

Minutes of the Annual General Meeting of Westray Development Trust (WDT) held Tuesday 8th December 2020 at 7pm via Zoom

Present: Helen Bain (HB), Philip Bews (PB), Anne Burgher (AB), Coilla Drake (CD), Steven Drever (SD), Daniel Marcus (DH), June Marcus (JH), Caroline Kent (CK), Janice Kirkness (JK), Douglas Leslie (DL), Clare Lucas (CL), Iain MacDonald (IM), Margo Makin (MM), Gill McEwen (GM), Sandy McEwen (SM), William McEwen (WM), Angela Muir (AM), Peter Needham (PN), Louis Pottinger (LP), Ian Ricketts (IR), Nancy Scott (NS), Ailsa Seatter (AiS), Andrew Seatter (AS) (Chair), David Seatter (DaS), David Stephenson (DS), Isobel Thompson (IT)

Attending: Alan Long (AL) – The Long Partnership (accountant/auditor).

Welcome: AS welcomed everyone to the meeting and introduced the guest of the Board; Alan Long (AL) of The Long Partnership.

Adoption of minutes from AGM 5th November 2019: Proposed DH, Seconded GM **Motion carried**

Accounts Presentation: Alan Long presented the accounts for the year July 2019 to June 2020. He briefly highlighted some of the changes made during the last financial year including; the move to using Quickbooks accounting software; updating the way the accounts are laid out to bring them into line with the Charities Statement of Recommended Practice; and reviewing historic restricted funding remaining from previously completed projects.

Adoption of Accounts: Proposed CK, Seconded DL **Motion carried**

The Board of WDT proposed to appoint The Long Partnership as auditors for the financial year July 2020 to June 2021. **Motion carried**

Election of Directors: Douglas Leslie, Gill McEwen and Louis Pottinger were stepping down from the Board as per the Articles of Association. All three stood for re-election to the Board. WDT members, Coilla Drake, David Stephenson and Steven Drever stood for election to the Board.

Voting slips for this election had been mailed to the WDT membership in advance and were counted and verified by IT and Jake Hutchison. A total of 58 votes had been received and all nominees received more than 50% of the votes cast and therefore they were all elected to the Board.

Isobel Thompson, Operations Manager:

IT gave a presentation highlighting some of the achievements of the Trust this past year financial year and within the last six months including; completion of the defibrillator network; scheduled submission of the building warrant for the Bargain Box by the end of the year; record number of education grants received; the award of £380k towards form renovation works to Bayview from the Scottish Islands Housing Fund and a predicted completion date for works of September 2021.

WDT had received several queries regarding the draft allocations policy given to members for consultation in the AGM pack letter. IT covered these queries as follows:

- We will be working with a letting agent to manage renting out the flats. The letting agent will handle all legalities, contracts, applications, problems, rent.
- If there is a flat available and only one applicant, regardless of how many points they have per the policy they will get the flat. Where the policy comes in is where there are multiple applicants, so rather than first come first served, we can prioritise based on community need.
- This first draft has been checked by Orkney Islands Council Housing Department for compliance with lettings legislation. Later drafts will also be checked by the letting agents and a solicitor, including equality impact assessments.

IT highlighted some of the measures taken during the unprecedented climate of Covid-19 by WDT and the Westray Community including; set up of the Westray Covid-19 action group; provision of scrubs to Kalisgarth and Westray

surgery by members of the community and the Orkney Scrubs group, Wireless Westray providing entertainment for all; the additional fuel grant to aid households during the financial uncertainty of lockdown; funding additional digital equipment to Westray Junior High School, PPE for community groups, re-usable facemasks and hand sanitiser for the children of Westray; donations to the Westray branch of the Orkney Foodbank and much more.

Q & A:

JH asked what the total cost of the housing project was and whether WDT had conducted a public consultation about the need for the project within the community.

IT confirmed the total cost for Bayview is expected to be £700K + VAT and that WDT did conduct a public survey prior to commencing the housing project which showed a clear need for small housing units.

JH proceeded to question why WDT didn't focus on housing and help for families to get on the property ladder.

IT confirmed that Bayview isn't necessarily the end of the overall housing project and that WDT are aware of other housing needs on the island. Initial explorations have already been made for the possibility of WDT providing help for self-builders, however, this is a grey area as far as charity legislation so strict regulations must be followed but discussion are already underway to expand the housing project.

CD gave thanks to WDT for it's commitment to being a Scottish National Living Wage employer.

AOCB: No other business was raised

There were no further questions.

With no further business to discuss, the meeting was closed at 7:45pm.

