

Minutes of Westray Development Trust Board Meeting
Thursday 1st September 2022 at 19:00 in the Community Classroom

Present: Anne Burgher (AB), Gill McEwen (GM), Louis Pottinger (LP) (Chair), Douglas Leslie (DL), Harmandeep Gill (HG). George Thomson (GT) and Steven Drever (SD) joined via Zoom,

Attending: Gina Rendall (GR), Mhairi Noble (MN), Kieran Fowler (KF)

1. Apologies: Coilla Drake (CD), David Stephenson (DS)

2. Minutes of previous board meeting:

Meeting on 04/08/2022

Proposed - AB; seconded - GM

3. Matters Arising:

- a. **WDT Fuel grants** – An update on Fuel grants was included in the Septembers Auk Talk article. GM expressed her concerns that households on Westray may suffer from fuel poverty this winter and requested that the processing of the Fuel Grants are not delayed. As previously agreed, the amount of grant award will be discussed during November's board Meeting.
- b. **WDT File server replacement** – Margo Makin (MM) has requested further information and costs from RM Computing regarding their proposed Cloud based option. This will be discussed by the Board at the next board meeting.
- c. **Portable Appliance Testing (PAT)** – Elizabeth Drever has completed her PAT training and has started testing items donated to the Bargain Box. MN reported that the WDT's PAT machine has been located and a calibration company identified. LP also intends to complete PAT training, so there will be cover should it be required.

ACTION MN to arrange for PAT machine to be sent away for calibration.

ACTION LP to complete for PAT training.

- d. **Education & Training Grants (ETG) – Criteria.** A discussion was held to clarify if the ETG could be used towards the cost of course fees for gaining or refreshing professional qualifications e.g. Fire Prevention and Fire Fighting for seafarers. The community funding policy criteria states "Statutory workplace courses will not be considered as your employer should cover this cost." The Board agreed that professional qualifications required to set up a new business or secure new employment may meet the criteria however, renewals of professional qualifications would not normally meet the criteria. If in doubt WDT staff should refer applications to the board for consideration.

4. Administration and Finance Officer's Report:

- a. MM on holiday until 7th September
- b. All relevant End of Year paperwork was sent to Scholes on time.
- c. Following on from last month's meeting, MM is planning to meet with DS to look at the best way to report on the budget balances to present to the Board at future meetings.

ACTION MM, DS to draft new reports using QuickBooks data

- d. **Hofn** – MM has sent out the User Agreement forms to the new S1's. There are currently only two Hofn Youth Support workers. The Board agreed that a third support worker was required to ensure adequate cover.

ACTION GR to advertise for another Hofn Youth Support Worker.

- e. **HR Support** – MN and MM had an online meeting with Peninsular HR. Feedback has been provided in section 8. below.

- f. **Old £20 notes** – MM has changed or banked any old £20 notes from Petty Cash etc. There is now £460 ring fenced in the WDT CTF for the Hofn.
- g. **New Staff** – GR and MN have both started and seem to be settling in well. GR and MN thanked MM and KF for their support, helping them settle into their new roles.

5. WRE Report

- a. **Stone chippings** – Clare Walker (CW) has passed on the outcome from the last WDT Board meeting to the WRE Board and they will await further feedback from WDT once a decision on the tender has been made.

ACTION (carried forward) LP to order stone and investigate tendering process then revert to the board.

- b. **Quickbooks** - Following from CW's meeting with Scholes, WRE have transitioned over to Quickbooks for this financial year. A backup of all transactions on Liberty for the past 7 years, has been stored to the WDT server as per Scholes recommendation.
- c. **Accounts 2021-2022** - WRE accounts have been delivered to Scholes, so that they have what they need for the audit. CW is to have a meeting with Andrew Moar next week to discuss the next stage of the audit process.
- d. **Insurance Claim** - This is still ongoing with the final settlement still waiting on the amount of money we receive from Enercon as part of the compensation for turbine availability last year. Enercon have been extremely slow to payout (we should have been paid by 31st March) and we have now escalated this issue higher up Enercon. This has gotten us an estimate for how much our claim will be but, as yet no payout so CW will be chasing this again.

