

Bressay Development Ltd

Company registration no. 513684

Registered address. Knowes, Bressay, Shetland, ZE2 9ES



Tenant & hirer information booklet



Bressay Development Ltd operates the school building which houses the Speldiburn Cafe, community library and community office along with a community room, studio spaces and rooms available for hire and long term rent.

In this booklet BD Ltd directors have included information on the role of BD Ltd, use of the school building and the responsibilities of our members, staff, tenants and volunteers (which includes directors).

We hope you find this useful. Please get in touch if any other assistance is required.

Bressay Development Ltd values

These are the values of BD Ltd. We ask all directors, management committee members and staff to respect the views of others when discussing ideas, problems and opportunities and consider the company values when making decisions.

- We are open and inclusive – all are welcome
- We won't compete or conflict with other local groups or businesses
- We try to buy / use local products and services and support local businesses
- We support other local community groups
- We seek to make our community more sustainable and resilient
- We will promote and facilitate business start-ups and economic development
- We aim to be green and follow eco-friendly policies and practices
- We believe that Bressay is a great place to live, and are working to make it better and more attractive for residents and visitors alike

Contact information:

BD ltd community office & Speldiburn Cafe - 820 706

General housekeeping and access queries - Marion Scollay - 820 352

Billing / access - Sharon email bressaydevelopment@gmail.com

Other inquiries - info@bressay.org

Bressay Development Directors:

Hazel Anderson

Robina Barton

Moira Smith

Sheila Tulloch

Beatrice Lowe

Bressay development Ltd management committee:

Hazel Anderson (chairperson)

Robina Barton (Vice chair)

Beatrice Lowe (secretary)

Sheila Tulloch (treasurer)

Afra Skene

Amanda Sinclair

Alison Reid

Marion Scollay

Moira Smith

Current Paid Staff

BD ltd Development Worker - Sharon Anderson

Cafe Supervisor - Grant Morris

Company Secretary

Beatrice Lowe - Contact - bealowe2@yahoo.co.uk

Bressay community office contact- bressaydevelopment@gmail.co.uk

Agreed on the 13.01.17 to be updated on the 13.01.18

The Organisation

Bressay Development Ltd is a community led, not-for-profit company. The registered company number is 513684. Membership is open to all Bressay residents aged 16 and over. Becoming a member does not require any time commitment and no expectation of volunteering, it allows us to keep you informed and shows that you value our efforts.

Our achievements so far include -

- securing a lease of the former primary school along with funding from Awards for All and the Shetland Islands council to open the Speldiburn Cafe and a community office.
- With support from Highlands and Islands Enterprise we have recruited a Development Worker to run the school hub development and assist us to progress projects.
- a quarterly community newsletter.
- Securing funding from the Climate Challenge fund for our Skills for Sustainability project.
- A regular bulky waste service.

BD Ltd aims-

Bressay Development was set up to secure and sustain a vibrant future for Bressay with an active, connected, thriving and resilient community. Our aims include:

- Seek to improve, develop, and promote affordable infrastructure, services, and facilities on the island
- Identify and maximise employment and learning opportunities for the community.
- Promote Bressay as an affordable, accessible and safe residential base so as to encourage people to settle and remain in the community.

Our Policies –

Copies of all our policies are available to all members of BD Ltd, Staff and Volunteers on request. These are reviewed and updated at least annually, and all members should make themselves aware of each of these policies. The most important areas covered are as follows:

Equal Opportunities

BD Ltd strives to provide equal opportunities to All, staff, volunteers and members of the community. The policy ensures that discrimination against colour, religion, gender, age, race, nationality, ethnic origin, language, sexual orientation. The policy can be accessed from the community office or by contacting the secretary.

Harassment and Bullying Policy

Bressay Development Ltd will not tolerate any type or form of harassment or bullying. Anyone who feels they are experiencing such behaviour to report this to the Secretary, who can investigate, liaise with appropriate committee members and try to resolve it as necessary.

Resolving Disputes/Grievance Procedure

If you have any grievances or you are involved in a dispute, disciplinary or dismissal then there are certain steps that you can/should take. The BD Ltd policies which include all relevant information can be accessed from the community office of by contacting the secretary.

Accidents & First Aid

Accident books are held in the Speldiburn cafe and the Community office in which all accidents and near misses should be reported and recorded by the most senior staff member or committee member on site.

First Aid Kits are held in the Speldiburn Cafe, Community Office and the library.

You can find First Aiders listed on appropriate notice boards.
In an emergency dial 999

Safety checks are ongoing and inspections are carried out regularly by a member of the BD Ltd Cleaning/Maintenance Sub Committee to ensure the safety of the premises and the people working in Them.

Please report any issues to one of the directors.

Hire Rates & Procedures

Rooms including the library, big room, nursery and Speldiburn Cafe* are available for occasional and regular hire, charged at £15 per morning, afternoon or evening session. *There is an extra charge for the use of the Speldiburn kitchen.

Enquiries and bookings can be made by contacting Sharon in the community office or at bressaydevelopment@gmail.com or by contacting the secretary. BD Ltd can provide extra facilities on request e.g. conference facilities, coffee, lunch, projector etc.

BD Ltd are also happy to cater for parties and buffets either in the school or across in the Bressay Hall. Bar facilities are available in both venues. Please note six weeks advance notice is required for an occasional licence in the Speldiburn Cafe.

Use of the building

Please ensure when leaving the building that lights are turned off, windows are closed and doors are locked.

Exterior doors must be checked to be locked before leaving the building.

Please return keys as soon as possible.

Ensure rooms and communal areas are left as found and notify Bressay Development Ltd of any issues, damage, or breakages.

Please take note of fire escapes and ensure that routes through the building are kept clear.

Please do not bring hazardous materials onto the premises, if in doubt please contact us on one of the numbers below.

Remember the building is being used by a number of individuals so please take care to act respectfully. Swearing, intimidating or disruptive behaviour will not be tolerated.

Contact us on 820706 or bressaydevelopment@gmail.co.uk.

For issues requiring immediate action please call Marion 820 352 or

Other Information for tenants

Please ensure that rooms and studios are kept clean. A cleaning service can be offered at a charge if required. Unless this service is requested it will remain the tenants responsibility to clean their rented area.

Any domestic refuse should be placed in the wheelie bin inside the shed which faces onto the road. Recycling facilities are available onsite.