

Minutes of Westray Development Trust Board Meeting
Thursday 3rd February 2022 at 19:00 at the Old Kirk

Present: Anne Burgher (AB), Coilla Drake (CD), Steven Drever (SD), Douglas Leslie (DL), Gill McEwen (GM), Louis Pottinger (LP) (Chair), David Stephenson (DS).

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

1. Apologies: Harry Gill (HG)

2. Minutes of previous board meeting:

Meeting on 25/11/2021
Minutes on 02/12/2021

Proposed - GM; seconded - AB
Proposed - GM; seconded - DS

3. Matters Arising:

- The website has been updated with the latest Articles of Association.
- IT informed The Long Partnership and Scholes Accountancy Services of the outcome of the AGM on 2nd December 2021.
- IT confirmed that the Board Agreed to hold off organising training for Trustees until after the EGM in March.
- The Board Agreed over email that all fuel grants should be paid directly into applicant's energy accounts wherever possible but that, as a last resort, the fuel grant could be paid into the applicant's bank account.
- The response letter from Item 9. From the meeting on 25th November has been sent.

4. Administration and Finance Officer's Report:

The final accounts have been received for WDT and WRE and have been signed and returned to Alan Long.

MM, IT and GM had a virtual meeting with Scholes which was positive. They suggested postponing the deregistering of VAT until July when they are able to assist with the process. In the meantime, the VAT return for last quarter has been submitted.

There have now been over 160 fuel grant applications received since the launch at the beginning on January.

Signatories for the bank are being updated along with the opening of a new account to make separating funds easier.

Meter readings have been sent to SSE for the small turbines. An invoice has been sent to the council for the Kalisgarth turbine, the money from which will be donated to Friends of Kalisgarth.

A donation of £100 was suggested by MM for the use of the Kirk for the AGM and Board meetings to date, the Board Agreed.

ACTION: MM to donate £100 to the Old Kirk

WRE Report

The turbine is now operational having suffered two breakdowns since October 2021. An insurance claim is in progress for the loss of income.

An AGM for WRE was held on 17th January 2022. DS raised the point concerning item 9 in the minutes for the AGM where a discussion was held about forward planning for the turbine and future income generating projects. DS

stressed that the turbine was a WDT project and while it made sense to work with WRE on the issue, ownership of any future income generating projects should reside with WDT. He also pointed out that any future income generating projects wont necessarily need to be renewable. A meeting between the Board's of WDT and WRE will be scheduled shortly where this can be discussed further.

ACTION: Meeting to be organised between WDT and WRE on the issue of forward planning.

5. Finance Reporting:

DS requested a discussion on the current system of financial reporting to the Board. Currently the finance reports are limited to the actual spend each month but DS suggested it might aid the Board to better manage WDT's finances if the reports showed this actual spend against the relevant budgets. This would allow the Board to see what each budget is, how much has been spent and how much is left, this information can then be used to inform funding decisions.

DS proposed an annual funding plan of allocated budgets for the upcoming year and forecasted following year. IT pointed out that the budgets for the year are laid out in the financial scheme of delegation.

GM suggested that Quickbooks could be set up to better illustrate where money is being spent and what budget it is attributed to but that this is something that could be done when we begin working with Scholes in July. It is hoped that this will make the finance reports clearer and we can simultaneously look into setting up a report which shows the spend to date against budgets.

The Board Agreed that the finance reporting should be looked at once the move to Scholes is made in July. If Quickbooks is unable to be set up to provide the clarity required we could then explore other options.

6. Subgroup Allocation

The subgroups were allocated as follows:

Finance: GM, DS, DL

Housing: GM, DL, LP, AB

Garden: LP, SD, DS, CD. SD requested that Kathleen Drever be approached to see if she would be willing to be co-opted to the garden subgroup for a year, the Board Agreed.

