

**Minutes of Westray Development Trust Board Meeting**  
**Thursday 3<sup>rd</sup> March 2022 at 19:00 at the Old Kirk**

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

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

**1. Apologies:** None

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

Meeting on 03/02/2022

Proposed - GM; seconded - DS

**3. Matters Arising:**

- Daniel Marcus has confirmed that he is willing to join the Westray Conference Subgroup. HG had also confirmed his membership of the Broadband Subgroup and the PEG.
- Notice of the EGM on 17<sup>th</sup> March has gone out to members.
- IT proposed arranging a meeting between the Boards of WDT and WRE for April time.
- Orkney Library have agreed to remove the 4 hours desk cover at the library for their quote for the cost of extra visits to Westray. However, they believe they may still be undercharging for the extra visits so are reviewing the quote and will get back to IT.
- The Home Help Policy has been approved and the surgery will be informed.
- IT has begun contacting the landowners regarding the installation of public bins to ensure they are happy with the assurances provided by OIC about the emptying of the bins.
- IT hasn't yet received a quote for the partial laying of foundations and erection of boundary wall associated with the Sailing Club shed.

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

The total number of fuel grants received was 248, this is 15 more than last year. MM is in the process of paying them with the assistance of GM.

The Board discussed the continued and forecasted rise in energy prices and the likely ongoing need to be proactive in supporting Westray residents to weather these price increases. It was deemed appropriate to allocate the fuel grant its own budget, reviewed annually, instead of using the years underspend. This would make the fuel grant a permanent grant. The Board Agreed to create a permanent grant and budget for the Fuel Grant and that a public announcement could be made to advertise this move along with a projected date for the next Fuel Grant of September 2022, this will provide reassurance to residents at a time when price hikes are predicted for October 2022.

A discussion was had on the causes behind the historic drop in the number of funding applications received to the CTF which results in there being such a large annual underspend and how this trend is expected to continue. The Westray Conference may provide an opportunity to review the CTF and investigate whether there could be better ways to encourage funding applications or avenues which allow WDT to invest in the Community through new grant streams.

There will be a meeting of the financial subgroup in the near future where a budget will be proposed for the Fuel Grant along with the annual review of the Financial Scheme of Delegation.

**ACTION: MM and IT to create a permanent budget for the Fuel Grant with input from the Finance Subgroup.**

**ACTION: IT to announce the creation of a permanent fund and an expected timeframe of September for the next Fuel Grant.**

## **WRE Report**

MM and CW have been collating the information requested by the claims underwriters for the pending insurance claim for the turbine breakdown.

## **5. Operations Report**

### **Housing – Bayview**

Some further delays are expected to push back the completion date of 1<sup>st</sup> April for the Bayview development. This is largely down to supply issues and subcontractor delays but it is also expected that the hydro and water connections may also cause delays.

DS requested to see the projected income for Bayview against running costs and expenditure. IT informed him that, while we did have estimates of income put together by Highlands Housing Trust, these are now out of date and would need to be reviewed to revise rental rates. A maintenance tender is also still to be drafted and this will impact expenditure. Once this has been revised by the Housing Subgroup it can be circulated among the Board.

### **Bargain Box**

The Bargain Box roof suffered another leak causing the shop to close, however, Daniel Marcus came and fixed the roof once again and the shop was able to reopen.

Further information had been requested by OIC regarding the building warrant for the Bargain Box/Office extension, this included the requirement for the provision of SBEM energy calculations, a quote from Elmhurst Energy Services Ltd for this was given at £900 plus VAT, this was Approved by the Board.

**ACTION: IT to arrange SBEM energy calculation as per the approved quote.**

### **Community Garden Project/Graduate Update**

There was a Garden Subgroup meeting on 25<sup>th</sup> February where the draft community consultation was approved. This will be distributed across the community using multiple platforms and the results collated and used in conjunction with the outcomes from the review of core priorities to consolidate a new project scope. IT and Kieran Fowler (KF) also plan to host a seed swap in the Höfn to tie in with the community consultation.

KF has also met with Iain MacDonald, local Foodbank Agent, to discuss food poverty on the island. GM asked whether WDT could consider developing a food voucher scheme similar to the one OIC held during lockdown in the North Isles. The Board Agreed that the feasibility of doing a food voucher scheme should be investigated with the possibility of using the underspend for this year to fund it.

