

Minutes of Westray Development Trust Board Meeting
Thursday 6th October 2022 at 19:00 in the Community Classroom

Present: Anne Burgher (AB), Coilla Drake (CD), Douglas Leslie (DL), Gill McEwen (GM), Louis Pottinger (LP) (Chair), and David Stephenson (DS). George Thomson (GT) joined via Zoom. Steven Drever (SD) joined at 8pm.

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

1. Apologies: Harmandeep Gill (HG), apologies for leaving early Coilla Drake (21:00)

2. Minutes of previous board meeting:

Meeting on 01/09/2022

Proposed – GM, Seconded - DL

3. Matters Arising:

- a. **WDT Fuel grants** – The amount of grant to be discussed during November's board Meeting.
- b. **Portable Appliance Testing (PAT)** – Elizabeth Drever has started appliance testing for Bargain Box. WDT PAT machine has been sent for recalibration and is due back any day.
- c. **Path Funding** - Hazel Moore (HM) clarified that W&PMTA can't apply for funding for Ian Findlay Path Fund because it is not an incorporated body. They would be very please to work collaboratively with WDT, however any funding application would need to be submitted via WDT not W&PMTA.
- d. **Dance Sessions** – A Westray resident is now working with Charlotte Hoque from North Isles Dance Academy. They are in the planning stage of organising dance classes in Westray. It is anticipated that individuals might apply for training grants to help with their costs of attending any training sessions booked.
- e. **WRE Stone chippings** – LP confirmed that these have been delivered.

4. Administration and Finance Officer's Report:

- a. **Financial Reports** – These were reviewed and no concerns raised.
- b. **Year End** – MM is continuing to progress year end accounts with Scholes. They have started the audit and may need clarifications from WDT during next week.
- c. **Finance Reporting** – MM and DS have drafted the layout for a new budget report. They will continue to progress once the year end accounts are complete and Scholes are available to help configure Quickbooks more to WDT needs.
- d. **AGM** - Scholes had requested that the AGM be moved to December if possible, and the board had agreed that AGM be set to 6th December 2022. The board agreed that MM could order WDT pens for issuing at AGM.

ACTION MM to order WDT pens.

- e. **WDT Server Replacement** – R M Computing's proposal to move away from Google Apps and away from the on-site server was discussed. Concerns were raised regarding the response rate while remotely accessing the current server, and the board felt that moving to a cloud-based system was good in principle. The board agreed to proceed with R M Computing's recommendation **on the condition** that HG reviews the proposal and is happy with all technical aspects.

ACTION HG to review technical aspects of R M Computing's proposal.

- f. **Learning Centre Laptops** - MN has raised a job ticket with RM Computing regarding resetting the laptops. One has been delivered to them for appraisal and recommendation on how best to proceed.

- g. **Replacement of WDT office signage** – Ongoing action on GR and MN
- h. **Education & Training Grants (ETG)** – A discussion was held to clarify if the ETG could be used towards the cost of First Aid training. Staff were advised that they should seek clarification from applicants who request funding, for vocational course fees, if they are unsure if the course is a statutory workplace requirement. The board agreed that vocational courses arranged in Westray by WDT could be attended by residents who require the training to meet statutory workplace requirements, however they would be invoiced for the full cost as they would not be eligible for ETG funding.
- i. **Höfn** –
 - a. The diary has been re-opened for bookings. The pricing and private bookings T&C's have been reviewed. Cleaner provision has been reviewed and hours increased to accommodate new private bookings.
 - b. GR has advertised for a Höfn Youth Support worker and 4 applications received. Interviews to be arranged shortly. GR's PVG application is in progress.

ACTION MN to arrange interviews for Youth Support Workers.

5. WRE Report

- a. **Stone chippings** – The chips have now arrived and have been deposited at the digester site. The issue of whether to tender for the work still needs to be decided.

The board agreed that this did not need to go to tender and that it could continue to be carried out on a voluntary basis. They also agreed that Philip Bews (PB) could take back the chips, that he had personally provided for initial urgent repairs, from this deliver.

ACTION MN to inform PB of the board's decision.