PEG: AB, HG

Broadband: GM, DS, HG

Bargain Box: AB, GM

Quarry: DS, DL, Daniel Harcus, Geordie Drever

Westray Conference: SD, LP. It was agreed to approach Daniel Harcus and Geordie Thomson

ACTION: SD to approach Kathleen Drever about the Garden Subgroup

ACTION: CW to approach Daniel Harcus and Geordie Thomson about joining the Westray Conference Subgroup

ACTION: CW to inform HG of the Subgroup allocations

Concerns over plans to scrap analogue phone services in favour of VoIP systems were raised and it was agreed that this should be discussed further at a meeting of the Broadband Subgroup.

IT will follow up with Dalgleish Associates for the outstanding information required for the quarry feasibility work. CD expressed that she would be happy to represent WDT with Friends of Kalisgarth in addition to Iain MacDonald being WDT's contact.

ACTION: Meeting of the Broadband Subgroup to be arranged

ACTION: IT to contact Dalgleish Associates

7. Operations Report

Housing – Bayview

The Scottish Ministers confirmed their satisfaction with the final draft of WDT's local lettings (allocation) policy. An annual report on the activity of Bayview will be required.

The updated project completion date for Bayview is 1st April 2022, however, this will be subject to further change as it becomes clearer how long it may take SSEN, Scottish Water and any other third parties to complete their works.

Ros has completed the plaque for the exterior of Bayview.

The results and subsequent response to the Local Letting survey have been published on our website.

IT suggested that it might make the process of acquiring electricity meters simpler if we made arrangements with SSE, the Board Agreed.

ACTION: IT to arrange electricity meters with SSE

Bargain Box

Shane Scott submitted the building warrant for the Office/Bargain Box extension in November and we await a decision from OIC planning.

The Bargain Box reopened on the 22nd January. There is still a small leak in the roof which Danny is monitoring.

Höfn

Numbers in the Hofn were restricted temporarily in response to the growing number of Omicron cases but these restrictions have now been removed and the Hofn is open as it was before Christmas.

Podiatry

Age Scotland Orkney have agreed to work with WDT to facilitate podiatry clinics in Westray. WDT will advertise that any interested residents can contact Age Scotland Orkney directly to arrange an appointment. If there is enough interest Age Scotland Orkney will plan a visit and invoice WDT for any travel expenses.

Covid-19 Risk Assessments

The office was limited to 2 members of staff during January. This will change from next week to 3 members of staff and team meetings can again be held in the Hofn while socially distancing.

Covid-19 Budget

There is still £6000 remaining of the Covid-19 business grant. IT proposed offering a second round of funding for the purchase of hand sanitiser and handwash for Westray Junior High School and PPE bundles for other community organisations. The Board Agreed to a budget of £500 to purchase PPE for the school and community venues. IT proposed that WDT pay for four additional library van visits again this year. This should come to approximately £1,600 using invoices from last years visits. The Board Approved funding additional visits. IT will get a quote from the council and inform the Board if the budget needs revising.

ACTION: IT to speak to OIC about additional library visits

ACTION: CW to organise PPE for the school and community organisations

Home Help Policy

One of the GP's who services Westray has been in touch with WDT to request a revision of the current Home Help policy which currently states;

'...the carers of individuals who meet the above criteria are not eligible for support from the subsidised cleaning service unless they also meet the above criteria...'

The Board Agreed to expand the policy to consider applications on a household rather than individual basis. I.e. if one member of the household meets the criteria then the service can be offered subject to staff availability.

ACTION: IT to amend the Home Help policy and email it to the Board

Public Bins

IT has received a response from OIC to say that they will empty the WDT bins providing the current levels of service to Westray remains but should service provision change they cannot guarantee that they could continue to empty the bins.

The Board agreed that this assurance was enough to go ahead with the project. IT will contact the landowners with this update to ensure they are also happy to go ahead.

ACTION: IT to contact landowners

Other

Westray Processors have confirmed that the tender for the research work was awarded to SAOS and initial meetings have taken place.

The Board Agreed that WDT should join the Engage Orkney platform. It is hoped this will assist with our online community consultations.

KGS and Stromness Academy Youth Philanthropy group is holding a charity engagement event, the Board Agreed that IT could put WDT forward for inclusion. There is potential to win £3,000 which will be put back into the community for the benefit of the children of Westray.

