
- Processing Camping Böd & Lighthouse bookings.
- Assisting the restocking of the three retail outlets.
- Management of facilities booking and tours.
- Managing and delivering administrative support across the organisation.
- Managing the workplace including office provision, storage and filing.

April and May have both been extremely busy months for the Business Services Team and I would like to record my thanks to every single member of my team for all their hard work, great job well done!

Development Report

Author: David Cooper

Meeting Date: 31st May 2019



Executive Summary

Context

This report is an update on the position of various projects the Trust is currently involved with. It will indicate their current status and any progress from the last Trustee report.

Questions this paper addresses

1. Are our major projects on track to deliver against plan?
2. Overall, what are the implications for our outlook and plans?

Conclusions

1. Most projects are making progress. In some cases there is a need for an accelerated work schedule in the coming months to ensure delivery of targets. Halligarth in particular has proved problematic but appears to be coming back on track.
2. The main implications for our current outlook and plans are the lack of capacity for staff to look at new developments while we are still finishing off existing ones and the lack of “seed” finance meaning all projects need to be fully funded from external sources.

Input Sought

For information only

Input Received

Project officer reports

The Report

Are our major projects on track to deliver against plan?

PROJECT	UNESCO GLOBAL GEOPARK SHETLAND REVALIDATION					
Objective	Current main objective is revalidation in summer 2019. The focus of work for this project is preparation for a revalidation visit by UNESCO assessment team.					
Status	CURRENT			OUTLOOK		
	Time	Budget	Benefits	May 2019	Budget	Benefits
Progress	<p>Work continues on our revalidation schedule. Weekly meetings are now being held to monitor progress. Part of the revalidation plan is the refinement of a longer-term operational plan which fits with Trust's strategic direction and corporate planning and discussions have begun on a structure for this.</p> <p>Rory Tallack attended the UK Committee for UNESCO Global Geoparks meeting in West Highlands Geopark and discussed issues with the EGGN magazine and the withdrawal of Lochaber from the network. He also took the opportunity to clear up some points to do with the logo and sale of geological products with Melanie Border the Chair of the UK Geoparks Committee.</p> <p>Chris Woodley-Stewart from the North Pennines Geopark visited Shetland for an informal pre-validation inspection and held a series of meetings with stakeholders such as SIC and VisitScotland. He will produce a report with recommendations. We have completed much of the work required for revalidation, but we need to be clearer as to how we are going to communicate our progress to the assessors.</p> <p>A VisitScotland UNESCO Trail which we have been involved in is to be a "virtual" experience with little or no investment on the ground. Essentially a large marketing exercise covering all the Scottish UNESCO designations. There is now a recognition that Biospheres, Geoparks and Creative cities need to be properly included. Next meeting early June.</p>					

PROJECT	PEATLANDS					
Objective	To help reverse the deterioration in peatlands. The project encourages and assists crofters in restoring peatland bog through landscaping and water management. It also seeks to inform the public about the importance of blanket bog in carbon sequestration.					
Status	CURRENT			OUTLOOK		
	Time	Budget	Benefits	Mar 2019	Budget	Benefits
Progress	<p>An SIC funded Feasibility Study has been examined from the point of view of our contractual obligations and recommendations made for the development of future contracts. The newest schemes for restoration are of an order of magnitude larger than previous ones and we now need to charge an agency fee for managing the claims procedure. There is currently a waiting list and we will surpass the specified acreage in the contract. SNH funding for a further year has been approved. Peatlands fits well with the new strategic directions identified for the Trust particularly the Biodiversity strand.</p>					

PROJECT	VISIT SCOTLAND YEAR OF COASTS AND WATERS					
Objective	To add value to Shetland Boat Week in 2020 using Visit Scotland funding for the Year of Coasts and Waters.					
Status	CURRENT			OUTLOOK		
	Time	Budget	Benefits	Ongoing	Budget	Benefits
Progress	Following a meeting with Lerwick Port Authority, The Swan Trust and Shetland Tall Ships Ltd. we have re-examined our potential involvement in this funding opportunity. We are going back to look at our initial simple proposal to use the funding to add value to Shetland Boat Week. LPA and STS have agreed to fund Realta Event Management to help write the bid and I will work with Emma Miller to progress. Time is tight but it should be achievable. The additionality to the event would involve more involvement by the Swan, a possibility of other tall ships visiting and a launch event for a hopefully successful Tall Ships bid for 2023.					