- b. **Gift Aid** - WRE have not made any recent Gift Aid payments to WDT due to having limited access to the WRE bank. This issue is being resolved and it is hoped that payments will resume soon.
- c. **WRE Board Meeting** -The Board of WRE met on Wednesday 21st September. The Board discussed this year's insurance renewal for the turbine and the particulars of the EPK renewal with Enercon for the turbine.
- d. **Accounts 2021-2022** – Clare Walker (CW) continues to work with Scholes to prepare for the annual accounts audit.
- e. **Insurance Claim** - The status of the insurance claim remains as of last month. While CW did escalate the issue higher up the Enercon food chain and did receive a response, it has not yet resulted in the issue being settled

6. Operations Report

- a. **General** – People continue to contact us with requests/project ideas and we are really busy.
- b. **Bayview** - Eon have now been sent an appointment date form to fit the meters but we are still waiting for an actual date. Our address has been officially registered with OIC and Royal Mail, confirmed 29th September 2022, therefore the Openreach paper work was sent off too. D Harcus confirmed that the dyke builder will be starting on the 1st of October, when this is complete BDS can confirm a date to come and do the road crossing and lay tarmac.
- c. **Sailing Club Shed** - We are ready for work to proceed with altering the hydro cable in Bayview's garden. The invoice for the retaining wall/foundation for the shed has been submitted for payment. LP declared his interest in the Sailing Club and stepped out of the meeting for this discussion. The board agreed that this be paid from the community grant that had previously been approved to the Sailing club, and that they should submit a new application if more funding is required after they have followed up on other funding sources.

- d. **Bargain Box/Office Extension** - Billy Groundwater is working at the Bill of Quantities. GR is looking into funding possibilities for this project. DS asked when the planning permission for the existing Bargain Box runs out.

ACTION GR to check planning status with S Scott.

- e. **Litter Bins** – One tender was received for the installation of litter bins. GR declared her interest and stepped out of the meeting for this discussion. The board agreed to accept the tender and to offer the job to Christopher Rendall (CR).

ACTION MN to notify CR of board's decision.

- f. GR was contacted by the school janitors who would like new bins, however these are OIC bins and therefore they should be replaced by them. GR did however contact Lorna at the OIC who is organising this for the school.
- g. **Island Broadband** - GR requested assistance with obtaining information on the background and status of this. DS suggested that GR contact Shona Croy at OIC who would be familiar with the R100 Scottish Broadband Voucher Scheme.

ACTION GR to contact Shona Croy at OIC.

- h. **HR and Governance** -
- Judith Fenton has been in touch again to let WDT know that she is now charging for time at her hourly rate, but we could buy a time bank again. GR asked her for options, and we are awaiting her response.
 - Judith Fenton has provided PRD Guidance for WDT
 - GR reported that staff reviews have not been arranged on a regular basis and therefore have not been done for some time. A discussion was had regarding staff reviews, and the board agreed that line managers should conduct staff reviews annually, or by special arrangement 6 monthly.

ACTION GR to schedule staff reviews and provide templates.

- i. **Project Officer** - An application for funding has been submitted to DTAS to potentially cover a project officers wage for 3 years. We are hopeful and should find out if this has been successful mid-October. GR recommended that even if this funding is not successful then WDT should seriously consider recruiting a project officer as soon as possible.
- j. **Westray Conference 2023 (WC23)** - The WC23 group met this month and considered dates. The group felt that the beginning of October may be a better option rather than waiting until after the AGM which takes us into harvest homes and Christmas. After discussion the board agreed that the 7th or 28th of October were possible dates. GR is discussing with HIE on how/when to draw up a new development plan for WDT.
- k. **Networking event** – This was held on the 29th of September; GM, SD and GR attended the online event. Each trust gave a 10 minute presentation on what they were progressing and shared challenges ahead. The next plan would be to set up a meeting with OIC representation to show them what's happening in the isles. The group suggested that these meetings could happen with specific interests in mind, for example housing. GR feels that it would be very beneficial if directors tapped into interests as it would really be a chance to learn from Orkney experiences.
- l. **Training** -
- GR attended the Money Counts training with NHS Orkney Health Improvement. Which was really just explaining a leaflet that has been made, signposting people to help. In Orkney the only place you can go is the Citizens Advice Bureau. So, the leaflet could have been smaller and the course shorter.

ACTION GR to send Westray Heritage center link to DTAS presentation; How can I reduce my community building energy bills, now and in the future.

- The WDT First Aid course was cancelled as there was lack of interest in the community. WDT office should have at least 1 person trained in first aid.

ACTION GR to schedule staff schedule First Aid training for WDT staff.