6. Operations Report

- a. The board welcomed GR to her new post as Operations Manager. GR thanked them for the opportunity, and is looking forward to becoming familiar with the prioritized projects.
- b. **Bayview** - GR has met with GM for a project update, and is attending a progress meeting on Friday 26th August. Dashing is now complete. GM will continue to progress meter connections with E-on. GR to progress postal address registration for the flats, and landlord registration.
- c. **Bargain Box/Office Extension** – GR has made contact with Shane Scott and Billy Groundwater. GR reported that the Building Warrant is now through, and a bill of quantities will need to be made up prior to tender.
- d. **Litter Bins** - This is now back out to tender with a closing date of 30th of September. There have been a few notes of interest which is encouraging. DL reported that OIC had specified which bins were to be installed as they would be emptying them.

ACTION GR to provide specification of bins to interested parties.

- e. **Island Broadband** – GR reported that she is not up to speed on this as yet.
- f. **HR and Governance** - MM and MN have been progressing HR support options. See section 8 below.
- g. **Westray Conference 2023** – DL reported that the previous Westray Conference had been well attended. The Board agreed provisional dates of mid/end November 2023, and that a subcommittee should be setup to progress this. GR, GT, SD, George Drever and Daniel Harcus were proposed as possible committee members.

ACTION GR to approach possible committee members and arrange a meeting.

- h. **CDO and Development Trust Networking** - GR reported that the following dates, 22nd September, 29th September and 6th October, have been suggested by CDO for a Development Trusts joint networking event. DL recalled that previous joint meetings had been useful and that he felt it would be beneficial for board members to attend in addition to GR. Therefore DL, DS and LP were proposed as possible attendees.

ACTION GR to notify CDO of interest and keep board members notified of meeting dates.

i. **Training –**

- i) GR requested approval to attend Emerging Leaders course run by HIE, and Money Counts course run by NHS Orkney . The board approved both these requests.
- ii) GR reported that WDT office required a trained First Aider. She suggested that there may be others on Westray that may be interested in this training. The board agreed that GR should investigate options and costs for arranging a course on Westray and/or on Orkney mainland.

ACTION GR to investigate First Aid training options and report back to board members

- j. **Who's who** – GR proposed running a week of who's who of staff for WDT on social media. This would give the community an opportunity to familiarise themselves with who's who and what we do and who to contact. The board agreed that GR should go ahead with this. Ailsa Seater has also agreed to keep some space for WDT to run it in the Auk Talk.

ACTION GR to contact staff and prepare articles for this.

k. **Ideas from the community –**

- i) There has been a suggestion of setting up an Agricultural show for Westray, and WDT has been asked if they could help with the initial stages of setting up a committee. The board agreed the GR could provide some initial startup help, but it was felt that a separate committee/organization would be required to take this forward.

ACTION GR to provide some initial startup support.

- ii) There has also been a suggestion to create some sort of database for skills and services available in Westray, so that folk can use what is here rather than having to take folk in. The board agreed that GR could investigate how this might be achieved and report back to the board.

ACTION GR to investigate and report back to the board.

7. Graduate Report

- a. **Annual Report 2021-2022-** Work is well underway in compiling content for this year's report. KF recommended using Microsoft Publisher rather than Quark, due to its ease of use and WDT already has Publisher installed on two of the office computers. KF also reported that the new WDT office server proposed by RM computing has the option to include up to 10 free licences – one of which could be used for Microsoft Publisher. If approved, this server upgrade is likely to be in place before next year's report is due and therefore all office computers may have access to Publisher by this point.
- b. **Absence through August** – KF apologised for unplanned absence through August. He was working on completing his dissertation and is now pleased to say that his studies are (finally) complete. He will be working extra hours over the next month to remake the missed time
- c. **Orkney Science Festival** - KF has been in touch with the organisers of the festival and they are keen for as much outer Isles participation as possible. As it is probably too close to the time to organise an original event, he suggested that WDT host a screening whereby we show some of the events remotely using the community classroom. The board agreed that KF arrange for Orkney Science Festival screenings.

ACTION KF to arrange Orkney Science Festival screenings

- d. **Orkney Climate Festival** – KF and GR are organizing an open day with the community garden on Saturday 3rd September 10am-12midday to tie in with the Orkney Climate Festival. The event would be similar to the Seed Swap held in May earlier this year. GoGo Olive have agreed to arrange a coffee morning in the Hofn as a fundraiser for themselves.

ACTION KF and GR to arrange garden open day

- e. **Beach Clean** – KF has also proposed arranging a beach clean to tie in with the Climate Festival. The board agreed that a beach clean be organised, and that, if possible this should be during the week 2nd to 7th September.

