

Minutes of Westray Development Trust Board Meeting
Thursday 7th April at 19:00 on ZOOM

Present: Anne Burgher (AB), Gill McEwen (GM), George Thomson (GT), Harry Gill (HG) and Douglas Leslie (DL).

Attending: Isobel Thompson (IT)

1. Apologies: Steven Drever (SD), David Stephenson (DS), Coilla Drake (CD), and Louis Pottinger (LP).

2. Minutes of previous board meeting:

Meeting on 03/03/2022

Proposed - AB; Seconded - HG

3. Matters Arising:

- The creation of the permanent Fuel Grant fund was announced via the Westray Development Trust website, social media, and within it's Auk Talk pages.
- Kieran Fowler (KF) has launched the community garden community consultation, this will run until 6th May 2022. KF also organised and ran a Seed Swap event 2nd April 2022. The event went well with Gogo Olive providing teas, coffees, and home bakes. A good number visited and Mark Dickinson (MD), Benny Norquoy, and Kathleen Drever attended to answer any community gardening questions. A lot of seeds were left over because community members had brought so much. KF will speak to MD about utilising these for beds which are being left fallow this season. Remaining seeds will be donated to Westray Junior High School.
- KF and IT's investigation in the feasibility of a Food Voucher programme is ongoing. KF and IT have interviewed two local shop owners leaving one remaining interview to be arranged. IT asked for Board permission to contact Orkney Islands Council to gauge whether or not they would be willing to act as a project partner. This would be one option that could be considered by WDT. The Board Agreed.
- The approved Aspire Orkney Data Management Agreement was signed by GM and returned to Luke Fraser.
- Clare Walker (CW) made the approved changes to the PEG Governance document.
- IT cancelled WDT's SURF Membership for this year.
- IT & KF ran three census drop-in sessions. Only 1 community member attended. However as both KF and IT could work remotely from the Höfn they had been able to progress other work during drop-ins.
- The new laptop for KF was purchased from RM Computing and is now in use. KF's old WDT laptop is currently in storage at the office and its future has yet to be determined. IT will contact local IT support to gauge whether the laptop could be used or should be recycled.
- All other items were covered in later reports/correspondence.

ACTION: IT to contact Maureen Spence at Orkney Islands Council regarding the Food Vouchers project.

4. Administration and Finance Officer's Report:

The OSCR Annual Return has been submitted.

The majority of successful Fuel Grant applications have been paid, there remains a few applications that have been queried which Margo Makin (MM) is chasing.

It was also discovered this year that the post offices are limited in how much funding they can put onto a meter key. As a result, the timescale WDT had in place for residents to claim their grant had posed an issue. Therefore, this timescale was removed in order for all meter keys users to be able to claim their full £300 fuel grant.

MM raised that Fuel Grant FG250 had been submitted late after the application deadline, the reasons for this were discussed. The Board Agreed that FG250 should still be awarded.

DL joined the meeting at 19:22.

The Board Agreed that for the next Fuel Grant, grant conditions would be amended to also state that if a false application was made, then WDT may ask for the Fuel Grant in question to be returned and will reserve the right to reject all future applications from the applicant. Wording would also be included that WDT may request a copy of a recent council tax statement as proof of main residency in Westray (i.e. the applicant is not a second home owner).

ACTION: MM to process fuel grant FG250

ACTION: IT to amend Fuel Grant Policy.

WRE Report

Despite MM and Clare Walker's (CW) efforts to pursue all avenues possible and chase all debtors not all funds owed to WRE were paid before the end of the financial year deadline (31.3.22). SSE missed their own payment deadline of 30th March 2022 (two quarters). Although the insurers had agreed to pay an interim payment of £75,000 before the financial year end deadline, this payment was not made. WDT's insurance brokers have opened an investigation into why this happened. The importance of the 31st March 2022 deadline has been repeatedly stressed to the insurers since January 2022. WRE was also due compensation from Enercon for the loss of production which should have been paid 90 days after the calendar year end, but again despite chasing this up did not appear and at the time of the WRE report no date had been confirmed. Smartest Energy did however pay £42,000 which was owed by Chaps payment so WRE and MM were able to make a transfer to WDT of a further £70,000 giving the total for the year of £370,000 which is considerably short of the £488,000 that was expected. This will mean that in 2 years' time WDT will have a year of lower income, however the following year will be higher as a result of these delayed payments.

The name has now been changed on the agreement with SSE to MM and WRE/WDT can now proceed with moving the FiTs over from SSE to Scottish Power.

There were no questions for MM or CW, however the Board commended the hard work of MM and CW in these difficult circumstances.

ACTION: MM to pursue switch from SSE to Scottish Power.

5. Operations Report

Housing – Bayview

A new completion date has yet to be confirmed by Daniel Marcus Construction as he still waiting on scheduling confirmation from suppliers and subcontractors.

SSEN has also flagged an issue. The diversion works required as a result of the sailing shed involve digging a currently overhead cable underground, because the plans for the sailing shed have the shed also being dug deeper into the site, current plans means there will not be sufficient ground clearance for the high voltage cable. A solution is currently being discussed with Daniel Marcus (DH), Roy Dick (SSEN), and Allan Reid (Sailing Shed Architect).