- GR has applied to attend Scottish Rural Leadership Programme training. If successful GR to revert to board with costs for final approval.
- m. **Asset Mapping** - GR reported that Eday and Stronsay had done an asset mapping exercise. They find that this means that their funding application processes is slicker as the information is to hand and relevant. So GR also plans to go down this route but it will take time. Subsequently we will then have a skills, general information, population and everything else database at hand. This can then progress into the original request for a skills database in Westray.
- n. **Who's who** – GR reported that she has changed this a little and decided just to go with the Auk Talk after advice from Margo re the security breach they had previously. So next month's Auk talk is the plan.
- o. **OIC blockages** - Sadly this turned out to not be what GR had hoped. After specifically asking if it was for things like delays in repairs, road works, requests and the answer being yes. When she emailed them, the reply was - this is not what they are looking at, they are looking more at planning delays. That is hugely frustrating, and GR proposed to just continue to listen and build up a network of names so that any frustrations can be passed on to relevant person(s).
- p. **Ideas from the community**
 - Hairdressers – The trust have been approached with the concept of having a space set up for hairdressers to come out to Westray and be able to offer wet cuts as well as dry. We have also been offered a sink from another individual. GR reported that she is hearing more and more from the community that this type of facility is needed, i.e. a treatment room hireable to hairdressers, beauticians, chiropractors etc.. CD expressed concern regarding difficulties that the elderly may have in getting off island to attend a hairdresser. She also stated that there is a potential psychological benefit to be had from getting your hair done. GM suggested that the purchase of a portable sink would be more versatile and could be used in the Hofn. The board agreed that this could be investigated further.

ACTION GR to follow up with potential traveling hairdressers to establish interest and feedback on portable basins.

7. Graduate Report

- a. **Garden Open day 3rd September** - Around 50 people attended. The level of interest and questions was a good indicator to WDT that the garden can play an important role in knowledge sharing and increasing community capacity. The event allowed us to gather the community's views on both Sand O' Gill and the potential Community Fridge, and these have been included in KF's Development Plan.
- b. **Sand O' Gill** – The benches need replacing. The board agreed that a more solid structure is required to delineate the boat launching area from the public seating area. The board also agreed that gardeners time spent on this site should not be charged to the Community Garden budget.
- c. **Community Fridge** – KF and GR have sourced estimates for the setup and running cost of a potential community fridge. They have also applied for funding, from the Community Fridge Network for £4000, and Orkney Local Action Group – Community Led Local Development Fund for £6,200, towards the setup and running costs for 1.5 years.
- d. **DTAS Application** – KF has completed an application for three-years' worth of funding to potentially create a new Project Officers' role at WDT. This would facilitate the employment of staff to take the Garden Project forward and to support the Operations Manager.
- e. **Garden Development Plan** – KF presented his report and recommendations to the board. This was well received but no actions were agreed at this time.

ACTION KF to circulate the full report to board members and HIE (main funder of ScotGrad scheme)

8. HR Support

MN and GR updated the board with details on the Peninsula and Fenton Consultants HR options. The board was reassured that Peninsula are experienced dealing with third sector organisations and that another Orkney Development Trust is happily utilising their services already. They also felt that Peninsula's 24 hour fast support would be very beneficial. Concerns were raised that Fenton Consultants' response times were not fast enough. After discussion the Board agreed to go ahead with a 1-year contract with Peninsula for their full service of HR and, Health and Safety at £295.25 per month.

ACTION MN to respond to Peninsula with the board's decision.

9. PEG

CG01-2022 Attending the Island Games 2023

An application for funding towards the costs of the applicant's fees for attending and competing in the Island Games in Guernsey 2023, with a recommendation to award £750.00, the board agreed.

CG02-2022 Attending Golf Sixes League competition in St Margaret's Hope

An application for funding towards the travel costs for Westray Junior Golf Club attending and competing in 2022 Golf Sixes League competition in St Margaret's Hope, with a recommendation to award ££82.40, the board agreed.

ACTION MN to inform the applicants of the board's decision.

10. Correspondence

- a. Anne Bignall from NILPS provided an email update on their progress on Westray footpaths. No action.
- b. A non-resident has emailed WDT requesting sponsorship for a new sports strip for the Westray Rugby team. The board agreed that this application should be resubmitted by a Westray resident, and that a design be provided together with detailed costs.

ACTION MN to inform the applicants of the board's decision.

11. AOCB

- a. GR requested guidance/procedure for dealing with unacceptable behaviour of Höfn users. The board agreed that should there be unacceptable behaviour, a meeting with the user's parent, a youth support worker and member of WDT staff should be convened to discuss and agree on a proportionate response.
- b. Sandy and Willie McEwen have identified an organisation, Energy Local, help communities get more value from small-scale renewable generation by using the electricity locally. <https://energylocal.org.uk/>. After discussion the board agreed that this warrants further investigation, and that Willie McEwan could progress this with members of WRE who may have a greater technical understanding of micro-grid requirements.

ACTION MN to inform Willie McEwan of the board's decision.

KF and MN left the meeting at 22:15.

Date of Next Board Meeting

The date of the next Board Meeting is Thursday 3rd November 2022.



