

Minutes of Westray Development Trust Board Meeting
Thursday 7th July 2022 at 19:00 in the Community Classroom

Present: Anne Burgher (AB), Coilla Drake (CD (Zoom)), Steven Drever (SD), Harmandeep Gill (HG), Gill McEwen (GM), Louis Pottinger (LP) (Chair), David Stephenson (DS), George Thomson (GT).

Attending: Margo Makin (MM), Clare Walker (CW)

1. Apologies: Douglas Leslie (DL)

2. Minutes of previous board meeting:

Meeting on 09/06/2022

Proposed - DS; seconded - GM

3. Matters Arising:

All matters arising covered later in the agenda.

4. Administration and Finance Officer's Report:

There was only 1 fuel grant which was unable to be paid before the end of the financial year due to not receiving the required details.

Regarding the Board's previous proposal to launch the next fuel grant in September, DS highlighted the recently announced plans by the Government to make direct fuel payments of £400 to everyone's energy accounts in October, with a subsequent additional grant in November for more vulnerable members of society. He asked whether it would be of greater benefit for WDT to pay the next fuel grant later in the year or early next year so that these combined grants are spread out over the winter period. MM confirmed that, as we have already said we would launch in September, we could still accept applications but not release the payments until later in the year. We could also suspend the decision for what the final grant amount will be until later in the year. The Board Agreed to open for fuel grant applications in September as publicised, but suspend payment until later in the year with payment amount to be confirmed.

SD raised some feedback from the shop regarding the way key card fuel grants are currently made. As there is a limit of £225 that can be put onto a key card and the last fuel grant was over this limit, it made the administration of the vouchers awkward. This could be solved by issuing each key card user with two vouchers to use at separate times, for example, two vouchers each with a value of £150. Under advice from MM, the Board Agreed to split subsequent key card vouchers to make the administration easier for the shops.

The finance subgroup met before the Board meeting and agreed the Financial Scheme of Delegation. This will be included in the papers for the next Board meeting for final approval by the Board.

ACTION: MM to submit final draft of the Financial Scheme of Delegation to the Board at the next Board meeting.

5. WRE Report

The FITs payment for Q4 last year has been received and the readings for Q1 this year have been submitted.

The WRE Board are currently reviewing a maintenance agreement renewal from Enercon to replace the current agreement which expires at the end of the year.

SSE had made contact today to request that the turbine be restricted to 225Kw production due to problems with their regulators. They hope to have this issue resolved by early next week when we will be able to lift the restriction.

6. Operations Report

Bayview – GM updated the Board with the status of the electricity meters. An application has been submitted to Eon and its receipt has been acknowledged, however they are not processing new applications until mid-July due to a system update.

Young Peoples Travel Expenses Policy – CW had drafted a new policy as per the decision at the last Board meeting, to create a new Community Turbine Fund grant scheme to help with travel expenses to Mainland for young people. The Board Approved the policy with the following amendment:

- The upper age range for those eligible will be inline with the 'Young Scot National Entitlement Card', currently 26 years of age.

The Board Approved the launching of this grant scheme once the above amendment is made.

ACTION: CW to amend the draft policy and launch the new grant funding stream.

7. Graduate Report

VAO have asked whether WDT would be amenable to having a volunteer join the garden team from Orkney College. Kieran Fowler (KF) has done a risk assessment and has checked that our insurance covers the addition of volunteers as well as discussing it with the garden team, who are keen to have the extra pair of hands. The Board Agreed that Kieran could go ahead and organise for the volunteer to start work at the garden project under the supervision of the Lead Gardener.

ACTION: KF to organise the volunteer worker in the garden

LP asked whether the aggregate currently stored at the Sand O Gill picnic area belonged to the garden project, CW confirmed that it belonged to Daniel Marcus Construction and was being stored there. LP asked whether there were still plans for the garden team to tidy up the picnic area. CW confirmed that this was the case and that she would ask KF to remind the garden team to do this.

GM asked whether the Lead Gardener could be asked to speak to Daniel Marcus about the planting plans for the boundary at Bayview.

ACTION: KF to speak to the Lead Gardener about the picnic area at Sand O Gill and the planting at Bayview

DS informed the Board that he had asked KF to put together a brief using his knowledge of anaerobic digesters which would be discussed by the Forward Planning Subgroup.

ACTION: KF to produce a brief for the Forward Planning Subgroup

KF has been attending a training scheme by NHS Orkney which should prove useful if the Board still wanted to pursue the design of a 'Food Voucher' scheme for Westray. The Board Agreed that it was still his plan to continue looking into such a scheme.

8. PEG

CG05-2021 Connect Youth – Magnitude Festival 2022

An application for funding towards the cost of enabling 11-18-year-old members of the Connect Youth Group to attend the five-day Magnitude Festival was assessed by PEG and scored 15, with a recommendation to award funding of £1,005, The Board Agreed.

ACTION: CW to inform the applicant of the Board's decision.

9. Correspondence

There were no items of correspondence to discuss.

10. AOCB

- a. The Board noted the receipt of the Westray Processors Business Review which had been part funded by WDT.
- b. An email had been received from Dagleish Associates making enquiries on the status of the quarry project. The Board Agreed to work with the Next Operations Manager to put together a final report for the membership for the AGM.
- c. CW reminded the Board that thoughts will need to start turning to the AGM, particularly the Annual Report. LP agreed to do the Chairperson's report. CW and MM discussed using a different publishing software this year as the one WDT currently use is outdated and not very intuitive.

ACTION: LP to write the Chairpersons report for the Annual Report.

11. Date of Next Board Meeting

The date of the next Board Meeting is Thursday 4th August 2022.

CW and MM left the meeting at 8:00pm.

J. M. P. P.

