

**Minutes of Westray Development Trust Board Meeting**  
**Thursday 4<sup>th</sup> March 2021 at 19:00 via ZOOM**

Due to the ongoing restrictions imposed to prevent the spread of the covid-19 during the spring of 2020, this Board meeting was held using the online video conferencing software, ZOOM.

**Present:** Helen Bain (HB), Anne Burgher (AB), Coilla Drake (CD), Steven Drever (SD), Douglas Leslie (DL), Gill McEwen (GM), Louis Pottinger (LP) (Chair), Andrew Seatter (AS), David Stephenson (DS).

**Attending:** Janice Kirkness (JK), Margo Makin (MM), Isobel Thompson (IT), Clare Walker (CW).

**1. Apologies:** None.

**2. Minutes of previous board meeting:**

Meeting on 04/02/2021

Proposed – AB; seconded – AS

**3. Matters Arising:**

The pack letters for the WDT membership drive have been completed and posted out. It is hoped that this will encourage non-members to become part of the Trust.

The staff team have been working with Orcadia Design and it is hoped that some draft website designs will be available for review shortly.

**4. Administration and Finance Officer's Report:**

MM included a transaction print out for the housing project with this month's Board papers, the Board Agreed that it would be useful to see this included regularly.

The finance subgroup agreed to set a provisional date of Thursday 18<sup>th</sup> March for a subgroup meeting. MM expects to have the draft Scheme of Financial Delegation ready for the meeting.

MM and JK have had some issues with authorising payments for the bank, MM has been in touch with Triodos to get this resolved, in the meantime, GM is still able to authorise payments.

The living wage conditions will be implemented on 1<sup>st</sup> April 2021.

Alan Long has confirmed that he expects to finalise the accounts by next week.

Alistair Morton from OIC has requested that the Board allow the residents of Kalisgarth to apply for the Winter 2020 fuel grant, only one resident applied within the deadline. The Board Agreed that, under the circumstance, the residents who did not apply, and whom were resident during the period during which the fuel grant ran, could apply before the 31<sup>st</sup> March but it was emphasised that future grants needed to be applied for before the cut-off date.

**ACTION: MM to inform Alistair Morton of the Board's decision.**

**5. Operation's Report:**

**Covid-19**

After allocating some of this funding at the last Board meeting there is £2,863.07 remaining of the Covid-19 Business Grant.

IT has been in touch with Orkney Sky-Cam about the possibility of having some drone footage taken of the island. This footage would allow WDT to create a 'bank' of media which could be made available, for free, to other organisations/businesses on the island for the promotion of Westray. The Board Agreed to organise the drone footage with a £530 budget.

**ACTION: IT to engage Orkney Sky-Cam.**

### **Bayview/housing**

The sound engineers, RMP, recommended that changes be made to the flooring joists to improve sound insulation, which will cost £3,963.22 from the contingency project budget. The housing sub-group agreed these changes. They also agreed to the placement of the outside tap on the retaining wall as recommended by Shane Scott and Daniel Marcus.

Drever and Heddle are now doing lettings, IT has a call scheduled with them to discuss the lettings management of Bayview including costs, fees etc.

### **Bargain Box**

The building warrant application will be ready for submission once structural information has been received.

### **Quarry**

A note was made of the minutes of the quarry subgroup meeting on 10<sup>th</sup> February, included in the Board papers.

### **2021 Highlands and Islands Renewable Energy Awards**

Unfortunately, WDT did not win an award this year, the winner in our category was the Point & Sandwick Trust.

### **Governance Health Check**

IT's usual contact for the governance health check at VAO, has resigned. As a result, VAO are short-staffed and require us to prioritise the services we require from them. IT suggested that, at present, WDT's priorities would be to organise Role and Responsibility training for new Trustees, update our Articles of Association to reflect the role of digital technology and to update the Scheme of Delegation, the Board Agreed.

IT also proposed that it would be useful to begin formatting terms of reference documents to govern the different subgroups. It was felt that this would provide clarity and guidance to those in the subgroups while defining the project aims and objectives in order to aid decision making.

**ACTION: IT to work with VAO to deliver WDT's governance priorities.**

### **WRE Report**

JK has receive email confirmation from Orkney Renewables that the Höfn turbine is now functioning correctly. However, she has not had confirmation of what was actually wrong with the turbine, it is felt that this needs clarifying so that we are not paying for replacement parts which were not originally faulty.

JK has received a draft of the proposed new grid connection contract. The Board Agreed that it would be advisable to have the old and new contracts reviewed and compared by a solicitor before anything is signed.

**ACTION: JK to contact Lows and Harper Macleod to enquire about fees associated with reviewing the grid connection contract.**

## **6. GoWestray**

GoWestray had requested a review of the current terms of the learning centre contract and put forward a proposal for a new contract that contained significant differences to the service level agreement used in recent years. After deliberation, it was felt that these changes diverged too much from the purpose of the project and the intention behind outsourcing the service. As GoWestray had indicated that if the changes weren't accepted then it would not pursue a contract renewal, The Board Agreed that the work undertaken by GoWestray towards the facilitation of the learning centre project should be returned in house and delivered by the staff team.

**ACTION: IT to inform GoWestray of the Board's decision and to arrange a suitable handover to allow the service to be set up within the WDT office.**

## **7. Wellbeing Strategy**

IT highlighted that the wellbeing strategy set up last year was due for review and requested that Board and staff complete the wellbeing survey. IT stressed the importance of ensuring that any issues are highlighted and dealt with and thanked everyone for their co-operation.

## **8. Correspondence**

- a. The Board acknowledged a letter of thanks from Westray Heritage Trust for WDT's ongoing support of the Heritage Centre.
- b. The Board acknowledged a letter of thanks from Westray Community Council for the funding awarded by WDT towards the purchase of festive lighting for Pierowall village.

## **9. AOCB**

- a. CW had received a query from a member of the Westray Ambulance crew enquiring about possible funding towards an anti-fogging device for the disinfection of the Ambulance and service equipment, however, further information requests had not been answered. CD confirmed that the main contact for the ambulance had not received CW's emails, she offered to take this up further with the Ambulance crew.

**ACTION: CD to speak to Debbie Brunton of the Ambulance crew and get back to CW with any further information.**

- b. The Board Agreed to renew our annual SURF membership. The Board Agreed that the Operations Manager could have the authority to approve future annual membership renewals.
- c. Jake Hutchison is now a member of WDT.
- d. The Board Agreed that it would be beneficial to try to further highlight the wider implications of the Governments livestock transport legislation currently under consultation in a letter previously drafted. SD agreed to ask Westray NFU if they had any pertinent figures.

**ACTION: CW to amend drafted letter with assistance from SD.**

- e. IT has chased Lows about a quote for reviewing the loan agreement. The Board Agreed to the quote of £200 plus VAT.

**ACTION: IT to engage Lows.**

## **10. Date of the Next Board Meeting**

The next Board meeting will be held on Thursday 8<sup>th</sup> April 2021 at 19:00 via ZOOM.

The meeting closed at 20:35.