PROJECT	WORLD HERITAGE STATUS					
Objective	To obtain UNESCO World Heritage Status for “The Zenith of Iron Age Shetland” that being the sites at Old Scatness, Jarlshof and Mousa Broch.					
Status	CURRENT			OUTLOOK		
	Time	Budget	Benefits	2020	Budget	Benefits
Progress	The sites have been on the UNESCO UK Tentative list for around 8½ years and we now have 18 months to complete the work needed for submission of the sites for full UNESCO status. Following further feedback from LEADER regarding over-complexity with our bid we have gone back and are undertaking a re-examination of the project from first principles and the preparation of a sound business case. The actual requirements of the project need to be listed, the outputs clearly identified and contact with HES needs to be established at a higher level with their role in the partnership formalised.					

PROJECT	FOLLOW THE VIKINGS					
Objective	The promotion of Viking heritage to an international audience.					
Status	CURRENT			OUTLOOK		
	Time	Budget	Benefits	Mar 2019	Budget	Benefits
Progress	The project is moving towards its conclusion. Website has been launched and further work continues to populate it. Work on the Guide book progresses and we have awarded a contract for the Marketing plan. We have had confirmation that we can continue to work until the end of June but Helen Smith will be leaving before that time and so we would prefer to finish as early as possible to expedite the claims procedures. Unless we develop another Viking project or do some work on an ongoing Viking offer for Shetland there will be little direct benefit from this project. This would be a pity given the amount of good work which has been done.					

PROJECT	HALLIGARTH					
Objective	To provide a community facility at Haligarth House, Unst on behalf of the National Trust for Scotland.					
Status	CURRENT			OUTLOOK		
	Time	Budget	Benefits	Time	Budget	Benefits
Progress	<p>Claims have been paid in full by HLF and AHF for outstanding work done. An invoice has been raised for the balance from NTS and a copy sent to Clea Warner General Manager North West Area for NTS. I am meeting with Clea again on 28th May to discuss a way forward. NTS seem to be playing catch up as regards what has happened with Halligarth, due to staff changes and long term illness, and we have supplied new copies of all reports. A revised Business report has been submitted by AB Associates and we have met with Andrew Blackadder to discuss the necessary amendments. Discussions with the local community indicate that they simply want something done to stop the property from deteriorating and becoming an eyesore. Anything beyond that would exceed their current expectations. There will also be a need for extensive community input into a finished activity plan if such a thing is required. An options appraisal for the project has been prepared and a draft copy is now on Workplace. I have revised the status of the project and am more hopeful of progress.</p>					

KEY	Favourable	Unfavourable	Uncertain
-----	------------	--------------	-----------

- Between Islands Project. This project examines the differences and similarities between the three major Scottish island groups. It is funded by LEADER through An Lanntair the Gaelic Arts venue in Stornoway. Ian Tait and I visited Lewis on a fact-finding mission funded by the project and are now in the process of initiating a project development phase.
- The Development team has now moved to SMAA.
- We are compiling a list of current projects both conceptual and live. We are also working on the revised project approval process and a project status spreadsheet which should allow us access to project information in a single document and may fit in with our aspirations under Project Madhatter our dashboard software project.
- We have also spent some time preparing the programme for Shetland Nature Festival.



Engagement Report - public

Author: Sandy Middleton Meeting Date: 31st May, 2019

Introduction

The main focus over the past two months has been preparation, opening and promotion of key seasonal sites, Strategic Plan development and engagement activity, preparation for key events, and wider engagement activity and project support.

