

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

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: Clare Walker (CW)

1. Apologies: Helen Bain (HB), Isobel Thompson (IT)

2. Minutes of previous board meeting:

Meeting on 07/09/2021

Proposed AB ; seconded – DS

3. Matters Arising:

- CW has been in touch with Edith Costie about a donation to Euan's Wood and is waiting for details and costings.
- IT has informed Ros Bryant and Learmouth TV services of the Board's approval of their quotes for requested services.
- The fencing off of part of the Golf Club by CAW has been done in agreement with the Golf Club in order for CAW to be able to show Historic Environment Scotland the size of the area in question.
- The funding application for the Graduate placement to HIE has been placed and approved. The post will be advertised as soon as IT is back from annual leave.
- Daniel Marcus Construction has started work on re-sheeting the roof of the Bargain Box. Remedial work inside will be required before the Bargain Box can reopen.

4. Administration and Finance Officer's Report:

Alan Long has presented the accounts to the WDT Board and once the same has been done with the WRE Board he can commence the audit. LP agreed to contact The Long Partnership to inform them of the Board's recommendation to members for Accountancy services for 2022-2023. The Board Agreed that Alan should be asked to prepare a brief summary of the accounts which IT can present to members at the AGM in November.

The Board Agreed to the suggested closure of the office over the Christmas period from Wednesday 22nd December to Tuesday 4th January inclusive.

ACTION: IT to contact Alan Long about a presentation to be given at the AGM

5. Operations Report:

Housing – Bayview

The end of grant report for the Scottish Land Fund was submitted.

IT has met with D&H to review the draft lettings policy and they provided guidance on what we need to do to become landlords.

The housing subgroup met on 29/09/2021 and agreed flooring, paint and bathroom choices for Bayview. The Subgroup also agreed to make the following amendments to the draft lettings policy before it would be shared for community consultation; the points sections for skills was removed as this was felt to be covered by employment points. The employment points section was amended to clarify this also included self-employment, and the section awarding points for applicants with children for the 2-bed flat was amended to be for children under-16. The specification for 'school-age' was removed. The subgroup agreed to circulate the draft for consultation, this will be done via the WDT website and there will be paper copies in the shops.

D&H advised that the tenancy agreements could not lawfully prohibit tenants from keeping pets but that, as landlords, WDT could choose to take certain measures to safeguard the condition of the flats. The Board Agreed to request a larger deposit for tenants with pets, tenants would also be required to provide references relating to the behaviour of the pet. Tenants in residence who would like to get a pet would be required to inform WDT. The Board Agreed that IT should look into the possibility of including a 'nuisance animal' clause into the tenancy agreement.

ACTION: IT to publish the draft lettings policy to the community for consultation

ACTION: IT to look into the Board's measures for tenants with pets

Bargain Box

RMP have advised that a sound test and desktop exercise is not necessary for the Bargain Box/Office extension.

Fuel Grant

The Board Agreed funding for a Winter fuel grant of £300 per eligible household. The fuel grant is to be launched in the New Year and announced in the next Auk Talk and on social media. The Approved the draft fuel grant policy subject to the addition of a time frame within which payments will be made, after which time applicants should get in touch with the office. GM volunteered to assist the Finance team with fuel grant payments.

ACTION: IT to amend fuel grant policy and announce the Board's decision in Auk Talk and on social media.

Community Garden Project

Community Garden

Harvest at the project has now come to an end for this season.

Proposals are being developed by the garden team for the improvement of the picnic area at Sand O Gill.

CW is working with the garden team to prepare an end of year report.

Höfn

The Höfn Youth support has been contacted regarding the end of the governments furlough scheme and the proposal of assisting to get the Höfn ready for reopening.

Lena Pottinger has resign from her position as Youth Support worker for the Höfn.

Wellbeing Coordinator

IT has had a meeting with Harry Johnson from VAO who has updated with the submission of various funding applications. It is expected that they may delay the start of the well being coordinator post slightly.

Bonfire Night

The Board Agreed that the WDT could assist the Höfn Youth support to organise a Bonfire night but agreed that this would be the last year that this was organised by WDT with any groups wanting to take on the event welcome to apply for funding through the Community Turbine Fund.

Other

The Board noted the correspondence between IT and Orkney Library & Archive rearranging the WDT funded Library van visits due to a previous cancellation of the timetabled visit in September.

6. WRE Report

FITs payments for the last quarter have been received from SSE.

The Burry Boatyard are happy with the maintenance agreement and will sign and return it. JK will arrange a time for them to come out and service the small turbines.

ACTION: JK to arrange for Burry Boatyard to service the small turbines once the maintenance agreement has been signed.

7. AGM 2021

The members pack letter and annual report will be sent out to members on Wednesday 13th October 2021.

ACTION: IT to post members pack letter

8. Correspondence

There was no correspondence to discuss.

9. AOCB

- a. The Board noted the receipt of an update from Historic Environment Scotland on the Links of Noltland, provided by CAW.
- b. CW informed the Board that there have been a number of instances over the past couple of months where the disposable masks provided by WDT for the Rapness Ferry Terminal have been taken. The Board Agreed that they would still like to provide masks for those people who have forgotten or misplaced theirs and that they would ask the pier staff if the box could be kept in the control office with people having to request a mask if needed.
- c. The Board Agreed that, given the remaining covid-19 restrictions and financial climate that WDT would not have a Christmas party this year.

ACTION: CW to contact the Rapness pier staff about disposable masks.

10. Date of Next Meeting

The next Board meeting will be held on Thursday 28th October 2021 at 19:00 in the Old Kirk.

CW left the meeting at 21:00.

11. WDT Board Only

The Board Approved the WDT Operations Manager having permission to purchase banks of HR hours as needed from Judith Fenton HR.

The Board Approved a change to the adoption leave policy to bring it inline with the maternity leave policy.

R. Y. Jackson

