

**Minutes of Westray Development Trust Board Meeting**  
**Thursday 4<sup>TH</sup> August 2022 at 19:00 in the Community Classroom**

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

**Attending:** Margo Makin (MM), Mhairi Noble (MN)

**1. Apologies:** George Thomson (GT), Harmandeep Gill (HG)

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

Meeting on 07/07/2022

Proposed - AB; seconded - GM

**3. Matters Arising:**

- a. The new Young Peoples Travel Expenses grant scheme has been launched. Application forms are available on our website and you can apply online as with the other grants. The grant was advertised on Facebook and included in the Auk Talk and we have already had two applicants.
- b. Following on from the decision last meeting to work with the new Operations Manager with a view to winding up the Quarry project. The Board agreed that this was not a priority for the new Operations Manager, and that Dalgleish Associates should be kept informed of the situation.

**ACTION MN to email Dalgleish Associates informing them that the project will be reviewed by the new Operations Manager and WDT will then revert to them.**

- c. Following recent government announcements on fuel grants, DS requested an update on the WDT Fuel Grant scheme. GM reminded the meeting that the Fuel Grant was introduced specifically to address the additional cost of procuring fuels in the Northern Isles rather than general cost of living issues. The Board agreed that grant applications would open in December 2022, with payments commencing in January 2023. The amount of the grant will be discussed during November's board meeting.
- d. Kieran Fowler will be creating the annual report this year. Contributors have been asked for their reports

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

- a. Scholes have been appointed as accountants for the financial year 2021-2022. They have provided a list of requirements, and these are being progressed.
- b. The Board approved the Scheme of Financial Delegation.
- c. MM asked the board if they would like additional monthly financial reports. The Board agreed that additional budget balance reports would be helpful and that this could be started.

**ACTION MM, DS and GM to draft new reports using QuickBooks data**

**5. WRE Report**

- a. The WRE Board have requested whether WDT could purchase 20 tons of type 1 stone to be used for repairs to the turbine road. The Board agreed the purchase of stone, but requested further information on tendering process for performing the works.

**ACTION LP to order stone and investigate tendering process then revert to the board.**

- b. Scholes are working with Clare Walker on the transition of WRE's accounts from Liberty to Quickbooks. Back ups of data will be made prior to the transfer
- c. Scottish Power have begun processing the application for FITs switch.

- d. Following on from the request last month from SSE to restrict the turbine while they fix a problem with their regulators, we received notification on 20th July that the restriction could be lifted.

## **6. Operations Report**

- a. The new Operations Manager, Gina Rendall, is due to start on 22<sup>nd</sup> August 2022.
- b. The Operations Handover Document was reviewed and the Board agreed that the following projects should be considered as a priority for progressing by the Operations Manager -  
  
Bayview Housing, Office/Bargain Box Extension, HR & Governance, Public Bins, Island Broadband, and Westray Conference 2023.
- c. The new Operations Manager may be required to attend some external training course. Any identified requirements are to be brought to the board for discussion/approval.

## **7. Correspondence**

Orkney College emailed regarding their HNC in Business courses. They asked if WDT would be willing to support student travel costs in order to encourage Islander participation. After discussion The Board agreed that these travel costs are not covered by the WDT grant schemes. It was also noted that students may currently be able to request funding from OIC bursaries for this. However, students may apply for some funding through the WDT Education and training Grant Scheme.

**ACTION MN to reply to Orkney College with the board's decision.**

## **8. AOCB**

- a. RM Computing have advised the office file server may no longer be fit for purpose and that they recommend moving WDT data to a Cloud based system. The Board agreed that this should be further investigated, and discussed at next board meeting.

**ACTION MM to request further information and costs from RM Computing**

- b. MM proposed the reintroduction of the use of computer tablets during board meeting, and thereby limit the amount of paper generated. The Board agreed that when possible tables should be utilised again.

**ACTION LP to request Wi-Fi access, and test tablet operation in meeting room.**

- c. GM reported that EON have offered to install electricity meters at Bayview, however they have not provided costings, and their offer could still be withdrawn. It was noted that there are current difficulties in securing new connections in the islands, and that Liam McArthur may be able to help progress this.

**ACTION GM to discuss with Liam McArthur.**

- d. LP reported that WDT's current HR provider, Fenton Consultants, have used all there contracted hours, and have quoted a new daily rate. The Board agreed that new options for HR provision should be considered. In the meantime contracts for new staff to be drafted by board and passed to Fenton Consultants for finalising.

**ACTION LP to discuss service options available from current provide, and request costings**

**ACTION MN to contact alternative HR provider to request details of services and costs.**

**ACTION LP to draft new contracts and circulate to board members.**

- e. AB reported that Portable Appliance Testing is required for Bargain Box donations. However, the test equipment requires to be recalibrated and a qualified test engineer needs to be sought. The board agreed to progress this. LP volunteered to attend training if required.

**ACTION AB to ask Simon Parry if he is still qualified and if he would consider doing tests for Bargain Box.**

**ACTION LP to investigate where the kit can be sent for calibration.**

- f. LP has been asked by a member of the public if the WDT's could help training for an individual's professional qualification, as having it would enable local provision of a new service required on the Island.

**ACTION LM to investigate if there is any precedence for this**

**ACTION LP to respond to enquirer with information on WDT's Education and training Grant Scheme.**

### **9. Date of Next Board Meeting**

The date of the next Board Meeting is Thursday 1<sup>st</sup> September 2022.

MM and MN left the meeting at 8:30pm.

I. Y. Pereira