ACTION KF to arrange beach clean

- f. **Garden** - There are roughly 4-6 weeks left of production in the garden this season. Once the season is over KF will be assembling this year's cash flow which will be used in his report. This year has been a very good season in terms of market research. His report is well underway and he expects to have it complete by October.

ACTION KF to present report at November board meeting

8. HR Support

- a. **Peninsula proposal** – On 18th August 2022 MM and MN held an online meeting with David Plant from Peninsula to discuss WDT HR requirements. Peninsula also arranged for a demonstration of their HRBright software. Following this we received their proposal and quote. Peninsula offer a Health and Safety solution in addition to their HR service. Their full Service (HR + H&S) for 60 months was quoted as £218.70 per month exc VAT. Other service options and prices are available. MN provided positive feedback to the board regarding her prior experience of using their services. MM also reported that she had been impressed with their online system and service offering.
- b. **Fenton Consultants** – LP expressed concern regarding her continued interest in providing HR support. Her response time to enquiries has become disappointingly slow. Fenton Consultants new daily rate is £315.

The board discussed these options. GM, HG & LP felt that the Peninsula proposal seemed reasonable, and that an initial 12 month contract may be the way forward. HG would like reassurance that WDT HR data could be exported easily, and in a clear format from Peninsula system. The board requested further options/reassurances before making a final decision.

ACTION GR to contact other Development Trusts to see who they use.

ACTION MN to contact HIE to request list of possible HR providers.

ACTION MN to contact Peninsula to request information on data exporting.

9. Path Funding

WDT have received information regarding Ian Findlay Path fund, which is now open for applications. This information has been passed to Westray and Papa Westray Tourist Association (W&PWTA) and Westray Community Council for consideration. DL provided some historical insights into previous path creation projects. The North Isles Landscape Partnership (NILP) are currently working on a list of path improvements in conjunction with W&PWTA. The board agreed that if W&PWTA were to apply for funding that WDT would consider helping with match funding.

ACTION MN to keep in contact with W&PWTA and report back to board on path projects.

ACTION LP to seek updates on path maintenance from Westray Community Council and W&PWTA at next meetings.

10. Correspondence

- a. Hazel Moore, chair of W&PWTA thanked WDT for the information on funding for paths, and requested to be kept informed if WDT planned to apply for funding.
- b. WDT have received a reminder that the 2022 SURF Awards for Best Practice in Community Regeneration are open for applications. It was noted that WDT is no longer a SURF member. The board agreed to postpone this award applications for 1 year, when it is hoped that the Bayview project will be up and running.
- c. Charlotte Hoque (CH) emailed WDT with a proposal from North Isles Dance Academy, based in Sanday, to provide dance sessions in Westray. The board thought that this may be of interest to several groups in Westray, and agreed that we could provide contact information to CH for these. They also agreed that we refer her to the WDT grants that Westray residents can apply for to help with costs of attending events and training.

ACTION MN to reply to CH with information to help facilitate her proposal.

11. AOCB

- a. DL requested that administration remind Auk Talk that WDT have paid for the whole of the back page.

ACTION GR & MN to work together with Ailsa Seatter on next Auk Talk issue.

- b. GR asked the board to notify her of any issues in OIC progressing projects/maintenance etc that can then be passed onto Davie Campbell who is part of a group meeting regularly to tackle delays.
- c. The board agreed that the Hofn should be open for bookings again. The board agreed that booking fees should be reviewed and kept in line with other local room providers.

ACTION MN to check on fees charged by other local room providers.

- d. GR and MN expressed concerns over the faded and out of date sign outside the WDT office. The board agreed that staff could investigate options and report back.

ACTION GR & MN to investigate options for replacement signage.

- e. KF agreed to present trophies and medals on behalf of WDT, to winners of golf competition on Sat 3rd September.
- f. The board agreed that W&PWTA could apply for funding to reprint "Our Westray – Your Westray" leaflet.
- g. The board agreed that the Learning Centre laptops could be sent to R M Computing to have their admin passwords reset.

ACTION MN to contact R M Computing to arrange for this work to be progressed.

- h. SD, on behalf of Westray Community Association(WCA), provided an update on the status of life guard training, and costs involved to re-train them. The board agreed that WCA could apply for funding from WDT grants and COVID fund.

ACTION SD to inform WCA of boards decision.

Date of Next Board Meeting

The date of the next Board Meeting is Thursday 6th October 2022.

KF and MN left the meeting at 9pm.



