

Minutes of Westray Development Trust Board Meeting
Thursday 3rd November 2022 at 19:00 in the Community Classroom

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

Attending: Margo Makin (MM), Mhairi Noble (MN), Gina Rendall (GR) joined via Zoom, Kieran Fowler (KF) joined at 8pm.

1. Apologies: N/A

2. Minutes of previous board meeting:

Meeting on 06/10/2022

Proposed – AB, Seconded - GM

3. Matters Arising:

a. Board approvals since last board meeting –

HG has reviewed RM Computing's proposal and as per the board's agreement during previous meeting the office server will be replaced and RM Computing will migrate WDT's IT systems to Microsoft 365.

Following Youth Support Worker interviews with LP and MM it was decided that Margaret Drever and Nick Wood will be joining Edith Costie and MM on the rota, and that Kim Gibson will be on standby, dependent on PVG checks.

The board agreed, via email on 13/10/22, that GR should attend the 2022-2023 Scottish Rural Leadership Programme (SRLP) of workshops and leader coaching. The course will cost £850 including 2 residential trips to Highland, Holyrood and Westminster. There is a 50% travel grant from HIE

The board meet on 20/10/2022, and after reviewing the current staffing levels and workloads, the board agreed that additional administration support was required, and approved the employment of an additional part time Administration Assistant.

The board agreed the Bayview garden quote, via email on 24/10/22, The garden team will get the groundworks and planting underway.

b. Dance Sessions – North Isles Dance Academy held a number of dance taster sessions during 11th-13th October. No grant funding was requested by those who attended.

c. Community Electric Grid - Willie McEwen continues to work with Energy Local to establish the viability of establishing a Local Energy Club to enable local use of renewable energy generated on Westray. He is looking into the technical feasibility, and funding options etc.

4. Administration and Finance Officer's Report:

a. Financial Reports – These were reviewed and no concerns raised.

b. Financial Budgets – DS requested clarification on some budget figures, and MM provided suitable clarification. The board agreed that going forward the Annual Budget and the annual review of the Schedule of Financial Delegation should be completed separately rather than being presented as one document. This will enable these reviews to be conducted at more beneficial times, and thereby aiding clarity.

c. Year End – MM is continuing to progress year end accounts with Scholes. They have started the audit and have been getting clarifications from WDT. MM also working with Scholes to get invoicing moved to QuickBooks.

- d. **Finance Reporting** – MM has compiled comprehensive spreadsheets to generate monthly reports for the board, which should be easier to understand.
- e. **AGM** – A draft Annual Report for the AGM has been completed by KF. However, we are awaiting the Financial report from Scholes. The board requested a copy of the draft be circulated for their review prior to distribution next week. The board agreed that due to tight timescales, the Financial Report should be sent out separately this year.

ACTION KF to circulate draft Annual Report to board members.

- f. **WDT Server Replacement** – Following HG technical review of RM Computing’s proposal MM has notified them that we accept their proposal and quote for migrating Office IT systems to Microsoft 365 with support level “Software Only”. Costs - migration £3,407.88 plus VAT, monthly support £86.80 plus VAT
- g. **Learning Centre Laptops** – Awaiting proposal from RM Computing regarding resetting the laptops.

ACTION MN to contact RM Computing for an update.

- h. **Office Maintenance** –

Replacement of WDT office signage –MN has been in contact with Art Machine and they are working on a design before quoting.

ACTION MN to contact Art Machine an update.

External Storage Units –MN has requested a quote for essential repairs to the three external storage units. Cook Aquaculture will pay for the repairs on their two.

ACTION MN to follow up on the quote.

Misc –Broken extractor fan in office toilet has been replaced. Broken section of downpipe has been replaced. Broken office desk chairs have been replaced to provide suitable adjustable support for staff.

- i. **Höfn** –

Youth Support worker – We will be returning to the four-person rota as it was prior to COVID. Following Youth Support Worker interviews with LP and MM it was decided that Margaret Drever and Nick Wood will be joining Edith Costie and MM on the rota, and Kim Gibson will be on standby. Due to the time it takes to process PVG forms, it is anticipated that the new rota will only commence in the new year.

Roof insulation – LP noted that the insulation had not been rolled out in the loft. S Parry has been asked to complete this.

ACTION MN to follow up with S Parry.

- j. **Staff** – We are sad to be losing our graduate KF, and wish him well for the future. However, we are also looking forward to welcoming Sarah Cowe onboard on 28th November. She will be joining us as second part time Administration Assistant.
- k. **HR Provision** – The agreed one-year contract with Peninsula for HR and H&S commenced 10/10/2022. WDT Staff are liaising with Peninsula to review and generate documents and procedures configured to WDT requirements. Peninsula have created draft contracts and policies for our approval. Their first H&S site visit is scheduled for 8th December. Initial response from staff is very positive.
- l. **Christmas** – The board agreed the proposed office closure over the festive period from Thursday 22nd December 2022 starting back Thursday 5th January 2023.