Visitor Services

Shetland Museum & Archives

- Visitor numbers and donations for the past two months are shown in the table below. Donations over the past year are well over double those received in previous years

Visitor Numbers & Donations – March/April			
Month	Visitors	Donations	Average Donations per head
March	3,133	£263	8 pence per visitor
April	3,169	£503	16 pence per visitor

- Numbers of events and exhibitions are detailed in the table below. The Easter Egg Scavenger Hunt proved very popular with nearly 100 entries.

Events & Exhibitions – March/Apr/May	
Type	Number
Dementia events	2
School groups	5
Children’s Workshops	7
External Outreach Events	1
SMAA Events	6
Venue Bookings (inc. weddings)	5
Tours	20
Exhibitions	4

- Promotion and engagement activity for the Museum and archives is shown below:
 - ⇒ **Facebook in April and May** – 4,280 followers, 401 new followers
 - ⇒ **Instagram in April & May** – 2,315 followers, 131 new followers
 - ⇒ **Blog posts in April & May** – Three kirks project, 762 page views
 - ⇒ **Website in April & May** – 6k users, 5.5k new users, 31% on mobile devices
- **Exhibitions** – social media, posters and press activity for Gods & Monsters Exhibition, Eric Gray Exhibition, North Connections Exhibition, and Dazzled Exhibition

- Emma Louise’s Coffee Shop
 - ⇒ Web and social media updates, promotional activity, and press coverage
 - ⇒ Liaison on catering for SMAA events and procedures etc.

Croftthouse

- **Opening** – Opened on 30th April for the season, no figures to report as yet. New signage in place. Approx. 7 tours to date and good footfall reported.

Sumburgh Head

- Ticket sales are up on last season, we currently have no mechanism for counting all visitors to the site.

Ticket Sales for Visitor Centre			
Description	2019	2018	Comment
Opening Event 30 March	64	No data	Early bird discount tickets on offer, includes & family tickets, event was well received and competition received 53 entries
Easter Scavenger Hunt weekend	54	No data	Existing season ticket holders also attended and the feedback was excellent
Total for season	447	379	Includes family tickets (2 adults/2 children)

- **Retail** – review and restock including refreshments in the gift shop
- **Café** – negotiations with ‘Unken Wagen’ to deliver refreshments on site, informal agreement in place and proving popular with customers. Discussions ongoing for café provision on site once repairs have been complete.
- **Promotion and engagement:**
 - ⇒ **Facebook in April** – 2,750 followers, 250 new followers
 - ⇒ **Twitter in April** – 1,372 followers
 - ⇒ **Instagram in April** – 1,211 followers
 - ⇒ **‘Influencers’** – hosted 2 ‘bloggers’ on site and VisitScotland Marketing Manager
 - ⇒ **Website** – 4k Users so far this season (3,900 new users), 36.5% via mobile devices

Old Scatness

- **Tour Guide Training** – 36 tour guides completed training for the site plus 6 staff members. Feedback on the training highlighted the quality of delivery, welcomed the collaboration with SAT and many expressed an interest in training at other SAT sites.
- **Season Preparations** – in addition to repairs and maintenance we have undertaken improvements to visitor centre layout, retail, sales procedures and ICT equipment
- **Opening** – opened on 14 May for 4 days per week
- **Visitors** – 49 visitors welcomed over the 4 days of the first week, 2 groups came with Independent tour guides who had completed the training
- **Promotion and engagement:**
 - ⇒ **Facebook** – engagement through SAT Facebook feed, Scatness posts have reached over 8k people and over 1,00 have engaged with the posts
 - ⇒ **Website** – SAT web pages updated, 706 page views of Scatness on our site

Retail

- **Stock** – extensive work undertaken to stock-take, review, re-stock and present retail at seasonal sites
- **Online shop** – tenders for online shop received and procurement underway
- **Refreshments** – review of refreshment offering at key sites and offer being developed and implemented

