

**Minutes of Westray Development Trust Board Meeting**  
**Thursday 5<sup>th</sup> August 2021 at 19:00 at the Old Kirk**

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

**Attending:** Janice Kirkness (JK), Clare Walker (CW).

**1. Apologies:** Coilla Drake (CD), Margo Makin (MM), Isobel Thompson (IT), Andrew Seatter (AS),

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

Meeting on 01/07/2021

Proposed – GM; seconded – DS

**3. Matters Arising:**

CW informed the Board that the staff team had now received a user manual from Orcadia to enable them to edit the new website in house. The online forms for Community Turbine Fund applications are now live and have already been used successfully.

LP has commissioned Edwin Rendall at Wheeling stone for Alan Flints gift and will invoice WDT.

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

There was nothing to discuss under this item.

**5. Operations Report:**

**Housing – Bayview**

The scheduled discussion with D&H on the Allocations policy had to be postponed and we are still awaiting a date for reschedule.

The housing subgroup have approved recommendations for some of the internal fixtures and fittings so these can be ordered in advance.

The housing subgroup has requested a quote from Ros Bryant to produce a 'Bayview' plaque for the outside of the building.

Due to issues with the subcontractor, Danial Harcus Construction will now be undertaking the electrical work and handling the ENA paperwork for SSE.

**Westray Quarry**

Eoin Muir has submitted further detail on his proposed changes to the original tender for the quarry work and is awaiting some further information on costs before producing a final proposal.

**Public Bins**

IT has chased OIC for confirmation that they would add the new bins to the current refuse collection route and has received the following response;

*'...I have been talking to Ops about whether they could guarantee that these bins would always be emptied but I don't think there is anything that they could reasonably commit to. As noted, they are happy to empty the bins at the moment but we can't predict what will happen to the workforce in the future or what policies may be developed that would impact on the litter and waste service and so we can't make this an open-ended promise. I realise that isn't entirely helpful from your perspective but unfortunately that's the position we are in. Is this enough for the Trust to go ahead and purchase the bins do you think?'*

IT recommended that the project should not proceed without a clear agreement with OIC that the bins would be emptied by the local collection service, otherwise the Trust would have no recourse if bins go unemptied. The Board Agreed with this recommendation and added that IT should push OIC for a firmer commitment to the project given the support it has from the local community and should there be no movement, the issue should be raised with local councilors.

**ACTION: IT to contact OIC to push for a firmer commitment from them.**

### **Community Garden Project**

The recent spell of fog and humidity has caused some issues with maintaining airflow in the tunnels and has had an adverse effect on some of the plants so this is something to think about for next season whether it is worth looking into preventative measures.

The garden team have tidied up the Sand O' Gill picnic area in conjunction with Eric Rendall who cut the grass, these hours have been logged separately so they do not get included in the budget for the community garden project.

### **Podiatry**

The Board discussed the merits of subsidising a private podiatry business to come out to Westray for appointments. There were several concerns raised including;

- as this is a private business and there are other private businesses in Orkney offering a similar service, the Trust couldn't subsidise one without opening funding to other private businesses.
- Age Scotland has provided this sort of service on the island in the past and the Trust would be in a much better position with the charity regulator if we could work with Age Scotland in some way rather than get involved in the very grey area of funding private business
- IT and LP are meeting with Michael Dickson from NHS Orkney and will be raising the issue of podiatry and other issues with him on behalf of the community.

With this in mind the Board Agreed that a decision be deferred until after the meeting with Michael Dickson and that contact should be made with Age Scotland to see what could be done there.

**ACTION: IT and LP to meet with Michael Dickson from NHS Orkney**

**ACTION: IT to contact Age Scotland**

### **AOCB**

IT requested the boards permission to organise a mobile phone for office use. It was mentioned that this has been explored in the past but that it had required a trustee to submit to register for the phone and submit to a credit check which it was deemed was not appropriate. The Board Agreed that if a plan could be found which did not require a trustees details then they are happy for IT to organise a mobile phone for office staff use.

**ACTION: IT to look into a suitable plan for an office mobile phone.**

### **6. WRE Report**

JK has made enquiries with The Burray Boatyard, they do not have a standard maintenance contract to offer but are open to us proposing the terms of one to them. JK will draft one for approval.

The FITs payment terms from Scottish Power would be the same for the small turbines as for the big turbine, payment within 28 days or by the end of the month following the submission of meter readings at the latest. The Board Agreed to switch to Scottish Power for the small turbines.

**ACTION: JK to draft maintenance contract for approval**

**ACTION: JK to switch to Scottish Power for FITs payment for the small turbines**

## **7. Well-being Coordinator Post**

The Board reviewed the results of VAO's recent well-being survey for Westray which showed a need amongst the community for the kind of services which the wellbeing coordinator post could provide. As it is within the remit of the Trust to address the need of the community, where possible, the Board Agreed, subject to funding from VAO being available, to partner with VAO for their Island Wellbeing Project for 2022-2024. IT confirmed that she was willing and able to take on the line management duties of the post, the remaining support and funding being provided by VAO.

**ACTION: CW to inform Harry Johnson at VAO of the Board's decision**

## **8. Correspondence**

- a. **SIF membership renewal** – IT asked the Board to consider the renewal of the SIF membership as she is on the Board of Trustees and therefore expressed an interest. The Board Agreed to renew the Trust's membership of SIF.

**ACTION: MM to renew membership of SIF.**

## **9. AOCB**

- a. **CG01-2020** – This Community Grant application was recommended by PEG and, due to being time sensitive, funding was awarded by the Board over email.
- b. The process of emptying the Höfn has been started by the Bargain Box subgroup and volunteers. A decision on whether to open the Höfn or alter the way the Bargain Box operates was deferred until the expected changes to Government regulations for Covid-19 are expected on the 9<sup>th</sup> August.
- c. AB raised that there was a light broken in the Bargain Box and that the air source heat pump wasn't working properly.

**ACTION: CW to organise tradesmen to look at the repairs needed in the Bargain Box**

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

The next Board meeting will be held on Thursday 2nd September 2021 at 19:00 in the Old Kirk.

The meeting closed at 20:00.



