

**Minutes of Westray Development Trust Board Meeting**  
**Thursday 8<sup>th</sup> July 2021 at 19:00 at the Old Kirk**

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

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

**1. Apologies:** Helen Bain (HB). Janice Kirkness (JK), Douglas Leslie (DL).

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

Meeting on 03/06/2021

Proposed – AB; seconded – GM

Meeting re: PEG 21/06/2021

Proposed – AS; seconded – DS

**3. Matters Arising:**

CW has sent Steven Bain a letter of thanks to acknowledge his contribution to PEG.

IT amended and sent WDT's response to the Concessionary Transport Consultation. The Board Agreed that it would be appropriate to publish future responses for the benefit of the community.

VAO are currently reviewing the wellbeing coordinator project and intend to have a revised proposal for us in August, along with the full report from the results of the wellbeing survey for Westray.

The Scottish Government are expected to announce changes to current social distancing guidelines on 9<sup>th</sup> August and risk assessments will be adjusted accordingly.

LP has not yet ordered Alan Flints gift but will do so shortly.

**ACTION: LP to organise gift for Alan Flint.**

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

MM, GM, IT met with Alan Long on Zoom to discuss the year end. Audit questionnaires for the directors have been distributed as per Alan's request.

Three tenders for accountancy services to the Trust and WRE have been received and will be discussed by the Finance subgroup and a recommendation forwarded to the Board.

**5. Operations Report:**

**Housing – Bayview**

The housing subgroup now have catalogues to look through in advance of meeting to decide furnishing options for Bayview. The housing subgroup will be meeting with Drever & Heddle on 19<sup>th</sup> July to discuss the allocations policy.

**Red Telephone Box Trail – NILPS**

It was noted that the draft artists brief had contradictory information about the renovation of the telephone kiosks, the Board Agreed to the artist brief subject to the aforementioned amendment. The Board Agreed that IT should approach NILPS to enquire whether they would be happy to be named as project partners on the brief.

**ACTION: IT to amend the art brief and publish.**

## **Bargain Box**

We are still awaiting the desk top sound test for the office extension but Shane Scott hopes to have this arranged soon.

## **Community Garden Project**

The strawberries and cucumbers are in the shops now and have been very well received with the strawberries selling out in a matter of minutes.

## **Broadband**

IT and CW met with Shona Croy from OIC to discuss the council's plans to lobby for fair access to fibre broadband across Orkney. OIC have commissioned a survey related to their upcoming broadband trial and have asked IT to be an interviewee.

## **Website Redevelopment**

The claim for the digital grant from HIE for the website has been submitted and the new website launched. A guidance manual for editing content is in production and will be ready soon. Online grant forms are almost ready to be included on the website, some guidance pop ups have been incorporated in the forms to make it easier for the user to fill out the applications.

## **Euan's Wood**

The Board Agreed to approach Ros Bryant about commissioning a sign which WDT could donate for the area of woodland which Westray Junior High School have planted in memory of Euan Bain.

**ACTION: IT to speak to Ros about commissioning a sign and liaise with Steven and Isla Bain about any preferences they may have.**

## **6. WRE Report**

The Board Agreed to engage The Burray Boatyard for the repair and maintenance of the WDT small turbines. They requested that JK look into a maintenance agreement between WDT and Burray Boatyard.

The Board Agreed that it would be worth investigating the terms Scottish Power could offer for FITs payments for the small turbines in addition to the community turbine. They can then decide whether to switch to Scottish Power or remain with SSE.

**ACTION: JK to organise a maintenance agreement with Burray Boatyard for the repair and maintenance of the small turbines.**

**ACTION: JK to find out what terms Scottish Power would offer for FITs payments for the small turbines.**

## **7. PEG**

### **CG08-2020 – Community Archaeology Westray (CAW) – Fund Raising Christmas Cards for 2021**

CAW submitted a community grant application for funding to assist with cost of producing a series of Westray themed Christmas Cards with the aim of using the money raised for the costs associated with legal and consultation fees for the Links of Noltland project.

PEG recommended that the Board awarded funding as per the application, £369 (33% of project costs), the Board Agreed.

**ACTION: CW to inform CAW of the Board's decision.**

## **8. Correspondence**

- a. **Podiatry Query** – The Board had received a request from a mainland based Podiatrist, who has an established client base on Westray, for financial assistance towards the cost of travel and accommodation to the island. Previously, links on Westray meant that travel and accommodation costs weren't a necessary price factor allowing fees to be kept in line with those of mainland. This is no longer the situation which means that, without funding, these extra costs will have to be recovered by raising prices for Westray residents. The Board Agreed that it would fit with the Trust's charitable objectives to mitigate the potential financial implication to Westray residents for such an important health related service. However, the request indicated the use of the plane and car hire for visits and it was felt that there were potentially cheaper methods of facilitating a visit out here. It was agreed that IT should contact the Linda Hall to enquire about whether she is able to use less expensive methods of transport and that this information should be disseminated to the Board through email.

**ACTION: IT to contact Linda Hall.**

## **9. AOCB**

- a. SD asked whether it will be necessary to put some kind of copywrite signature on the contents of WDT's media library. IT pointed out that she has drafted a terms of use document for the library which requests that, where possible, users acknowledge WDT's ownership of the media.
- b. MM explained to the Board that the government plans to reduce the furlough rate gradually over the coming months. The Board Agreed to top up the furloughed employees wages to 100% for July and August. It is expected that those employees will come off furlough by September.

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

The next Board meeting will be held on Thursday 5<sup>th</sup> August 2021 at 19:00 in the Old Kirk.

The meeting closed at 20:00.