Environmental Improvement

- **Da Voar Redd Up** – Promotion, engagement and media activity around DVRU. Huge amount of administration required to register and manage over 200 groups, 4.5k volunteers, picks-up etc. over the space of a month. Collaboration with SIC who provided staff and vehicles to support collections. Ongoing work to compile figures.
- **Dunna Chuck Bruck** – continued online campaign with 1.9k Facebook followers, increase of over 100 in the past two months, and 840 Instagram followers, an increase of 86

Events

- **Boat Week** – continued work to develop and promote event, programme and budget now being finalised.
- **Wool Week** – Programme finalised and published, 791 memberships sold, tickets went on sale on Saturday 18th May selling out nearly all tickets straight away.
- **Nature Festival** – programme of events finalised.

Wider Engagement

- **SAT Facebook page** has been a key focus for activity with a targeted campaign to raise awareness of the work SAT undertakes. This has resulted in:
 - ⇒ 1575 Followers, an increase of 223 over the past two months
 - ⇒ Post reach over the last month is 10.5k, a 104% increase
 - ⇒ Post engagement over the last month is 3,900, a 109% increase
- **SAT Website**
 - ⇒ 30% of users from a mobile device, our website is not mobile compatible
 - ⇒ 4.7k users, 4.4k new users
 - ⇒ Most popular page was Home page, followed by Old Scatness, then walking routes, then Redd Up, then Geopark, the 'About Us'.
- **Strategic Plan** – development of materials to support engagement on Strategic Plan, website development, publication and promotion of consultation through press, interviews, social media, and direct email distribution. Organisation and delivery of public drop-in session and follow up radio interviews. Presentations to key groups.
 - ⇒ Strategic Plan webpage has received 235 views, 53 of these directly after the Radio Shetland interview
 - ⇒ Strategic Plan posts on Facebook have reached 5,620 people with 540 engagements

- **Project support** – engagement, advice, development and project management support for a range of SAT projects
- **Trustee Recruitment** – website updates, restructure and page development for Trustees and recruitment advert produced and published. Wider activity planned to connect with Strategic Plan.
- **Budgets** – reviewing and identifying required budgets including forward calculations of seasonal staffing costs to cover key sites, rotas and events

Operations – Public Paper



Author: Adam Johnson Meeting Date: Friday 31 May 2019

Natural Heritage

Data entry continued in an effort to clear the backlog prior to the start of another field season; 2,254 records were entered bringing the total held on the database to 313,499. Large datasets were submitted to national bodies, notably the micro and macro-lepidoptera to Butterfly Conservation and goose count data to Wildfowl and Wetlands Trust. Over 40 data searches/requests for information were received although just two of these were on a commercial basis. We updated the bird section of the Scatsta Hazard Plan for that airport.

The spring is now well underway and an army of 64 volunteers have been out there undertaking the first of two visits to their selected 1km squares as part of the annual breeding bird surveys that we organise and collate. Preparations for the 2019 Shetland Nature Festival, due to take place from 6th-14th July, are well underway and a programme should be finalised in the next few weeks.

Paul Harvey has prepared a very detailed report on the work of the Woodlands Team over the past year and this will be e-mailed to trustees.

Shetland Museum

Works have been undertaken at the Crofthouse Museum to maintain access to the watermill. This was part-funded by a generous grant from the Wellington Shetland Society. The second phase of works will see improvements made to the mill itself.

A partnership event took place between Shetland Museum and Archives and local community development company Moder Dy. The seminar examined historical, physical, and documentary sources for the development of Shetland boats. Both parties benefited from the sharing of information, and future events are envisaged.

As part of the Museum and Archives contribution to the Heriot-Watt University studentship on maritime heritage, the PhD candidate's exhibition opened. This show, *New Connections Across the Northern Isles*, linked people in the community and selected local heritage groups. It featured objects, films, art, and video. The research content will be donated to SMAA.

