

Minutes of Westray Development Trust Board Meeting
Thursday 8th April 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), Steven Drever (SD), Gill McEwen (GM), Louis Pottinger (LP) (Chair), Andrew Seatter (AS) (joined at item 4), David Stephenson (DS).

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

1. Apologies: Coilla Drake (CD), Douglas Leslie (DL).

2. Minutes of previous board meeting:

Meeting on 04/03/2021

Proposed – AB; seconded – GM

3. Matters Arising:

IT has been in touch with GoWestray to inform them of the Board's decision regarding the Learning Centre contract.

LP has updated plans for the sailing club shed which he will circulate to the Board.

CL asked the Board if they had any further input for the letter of objection to the government's recent Animal Transport proposal, the Board Agreed that the letter could be sent.

IT, GM and JK have now all been issued logins for Quickbooks.

MM confirmed that the fuel grants for the residents of Kalisgarth have now been paid.

ACTION: CL to send out the drafted objection letter.

4. Administration and Finance Officer's Report:

The Board discussed the updated financial scheme of delegation. DS asked whether there was something similar in place to guide financial decisions relating to projects. IT confirmed that she is working alongside VAO to produce delegation guidance for subgroups but it was agreed it would be useful for DS to email his query. The Board Approved the scheme of financial delegation.

MM managed to secure a new SAGE payroll package which she now has up and running, this will be a saving of £1,300 annually.

The annual money laundering declaration for CCLA was signed by GM and AB and has been submitted.

The consolidated accounts for the last financial year have been received and now require signing by AS who was Chair during that financial year. The Board Approved payment to The Long Partnership for accountancy services.

The Community Council gifted £5,000 to the groups of the Bargain Box recognising that they have been unable to fundraise. MM and AB split the money between those groups who used the Bargain Box during 2019.

ACTION: DS to send round his outline for project financial delegation to the Board for consideration.

ACTION: AS to sign consolidated accounts.

5. Accounts:

MM took the Board through the list of recommended improvements offered by The Long Partnership and outlined those that weren't relevant and laid out the solutions in place for the others.

The Board Approved the draft tender invitation for accountancy services subject to a small amendment to clarify that the post of accountant won't be confirmed until the AGM when it is voted on by the WDT membership.

ACTION: IT to amend tender invitation and advertise post.

7. WRE Report

Despite pressure from Liam McArthur and reminders from JK, the latest FITS payment from SSE was not received in time to make the remainder of the gift aid payment from WRE to WDT. The Board Agreed for JK to highlight the ongoing problems with SSE to Alasdair Carmichael and to explore other potential suppliers. IT will also enquire among the other development trust's to see whether they have similar issues receiving FITS payments.

ACTION: JK to contact Alasdair Carmichael.

ACTION: IT to speak to her contacts with other development trusts.

The Board Agreed to pay the Invoice from Orkney Renewables for repair work to the Höfn turbine but asked JK to make enquiries with Community Energy Scotland (CES) as to whether there are other local companies that could provide servicing and repair for that type of turbine.

ACTION: JK to pay Orkney Renewables and contact CES

Harper MacLeod have given a comparison of the old and new grid connection agreements. Jk will ask Harper MacLeod about whether there will be any cost implications of switching agreements and for a quote for how much it would be for them to negotiate the new grid connection contract on our behalf.

ACTION: JK to speak to Harper MacLeod.

6. Operations Report

Covid-19

Due to changes in plans regarding the GoWestray partnership £10,351.07 remains of the Covid-19 business grant.

Bayview/housing

The Standard Security documents and minutes from the February Board meeting that were sent to Burness Paull have been approved by both parties and registered. This aspect of the Islands Housing Fund grant conditions is therefore complete.

JK submitted the second claim to the Islands Housing Fund on the 15th March 2021 for £67,678.95, this has been received. An updated projected completion date is 22nd October 2021.

Bargain Box

The test holes have now been dug which will inform the final build plans. These will be sent round before the building warrant is submitted.

Public Bins

IT has been liaising with OIC roads department who are happy with the locations specified for the installation of the new litter bins. OIC are drafting an agreement for their ongoing upkeep. IT will begin approaching the relevant landowners to seek their permission for the installations.

ACTION: IT to contact relevant landowners.

Loans

The Board Approved the draft MoU agreement between Scottish Communities Finance Ltd. and WDT for the Loans scheme.

Governance Health Check

VAO have reviewed our Articles of Association and have suggested a change which, as expected, is to include digital meetings. VAO propose the following phrasing;

'Place of meeting

Organisational business may be held in a virtual environment with either all or some members present digitally. This would include AGMs, EGMs and all other daily board business.

*The decision to hold Member meetings (Trustees' and board meetings) **entirely** digitally will reside with the Board. Members' attendance at fully digital meetings will be taken as an agreement to record the session which will be kept until the date of minute approval and then deleted.*

Where voting takes place in virtual meetings vote results must be through written response within the digital platform used.'

The Board Agreed to VAO's suggested amendment, along with the inclusion of postal voting, and proposed holding an EGM at the end of May. The EGM will also feature a drive for new Trustees and a Q and A session.

ACTION: CL to organise EGM for end of May.

Midbea Phonebox

AS informed the Board that a bolt to hold the door of the Midbea Telephone Box closed has been installed and that some kind of signage on the door would be appropriate.

ACTION: IT to arrange signage on the phone box to make the public aware of the bolt holding the door closed.

7. Correspondence

- a. The Community Council (CC) had put forward a proposal for its members to work a rota system which allowed them to have a representative at WDT Board Meetings in order to exchange information. The Board Agreed that this sort of system wouldn't work in this situation, the bulk of information at WDT meetings would have no relevance and could be of a confidential nature. CC members who are also WDT members are welcome to stand for Trusteeship. Minutes of WDT Board meetings are available on the WDT website and staff are on hand to exchange pertinent information.
It was noted that WDT are extremely grateful for the recent charitable donation to Westray Community Groups by the CC.

ACTION: CL to write letter of thanks to CC for their donation and inform the CC of the Board's decision re: rota system for CC members to attend WDT meetings.

- b. A draft web design for the new WDT website has been received and the Board are happy with the format and compositions.

ACTION: CL to tell Orcadia Design to proceed with the website upgrade based on the proposed design.

8. AOCB

- a. The newly established North Isles Cycling Club requested whether WDT could take on the administration of their finances as they didn't have a bank account. The Board Agreed that WDT is not currently able to provide banking and financial services for community groups and suggested the group would be better to open their own account.

ACTION: CL to inform the Cycling Club of the Board's decision.

- b. **CG05-2020 PEG Recommendation** – The Board Agreed to PEG's recommendation to award funding of £2,000 annually for three years to the Auk Club for the provision of social activities.
The Board also Agreed that the grant for the kirk car park extension can have a flexible end date given the problems the project has had with planning permission and covid-19 restrictions.

ACTION: CL to inform the Auk Club and Church of Scotland of the Board's decision

- c. A further 6 memberships applications have been received and noted by the Board.

- d. HB asked whether WDT provided the Home Help staff with PPE. PPE is provided but does not currently include disposable gloves and aprons. The Board Agreed it would be appropriate for the Home Help staff you be given these aswell.

ACTION: CL to source further PPE for the Home Help staff.

9. Date of the Next Board Meeting

The next Board meeting will be held on Thursday 6th May 2021 at 19:00 via ZOOM.

The meeting closed at 20:35.

