

**Minutes of Westray Development Trust Board Meeting**  
**Thursday 3<sup>rd</sup> June 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:** 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:** Helen Bain (HB) informed the meeting that she would be able to join later.

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

Meeting on 06/05/2021

Proposed – AB; seconded – GM

**3. Matters Arising:**

IT has informed the WAPWTA of the Boards decision regarding WDT's involvement in a covid recovery forum but has heard nothing further as yet.

The accounts tender has been sent out.

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

Notification has been received that the accounts for last financial year have been submitted to OSCR.

**5. Operations Report:**

**Covid-19 Response**

Orkney Sky-Cam have been out to Westray and the resulting footage has been received by WDT, IT is using this as the basis for WDT's Media Library. The Board Agreed that the conditions of use for the Media Library be that anyone can use the content for the purposes of promoting Westray/Westray Groups/Westray Businesses but content cannot be sold without permission. The Board Agreed that the Operations Manager can have the authority to manage access to the library in line with its intended purpose.

The cost of funding an additional four Library Van visits to Westray is £232.70 more than anticipated. The Board Agreed to the additional costs over email after the previous Board meeting. The extra dates have been advertised locally.

**Housing – Bayview**

The housing subgroup recommend that D&H be appointed to manage the letting of Bayview as per their Management Quote. The Board Agreed to use D&H to manage the letting of Bayview, a further Housing Subgroup meeting will be organised with D&H in order to discuss the allocations policy.

The Board Approved the Terms of Reference for the Housing Subgroup.

The work at Bayview is progressing well and updates continue to be put on social media and in Auk Talk.

OIC have launched a new Empty Homes project with the aim to assist property owners to bring empty homes back into use. This may be a useful resources for WDT when considering future housing projects.

**ACTION: IT to arrange meeting with D&H and the Housing Subgroup.**

**Red Telephone Box Trail – NILPS**

NILPS confirmed that an art installation would fulfil the objectives of the project.

A draft art brief has been drawn up for Board Approval at the next Board meeting. The Board Agreed that a budget of £7k per kiosk should be included in the brief, making it clear that this would include the cost of renovation. It was also agreed that some thought should be given to improving the door mechanism given the recent issues with the door of the Midbea kiosk.

**ACTION: CW to amend the art brief for approval at the next Board Meeting.**

### **Bargain Box**

The outstanding information Shane Scott had been waiting on has now been received, however, he suggests getting a desktop sound test done as with Bayview, prior to submitting the building warrant so any suggested amendments can be done at this stage rather than once the building warrant has been issued. The Board Agreed.

**ACTION: IT to arrange sound test for the Bargain Box.**

### **Westray Quarry**

The Quarry subgroup met to discuss the quote for works received by Eoin Muir.

### **Public Bins**

The landowner of the proposed site near the Skello shop has given their permission to install a public bin on the condition it is regularly emptied.

### **Loans**

Scottish Communities Finance have suggested one small amendment to the agreement at paragraph 5.1 to be amended to read 'When requested, the Administrator shall provide annual reports detailing all SME Loans in a format agreed with the Funder', The Board Agreed.

**ACTION: IT to amend agreement with SCF accordingly.**

### **Community Garden Project**

The HIE feasibility report has been received and will be discussed by the garden subgroup at the next meeting to be held on 2<sup>nd</sup> June.

IT met with Business Gateway who provided her with some useful information on marketing plans and the subgroup plans to meet to discuss sales and marketing strategies in the future.

### **Broadband**

WDT has received a response to its freedom of information request regarding the proposed installation of superfast broadband to Westray, it confirms that the plans have not been finalised but that it is hoped this will happen during the summer. The Board Agreed to make the response available to interested parties. The Board Agreed to speak to Orkney Islands Council about their upcoming initiatives for community broadband solutions.

**ACTION: CW to contact OIC and share the freedom of information response with interested parties.**

### **Website Redevelopment**

The new website will be launched this week. Updates to content will be ongoing but the grant claim can be submitted once the website is live.

### **Misc**

Several boxes of Lateral Flow Tests have arrived and been delivered to out Home Help cleaner.

### **6. WRE Report**

JK has asked the WRE Board about whether they wish to switch FITs providers and is awaiting a response.

HB joined the meeting.

## **7. Westray Conference**

The Board Agreed to postpone the Westray Conference until 2022 in the hope that it will be possible to have an unrestricted series of community events.

## **8. Concessionary Travel Consultation**

The Board Agreed to IT's draft consultation response with one amendment to remove the reference to Orkney Mainland.

## **9. PEG**

**CG07-2020 – Westray Golf Club** – The Golf Club have submitted an application for funding to employ two greenskeepers for the next 5 years. PEG recommended to award funding of £60,690 over 5 years. Given the circumstances of previous funding awarded to the Golf Club in which financial forecasts indicated that the Golf Club was moving toward being financially self-sustaining, the Board felt that these historic funding awards should be reviewed before a decision was made. The current application also contained no information on how the Golf Club intended to finance the Club's activities in the future, this was felt to be a necessary tool to inform further funding decisions.

**ACTION: CW to distribute historical funding information amongst the Board for further review.**

### **PEG membership**

CW enquired as to whether it was possible to increase the number of members of PEG and how PEG members are recruited as it had been difficult recently to get a quorum for scoring applications to the CTF. Nominations are made and voted on at the AGM. LP agreed to replace Steven Bain on a temporary basis until the AGM when another community representative can be voted onto PEG. The Board Agreed to send a letter of thanks to Steven for his service to PEG.

**ACTION: CW to write a letter of thanks to Steven Bain.**

## **10. VAO Wellbeing Proposal**

The Board met with Dr Jutta Meiwald from Westray Surgery to discuss Westray's need for a wellbeing coordinator and found the meeting informative. A common theme appears to be that much of the need on Westray involves education and signposting those in need to the right help and services. The recent wellbeing survey conducted by VAO will be required to make an informed decision as well as information on how many years VAO plans to fund the project for and when VAO need to have a decision for their funding bid.

## **11. Correspondence**

None.

## **12. AOCB**

The Board discussed the possibility of having face to face meetings in the near future. Current regulations will need to be consulted but the current number of households who can meet may restrict the Board from meeting at present. A suitable meeting place would also need to be sought.

## **13. Date of Next Meeting**

The next Board meeting will be held on Thursday 1<sup>st</sup> July 2021 at 19:00 via ZOOM.

The meeting closed at 21:05.