- m. **Bargain Box** – During strong wind and rain there has been a roof leak again. This has dried up, however the board agreed that the electricians should be checked for safety.

ACTION MN to contact D Harcus to request electrician investigates this.

5. Finance Subgroup Recommendations

- a. GM and DL met with MM to discuss the budgets for the financial year 2022-23. The Board agreed with the recommendations made by the sub group.
- b. Fuel grant increased to £400 this winter but will continue to be reviewed annually. Depending on circumstances the amount awarded may be reduced back to previous levels.

6. WRE Report

- a. **Accounts 2021-2022** – Clare Walker (CW) continues to work with Scholes to prepare for the annual accounts audit.
- b. **Insurance Claim** - The status of the insurance claim remains as of last month. More emails will be going out shortly. Enercon have raised a credit note to compensate for previous years availability. With this information CW will get back to the insurance company to restart the insurance claim.

We have renewed our insurance this month. The Board decided to increase the coverage for loss of earnings from £500k a year to £600k.

- c. **EPK** - The EPK agreement with Enercon for the maintenance of the turbine is due for renewal at the end of the year. Negotiations have been ongoing to arrange a renewal but have now been settled. We just await the new agreement being signed off by both parties. The new agreement is for a period of 8 years from 31/12/2022.
- d. **Enercon** - DS advised that information requested from Enercon relating to power production and whether existing groundworks could be used for new generators had not been received. DS had requested that WRE escalated the matters.

7. HR Provision

See A&FO report sections 4.j. & 4.k. above

8. Operations Report

- a. **General** – Attending SRLP events, out with the office, has put the pressure on GR's time this month. Working in an airport works ok but our IT really didn't support it too well.
- b. **Bayview** - Eon were in touch and the meters should be connected on 16/11/22. Dyke building has begun and seems to be going well. However spare stones need to be moved, as they are impeding access for emergency vehicles.

ACTION MN to contact D Harcus to request stone removal

The garden team have been asked to progress the groundworks and planting. The scrap metal is to be removed by Louis Pottinger for the Sailing Club. Danny Harcus will remove the oil tank and make a donation to the bargain box. GR will advertise the windows with the same conditions.

ACTION GR to advertise old windows on fb

- c. **Sailing Club Shed** - Roy Dick, SSE, will be on site 23/11/22 to move electric connection for shed. Contractors Andrew Sinclair will also be commencing the ground works that week.
- d. **Bargain Box/Office Extension** – Shane Scott has clarified that the only planning condition regarding the existing bargain box units, is that they be removed two months after the new bargain box is occupied. The building warrant for the extension expires on 11th July 2025.

GR has contacted Billy Groundwater regarding the bill of quantities. He has all the information that he needs and has been asked to progress this asap.

- e. **Litter Bins** – Bins have been ordered.
- f. **Island Broadband** - GR met with Shona Croy (OIC) who stated that, under the governments R100 scheme to bring faster broadband to Scotland, Westray are scheduled to have almost all household covered by

superfast fibre connections by 2024. If you want to look at <https://www.scotlandsuperfast.com/> you can enter your postcode to find the plan for your home/business. Westray are in a very fortunate position and will have more opportunities to use fibre than mainland Orkney. She did say though that some properties might still be better off with alternatives like Cloudnet.

ACTION GR to advertising this site on our social media

- g. **Project Officer** - Kieran will be leaving Westray 04/11/22 and we really do wish him every success and we look forward to seeing him at the AGM. It is still too early to hear from DTAS regarding application for funding for a Project Officer
- h. **Westray Conference 2023 (WC23)** - Save the date has been announced on social media. The school has been booked and contacted to say save the date and please be involved. GR has asked that we work with the school in the run up to introduce some background for context. The 1998 report has been scanned and is available on WDT server. SD has offered to look at the list of delegates and write an equivalent list for 2023. GR have begun the asset mapping which will help with feeding information into a 2023 position statement.
- i. **Training** – GR reported a really positive start to the SRLP course, with an interesting and wide range of other participants.
- j. **Hofn** –
There have been a few issues again so on top of the individual approach agreed last meeting, GR would like to have an information afternoon or evening for parents and users. The Hofn hasn't really been open so the 3rd years are actually 1st year and there was no induction to the building. The board agreed that a meeting should be arranged.

ACTION GR to arrange parents/users meeting

GR stated that there are a few things needing repaired and recommended a maintenance plan be drawn up to cover all properties. The board agreed that this would be useful.

