

Minutes of Westray Development Trust Board Meeting
Tuesday 7th September 2021 at 19:30 at the Old Kirk

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

Attending: Isobel Thompson (IT), Clare Walker (CW).

1. Apologies: Coilla Drake (CD), Gill McEwen (GM)

2. Minutes of previous board meeting:

Meeting on 05/08/2021

Proposed AS ; seconded – AB

3. Matters Arising:

Matters arising were covered in later items.

4. Administration and Finance Officer's Report:

The Board Agreed to the suggestion of the Finance subgroup that the finance tender from Scholes Chartered Accountants be recommended to the membership at the AGM on November 2021.

5. Operations Report:

Housing – Bayview

IT met with Shirley Burgess of Drever & Heddle to discuss the lettings management of Bayview she will arrange a housing subgroup meeting soon to discuss the allocations policy before it is released for final public consultation. At a recent progress meeting for Bayview IT was made aware of the likelihood that the schedule for complete works for Bayview may be delayed due to staff shortages, an updated schedule is expected soon.

IT will be registering the flats with OIC and the Board Agreed to designate the flats numerically from 1 to 4. There will be a fee of £67 for landlords registration plus £15 per flat.

The Board approved the quote from Mainland based satellite installer, Learmonth's TV Services, of £684.63 to install a single satellite on the exterior of Bayview which would service all four flats. This will be from the contingency budget for the Bayview project.

The Board approved the quote from Ros Bryant of £780.40 to create a stonework plaque for the exterior of Bayview which was broken down as follow:

-Sutherland Stoneworks honed flagstone stone, 400x800 with fixing pins, @ £254.40inc VAT.

- approximately £70 for carriage.

- cost for carving in raised capitals at scale to suit the stone, £380 (plus VAT).

ACTION: IT to arrange housing subgroup meeting.

ACTION: IT to register the Bayview flats with OIC and the Trust as a private landlord.

ACTION: IT to commission stone plaque for Bayview.

Bargain Box

The roof of the Bargain Box sprung a leak last month which was kindly patched by Daniel Harcus construction. However, since then the roof suffered further leaks leading to the necessary closure of the Bargain Box. Daniel Harcus has suggested using steel sheeting over both container rooves and got back to IT with a quote of £2,387 for this work which the Board Approved.

Shane Scott is on track to submit the building warrant for the new Bargain Box/Office extension on Friday 10th September but informed IT that there may be decisions the Trust will need to make relating to internal fixtures and fittings. The Board Agreed that these decisions could be delegated to the Bargain Box subgroup.

ACTION: IT to ask Daniel Harcus to go ahead to re-sheet the roof of the Bargain Box.

Westray Quarry

As it has been a while since progress has been able to be made with the quarry project, Dalgleish Associates have requested a meeting be set up to catch up with the latest developments.

ACTION: IT to meet with Dalgleish Associates.

Public Bins

The OIC Ops team are considering WDT's request that they reconsider their position on their commitment to emptying the new bins.

Loans

The amended agreement has been signed and returned by Scottish Communities Finance.

Community Garden Project

IT and the garden team will be planning for next year over the next couple of month.

There is a garden tiller in the shed which is surplus to requirements, The Board Agreed that it could be sold with offers welcome from the Westray community.

ACTION: IT to arrange the sale of the garden tiller.

Euan's Wood

The school had already organised their own plaque for Euan's wood, therefore this was no longer needed. HB raised the point that there may be other items WDT could donate to the area and that Edith Costie may be able to suggest what is still needed to complete the area of Euan's wood. The Board Agreed that they would like to make a donation of something wanted by the organisers.

ACTION: CW to arrange a suitable donation according to the requirements of the organisers of Euan's wood.

Podiatry

Having considered advice from VAO it was agreed that WDT wouldn't cover the travel expenses of individual private businesses providing podiatry appointments in Westray. However, Age Concern Orkney have facilitated podiatry services to the North Isles in collaboration with other development trusts and the Board Agreed to work in conjunction with them to bring a clinic to Westray by funding the travel expenses of the service provider. This would be on a temporary basis on the understanding that the NHS have plans to provide basic training in podiatry to local care givers to cover the basic podiatry needs of the island residents.

ACTION: IT to contact Age Concern Orkney.

Fire Alarms

After considering advice from VAO The Board Agreed that there would not be enough demonstratable public benefit to funding private homeowners compliance with the regulatory installation of mains connected fire alarms, therefore, no further action should be taken on this project.

6. WRE Report

JK has drafted a maintenance agreement to be proposed to The Burray Boatyard. The Board Approved this draft subject to the inclusion of a procedure for reporting i.e. a written report required after any routine or other inspection and after any maintenance or remedial work is undertaken.

ACTION: JK to amend maintenance agreement and then submit it to Burray Boatyard for their consideration.

7. AGM 2021

The Board Approved the provided Operations, Covid-19, WRE and Friends of Kalisgarth report for inclusion in this year's annual report.

A date of Thursday 4th November 2021 was set for the AGM. The Board Agreed to hold the AGM in person providing restriction allow, at the Old Kirk.

ACTION: CW to book Old Kirk for 04/11/2021.

8. Correspondence

- a. Community Website Funding** - IT had received a request for information from Hazel Moore on a previous grant to provide funding for the Community Website. Despite searching historical records there has been no record found of a funding award for the ongoing funding of the community website. The Board Agreed that it would welcome a community grant application for this project if Hazel or the Community Association would like to apply for funding for the website.
- b. WDT Digital Equipment** – The staff team have been attempting to access a large amount of digital equipment being stored in the Learning Centre which was used by GoWestray but is now managed by WDT now that GoWestray is no longer sub contracted to be the coordinator for the Learning Centre, but have had trouble making arrangements with GoWestray. The Board Agreed that the staff team should request that access be given before the end of the month and that internal processes for the borrowing of the equipment by the community are put in place.

ACTION: CW to arrange for the digital equipment at the Learning Centre to be bought under management by WDT and to develop booring procedures for its use by the community.

9. AOCB

- a.** It was noted that WDT had received membership applications from Peter and Eve White and David Hawkins and Christina Elliott.
- b.** A minute was made of the Board's Agreement to sponsor the 'Best of the Rest' Gold Club competition made over email.
- c.** DL raised a query regarding the fencing of WDT land leased to Westray Golf Club for use by Community Archeology Westray (CAW) as advertised in the latest Auk Talk Edition. He enquired whether any communication had been had with CAW recently in regard to the necessary changes to current leases etc. The staff team confirmed that no corresponsance had been had with CAW but they would make appropriate enquiries and review the Memorandum of Agreement between WDT and CAW.

ACTION: IT to contact CAW.

10. Date of Next Meeting

The next Board meeting will be held on Thursday 7th October 2021 at 19:00 in the Old Kirk.

CW left the meeting at 20:45.

11. WDT Board Only

The Board Agreed to pursue a one year 70% funded graduate placement.

The Board Approved the wellbeing strategy.

The Board Approved the suggestion that a document covering meeting procedures should be drafted.

L. Y. Partridge