Historic Environment Scotland (HES) conducted their site visit as planned to Bayview (15th March 2022). Due to the delays at Bayview and the stage of their research project they will not be pursuing further research at the site. However, they will share what findings/data they did collect with WDT. They will also be able to provide WDT with carbon capture calculations if WDT is happy to share the Bill of Quantities document with them. The Board Approved

ACTION: IT to share Bill of Quantities document with HES.

Bargain Box

No update has been received from Elmhurst Energy Services regarding the calculations needed to finalise the Building Warrant application for the new office/bargain box extension.

ACTION: IT to chase up Elmhurst Energy Services via Shane Scott

The Board Agreed that bake sales at the Bargain Box could recommence if any group wished to do one during their Bargain Box week.

AB raised that the Bargain Box would be closed the following weekend due to a local spike in COVID-19 cases.

Community Garden Project/Graduate Update

The Garden Subgroup Meeting Minutes (4/3/2022) were circulated among the Board along with a progress update from KF.

The Community Consultation for the Garden Project has been launched and will run 1st April – 6th May 2022.

Meetings with Westray shops owners were ongoing.

KF to arrange a study trip to Stronsay and Papa Stronsay utilising the Community Learning Exchange Grant.

KF's study trip to Mull had been rescheduled last minute due to COVID-19, unfortunately the new dates did not work with KF's schedule.

COVID-19 Budget

The Scrubbingtons donation (soap and sanitiser refill pouches) was delivered to Westray Junior High School.

PPE/Cleaning bundles were also distributed to Westray Community Association, Westray Heritage Trust, Westray Parish Kirk, and Westray Baptist Kirk. The Westray Golf Club were contacted and offered a bundle but CW received no response from them.

Orkney Libraries agreed to remove the additional office staffing charge. As the Board had been happy with the quote otherwise IT agreed to the revised quote and approved Orkney Libraries to arrange the additional visits. This have been advertised in Auk Talk and on WDT's online platforms.

£4,512.37 remains of this budget.

Home Help Policy

IT had updated the Home Help Policy as approved by the Board and provided a copy to Westray Surgery for their information. IT also printed a Home Help poster and a Defib Network poster for them to display at the Surgery. IT also met with WDT's Home Help Service Cleaner to discuss the change in policy, their availability, and the logistics of potentially recruiting an additional person to join the Home Help Service team.

Public Bins

IT had received confirmation that the landowners of the Skello junction, Swartmill, and Backarass sites were happy to proceed with the bin installation. However, one landowner would only agree if WDT would agree in writing that if Orkney Islands Council were to stop emptying the bins then WDT would remove the litter bin from the site. The Board Approved.

IT will also contact as many households with grazing rights for the Kelp Green as possible to confirm their agreement for a bill to be installed there.

The Board Approved of the draft tender for bin installation work by IT. The Board Agreed the tender would be open for 21 days.

ACTION: IT to write to all landowners.

ACTION: IT to launch tender.

Westray Media Library

This was launched 28/03/2022.

Other

Jacob Bilner has updated IT that things were progressing well with the Westray Processors' review, and that a final report was due after the Easter holidays.

6. PEG

The Board discussed the *CG04-2021 Cycling Without Age Scotland: Westray* community grant application. Before they could make a funding decision the Board requested further information from the group regarding the sustainability of the project. This included; Was insurance included in the CWAS membership? If not, how would this cost be covered? How did the group intend to fund and repairs within/beyond the 5 years of this grant? How would the group ensure the training was sustainable or fund any additional training? Was there a plan for the group to continue/fund the project beyond 5 years?

ACTION: CW to contact the CG04-2021 applicant with the Board's queries before the next Board Meeting.

7. Correspondence

- a. An email had been received questioning whether WDT had any plans to support Ukrainian Refugees. The Board Agreed that while there were no current plans if any Ukrainian Refugees did become resident in Westray they would fall within the remit of WDT. Therefore, WDT would be open and willing to discuss with them what additional support they may need.

ACTION: IT to respond with the Board's decision.

- b. As requested by DS at the previous meeting IT had contacted Community Energy Scotland and Orkney Islands Council to query whether there were any plans in place to address the rising cost of energy in the region. Both responses highlight there were no current plans. However, the Council was looking into the issue, analysing the UK Government's Spring Statement and waiting to see what funding was going to be made available to local authorities to help.

8. AOCB

- a. Fuel Grant number FG250 had already been discussed at an earlier point in the Meeting – see Point 4.
- b. The Board noted the eligible membership applications received from Jonathan and Alison Clark.

9. Date of Next Meeting

The next Board meeting will be held on Thursday 5th May 2022. The Community Classroom would be booked however if the COVID-19 cases remained high in Westray the meeting would be held via ZOOM.

ACTION: CW to book Community Classroom.

IT remained for the WDT Board Only

10. WDT Board Only

The Board Approved of the draft Zero-Hours Contract template drafted by Fenton HR for WDT.

The Board Agreed to request that Judith Fenton (Fenton HR) draft an Overtime Policy for WDT.

The Board Agreed that IT should email all Board members to ascertain availability during week beginning 18th April 2022 for a ZOOM HR Meeting to be arranged

ACTION: IT to arrange for the relevant contracts to be updated to this template.

ACTION: IT to request that Judith Fenton draft an Overtime Policy for WDT.

ACTION: IT to arrange HR Meeting with Judith Fenton.

Meeting Ended: 20:35

A handwritten signature in black ink, appearing to read "Doug L...", is positioned below the meeting end time. The signature is written in a cursive, fluid style.