ACTION GR to find the maintenance information already done and bring to board

- k. **Community Fridge** - Our CLLD application for £5000 capital and £1200 revenue funding was successful. Additional information was requested which Kieran pulled together and we are waiting for quotes from Danny Harcus and the Men's shed. The funding will need to be spent by March 2023 and project in place. We are confident this can happen. MN has been in contact with Kirkwall Community Fridge who are happy to share their risk assessments and procedures etc.
- l. **Admin Assistant**- We are delighted that the board approved the extra admin hours. This is a weight off our shoulders. Sarah Cowe (SC) accepted the offer of 17 hours admin assistant and will be starting on 28th of. GR is away that day but MM will be in and get her underway.

ACTION LP to send SC contract for signing.

- m. **Other**- GR has been publicising the WDT grants available and encouraging grant applications. GR is planning a membership drive next.

9. Graduate Report

- a. KF's full Garden Report is available on office server.

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

- b. KF thanked everyone for making his time at WDT so enjoyable – "I've had a great year and hope I have brought some value to the trust with my work". He will be returning for a couple of days around the AGM
- c. **Sand O' Gill** -
The garden team has proposed a plan for the Sand O' Gill picnic area. KF,GR &LP have been looking at how this could be implemented. Mark Dickenson (MD) will take the lead on the project design. Design updates to be circulated to GR and the board.
KF has contacted NILPS regarding heritage grant (up to £2000). They are keen to get involved. KF recommended including the Heritage Centre within the project as they may assist with some content for the notice boards.

ACTION GR to progress grant application with NILPS.

The draft plan is to incorporate some Robert Rendall poetry with a rockery area, shrub planting, hedgerows and a walk-through along the shore. Lines and words of the poems would be scattered throughout the area for folk to find. There would also be some notice boards giving some history of the bay, local heritage regarding boats that use the area, local ecology and biology and also bringing to life some of Robert Rendall's poems. The seating area would be slightly more private than current, with some shelter from the road and some welcoming planting at the front to invite folk in.

- d. **WDT Annual Report** -KR has produced a draft report, however he is awaiting some external input. He will handover to MN for final edits.

ACTION MN to finalise Annual Report.

- e. **2023 Westray Conference** – KF has had some brainstorming sessions with GR around the Westray conference and he will run a workshop (when he is back for the AGM) with the Conference subgroup in order to consider strategic objectives and desired outputs from the conference going forward. KF is interested in assisting with this project and offered to help in setting up the conference and trying to get the most use out of it.
- f. The board thanked KF for his time and input to WDT, and wished him all the best for his future plans.

10. Correspondence

- a. **Westray Rugby Club** – WDT received a request to sponsor the new strip for Westray Rugby Club. The design and quote were reviewed and the board agreed to sponsor the team strip at a cost of £1070 plus VAT plus delivery.
- b. **Friends of Kalisgarth** – WDT received a request for the name of the community member appointed by WDT to serve on the Friends of Kalisgarth Management Committee. There was a discussion regarding why WDT nominate this member, and the historical background to this. The board agreed that Ian MacDonald would be approached to continue in this role.

ACTION LP to email Ian MacDonald with board's decision.

ACTION GR to chat with Ian MacDonald regarding this role.

- c. **Westray Processors SGM** – WDT received an invitation to attend SGM and to vote on the resolution "that the business of Westray Processors should be wound down". There was a discussion regarding how members could contribute. The board agreed to abstain from attending or voting.

ACTION MN to draft letter of reply and circulate to board

- d. **Community Cycling funding** – GR asked the board if this was a project that she could progress. After discussion it was felt that this was not a current priority, but could be followed up if/when Wellbeing Co-ordinator funding is approved. VAO hope that this funding will come through next April.
- e. **Westray Golf Club** – The golf club have expressed an interest in procuring the old portacabins once the Bargain Box is relocated. The board agreed that this would be acceptable on the understanding that they are not in good condition, that it they are unlikely to be available for at least 1 year during which time their condition is expected to further deteriorate, and the golf club would be responsible for their removal.

ACTION MN to notify Golf Club of board's decision

11. AGM Matters

- a. The board requested that the draft Annual Report be circulated to board members prior to publishing.
- b. A copy of the Annual Report to be sent to former Operations Manager Isobel Thompson.
- c. The board invited KF to be guest speaker at AGM. KF accepted. The other speaker will be Scholes representative for presentation of accounts. The board agreed that office bearers should join speakers for a meal prior to AGM.
- d. Members contact details form to circulated with AGM papers again

e. Members are invited to become a Trustee of WDT.

ACTION GR to publicise, how to apply to become a director, on social media and local shops

f. According to article 62 of Articles of Association of WDT, three directors shall retire from office. The following names were drawn from a hat; SD, GM and DL. All three were happy to stand for re-election, and will complete director application forms.

g. Directors to complete annual Declaration of Eligibility and elect office bearers for following board meeting.

12. AOCB

a. HG reported that the VAT registration number on WDT website is not correct.

ACTION MN to update website

13. Date of next Meeting

Thursday 1st December 2022

MN, MM, GR and KF left meeting 9pm

J. Y. Patis