**ACTION: KF to launch the Garden Project community consultation and arrange a seed swap community event**

**ACTION: IT and KF to investigate a food voucher scheme for Westray residents**

### **Broadband**

The staff and some members of the Broadband Subgroup attended a hybrid Digital Forum organised by Liam McArthur and Alastair Carmichael via zoom. Unfortunately it was plagued by connection and audio issues which prevented our participation. IT received an apology from Liam after the event who said that another online session will be arranged in the near future. A representative from BT will be present and it was proposed that it would be a good opportunity to pose questions to them regarding their intention to move towards 100% VOIP telephone service and the implications this unreliable method will have on rural and isolated communities. IT said she could contact the other development trusts and Shona Croy at OIC to see what their thoughts are. She will also ask the Scottish Islands Federation to put her in touch with the Government's Scottish Islands Team for the Impact Assessments relating to this proposal.

## **Westray Media Library**

KF has finished finalising video edits for the online archive, therefore the library should be ready to launch in March.

**ACTION: IT to launch the media library.**

## **Other**

IT and KF have had an induction on using the new Engage Orkney platform being run by Aspire Orkney. The Board Approved the data protection agreement from Aspire Orkney.

IT and LP are due to attend a meet and greet recruitment event with Westray Surgery on 5<sup>th</sup> March in order for candidates for the GP post in Westray to find out more about the community. The surgery did apply for an entertainment Grant to cover the cost of the meal but this was rejected as it didn't fit within the objectives of the fund.

VAO have updated IT regarding their funding bid for the well-being coordinator post. They have only secured funding to continue the posts already in place but have submitted two other funding bids in the hope of securing funding for a post in Westray and will keep IT informed of the outcome.

**ACTION: IT to accept Aspire Orkney's data protection agreement**

## **6. PEG Governance Document**

The Board Approved the amendments and updates to the PEG Governance document.

**ACTION: CW to make proposed changes to PEG Governance document**

## **7. Correspondence**

A letter had been received from OIC confirming their approval of the public bin installations and assuring the Trust that they will be emptied as part of the current service but that, should service provision for the island change in the future, this could not be guaranteed.

## **8. AOCB**

- a. WDT's Surf membership is up for renewal. IT recommended that the Trust doesn't renew its membership after assessing the benefits. The Board Agreed.  
**ACTION: IT to cancel WDT's Surf membership**
- b. The Governments census has been launched. It is a 'Digital First' census which means that paper forms will not be sent out, anyone not wishing to fill out their census online will still have to go online to request that a paper form be sent out. It was acknowledged that this may be difficult for some members of the community so IT proposed to have several drop-in days at the Höfn where WDT provided help for people wishing to order a paper form. The Board Agreed.  
**ACTION: IT to organise census drop-in days at the Hofn**
- c. Judith Fenton has finished the policy review and a meeting over zoom to go through them with the Board will be required.  
**ACTION: IT to arrange zoom meeting with Judith Fenton**
- d. A new office laptop is needed as the current one is extremely old now and is no longer fit for purpose. The Board Agreed that IT can contact RM Computing about ordering a replacement.  
**ACTION: IT to speak to RM Computing about a new office laptop**
- e. IT asked the Board whether they were happy to encourage CTF funding applications from Friends of Westray Surgery for additional equipment for the Westray ambulance. The Board Agreed that funding for equipment out with what Scottish Ambulance Service and the NHS are obliged to provide would be welcome.

f. DS asked whether anyone at OIC was working on strategies to reduce energy prices. IT said she would make enquiries with OIC and also contact Community Energy Scotland.

**ACTION: IT to contact OIC and Community Energy Scotland**

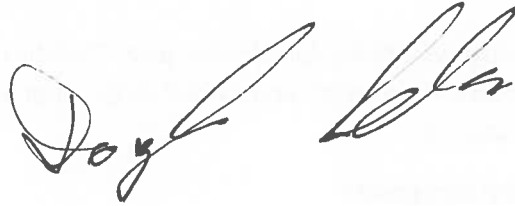
g. The Scottish Government Islands team are due to launch a project to assist Scottish islands to become carbon neutral by 2040 and are looking for islands to participate. IT will be attending a webinar to find out more information.

**9. Date of Next Meeting**

The next Board meeting will be held on Thursday 7<sup>th</sup> April 2022.

CW left the meeting at 8:30pm.

**10. WDT Board Only**

Two handwritten signatures in black ink. The first signature is on the left and the second is on the right. Both are cursive and somewhat stylized.