Garden Project

Keiran Fowler (KF) submitted a summary report of recent activity on the garden with an emphasis on a need to set the priority of the garden moving forward. The Board Agreed that a subgroup meeting should be arranged to allow discussions to take place.

DS asked whether the annual report from the garden project had been completed and IT confirmed that it had and would be sent around next week.

DS asked whether KF was aware of the feasibility study recently conducted by HIE on vertical farming and IT confirmed that he was and is in touch with HIE.

The Graduate Network are arranging a learning exchange trip to Mull which KF will be going on in March, the trip is all expenses paid by the network and will provide a valuable opportunity to see what the development trust in Mull is doing.

ACTION: CW to email out garden annual report

ACTION: KF to arrange Garden Subgroup meeting

8. PEG Governance Document

After some feedback was received from a member of PEG, the Board discussed the feasibility of continuing to assess grant applications over email instead of going back to quarterly meetings as before covid-19. The Board Agreed that this was not a suitable option for the long term and now that meetings can be held, PEG should go back to meeting quarterly to assess applications. It was felt that the opportunity for discussion amongst PEG when scoring applications was an important part of the process which was lost over email.

CW raised that the governance document for PEG was out of date and did not currently include any processes for the appointment of new members to the PEG out of the general population of Westray. The Board Agreed to advertise the opening of a position on the PEG prior to the EGM scheduled in March but that the governance document be moved to the agenda for the next Board meeting.

ACTION: CW to inform PEG of the Board's decision on quarterly meeting

ACTION: Position on PEG to be advertised prior to the EGM

9. WDT EGM

A date for the EGM was confirmed for 17th March 2022. The Board Agreed to holding a postal vote given that there is only a small amount of business on the agenda. The agenda will include the election of directors and appointment of a member of the public to the Project Evaluation Group.

ACTION: CW to make arrangements for the EGM.

10. Sailing Club Shed

LP declared an interest in this item and left the room.

The Sailing Club had been in touch with IT to inquire about funding previously awarded to them for the reimbursement of planning costs associated with the original site at Gill Pier. IT has asked MM to confirm whether this was ever claimed.

The Sailing Club Shed is expected to cause delays and increased costs to the Bayview project due to the requirement of diversions needed when installing hydro connections and also due to the need for the foundations to be laid before the carpark for Bayview view can be completed.

The diversions required for the hydro will take the costs beyond the £15k budgeted for to £18k, but not beyond the contingency budgets in place.

The Sailing Club had already been awarded a Community Grant of £19k as a contingency for the erection of the shed, IT proposed that a portion of this could be used to cover the extra costs to WDT. However, the Sailing Club have indicated that the costs of the shed project have increased and they are currently short £68k, a portion of which they hope to secure from Orkney Marinas, the remainder they hope to submit a new Community Grant application to WDT for.

WDT want to prevent any further delays to Bayview and, therefore, the Board Agreed to pay the additional costs to divert the hydro connections and lay part of the foundations for the Sailing Club shed. This should also serve to reduce the amount of funding which the sailing club will require to meet the current shortfall. IT will confirm the cost of that portion of the foundations with the contractor and inform the Board.

ACTION: IT to get a quote for the foundations and to accept Scottish and Southern Energy quote for the installation of the hydro connections (SSEN Quote 21/01/2022 for £18,761.48 for all works) and inform the Sailing Club of the Board's decision

11. Correspondence

There were no items to discuss.

12. AOCB

- a. Membership applications were noted for Magnus Risbridger and Kirsty and David Sinclair.
- b. The Board Agreed that IT should write a thank you letter to Dr Charlie Siderfen, thanking him for his service to the Westray community.
- c. LP requested that the Board papers be emailed out to the Board on the Friday before each meeting rather than the Monday, the Board Agreed.

ACTION: IT to write to Dr Charlie Siderfin.

13. Date of Next Meeting

The next Board meeting will be held on Thursday 3rd March 2022.

CW left the meeting at 9pm.

14. WDT Board Only

The meeting closed at 9:20pm.

P. Y. P. aging