Curator Team

Jenny Murray was invited to join *Scotland's Archaeology Strategy Museum Archives – Archaeological Working Group* in Edinburgh. This participation offers SAT a direct voice in how it, as a museum service, manages large archaeological assemblages in the future. The second meeting is in Perth on 22nd May.

The Nesting History Group was welcomed to an evening at the museum store. This was well attended with a very positive 2-way exchange of information about our collections.

Archives

The Archives' very good relationship with the Shetland Library continues. The Library is dealing with a large backlog of publications and semi-published material, and the Archivist has spent some time there selecting material for deposit here. The resulting accumulation is 22 boxes, whose contents now need to be compared with our catalogue. We have thus acquired a very large quantity of new items, including some very rare ones.

Discussions are underway between the Archives and the Feuars and Heritors of Lerwick about the future destination of their records, which date back to 1815. The Feuars and Heritors controlled land in Lerwick over a long period, and generated interesting minutes and plans about their properties.

Archives staff, led by Mark Smith, have been discussing the possibility of a future exhibition concerning Shetland in Icelandic sagas. At this stage we have considered how best to use saga manuscripts, and have concluded that scans of original documents would be the best way forward. We have tentatively approached the University of Uppsala about the possibility of reproducing a manuscript of part of Orkneyinga Saga which deals with an event at Scatness in the 12th century. A report will come forward to Head of Development shortly.

Archaeology

Sites & Monuments Record/Development Control

The number of Planning Applications coming through the system continues to rise after an extremely slow year. Planning is now using our data to consult us more frequently and we have seen a steep rise in direct consultations over the past 2 months (from 5 to 15).

Following some issues with the IT migration, the Sites & Monuments Record is now back up and running.

Outreach (Education/Interpretation)

There have been several outreach initiatives in the past few weeks including work with the Whiteness Primary School on Early Peoples and the Probus Club on World Heritage Status.

Val Turner has also completed her work on the Follow the Vikings Guide to the Viking World and has updated the Trust's Archaeology leaflet. In addition, training sessions for private tour guides at Jarlshof were undertaken.

World Heritage Status

Val has continued to work with the Development Team on the various aspects of the World Heritage Status applications. Noel Fojut (formerly HES Inspector for Shetland) has offered assistance with the project.

Val was part of an International team requested to peer review ICOMOS (International Council on Monuments & Sites) forthcoming guidance on World Heritage and Climate Change. She also attended a Climate Change and World Heritage working group as part of an invited expert panel on climate change and Orkney's World Heritage sites. This is a pilot project for ICOMOS, using techniques developed to monitor the Australian barrier reef WH site. The event received national media attention.

Old Scatness

Since mid-April, Chris has worked almost full-time to get Old Scatness ready for the summer. It opened to the public on Tuesday 14th May and will be open Tuesday-Friday until the end of August. IT provision has been made to enable Chris to work on other tasks, particularly planning, whilst on site. He is already including maintenance tasks and monitoring tell-tales in his schedule. Former Trust employee, Eleanor Pottinger, has joined Chris as the principle staff delivering the visitor experience and it is hoped that VSAs and other Trust staff will help to cover days when either one of them is absent. Chris also assisted the Trust's maintenance team with works prior to the opening.

Tour Guide training was provided for approximately 40 guides so that they can now bring visitors and guide them themselves at a reduced rate.

A project team has been set up to look at the long-term conservation for Old Scatness.

Scottish Islands Research Framework (SIRFA)

The Shetland Museum has been booked for 20-23 September for the symposium which will be open to all and will consider future directions and needs for excavation and other field projects for Shetland's archaeology.

Meetings/Miscellaneous

Will McGarry, Queens University, Belfast, is applying for funding for a project to carry out further work on Neolithic Shetland. If successful, it will involve him in four years of research in Shetland. Our involvement will be in terms of Val's time and the Museum collections team will also be involved in their usual way of assisting researchers.

