

Minutes of Westray Development Trust Board Meeting
Thursday 1st December 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), George Thomson (GT) and Steven Drever (SD).

Attending: Margo Makin (MM), Mhairi Noble (MN), Gina Rendall (GR), Sarah Cowe (SC)
Ivan Hourston (IH) Scholes Chartered Accountants joined via Zoom.

1. Apologies: David Stephenson (DS)

2. Presentation of Accounts

IH presented the Draft Annual Report and Financial Statement for the year ending 30th June 2022. These were approved subject to the minor changes recommended by IH.

ACTION IH to finalise accounts and forward to the board for signature.

IH raised the question of whether WDT should remain VAT registered.

ACTION MM to lookout the previous four years VAT returns.

3. Minutes of previous board meeting:

Meeting on 03/11/2022

Proposed – GM, Seconded - CD

4. Matters Arising:

a. **Board approvals since last board meeting –**

The new Bargain Box/Office's bill of quantities and tender documents were circulated by email to board members. The majority of whom replied in favour of this going out to tender, and GR progressed this 18/11/22. There were discussions regarding the anticipated cost of this project, and clarification that external funding is being looked into. DL also reminded the board that since the Bargain Box started that the value of grant applications applied for by the users, had significantly reduced and that this had facilitated the introduction of Winter Fuel grants.

Turbine road repairs – WRE clarified in email 04/01/22 that WRE directors are not able to do turbine road repairs for gratis. The board agreed via email that this work would therefore need to go out to tender.

ACTION GR to prepare tender

ACTION GR Check on who all have access rights and maintenance responsibilities for the road.

b. **Misc Matters Arising**

Hairdressing facilities/Portable basins – GR reported that she has approached hairdressers to find out which make of portable sink would be the best and is waiting for information. There is a hairdresser travelling regularly to offer dry trims.

ACTION GR to continue enquiries

5. Administration and Finance Officer's Report:

a. **Financial Reports** – These will be included with next board meeting.

b. **Year End** – MM had another meeting with Andrew to clarify more points. IH from Scholes presented the accounts to the Board at the beginning of the meeting via Zoom. MM believes there will be training required to meet the requirements of the new accountants and to make any improvements deemed necessary. MM is more than happy to sit down with someone to show her the full potential of QuickBooks and to make necessary changes.

- c. **AGM** – It was asked what to include in the “year in review – project team” it was discussed that Bayview has been the main project and has taken over this year. We could also include change of staffing, have a look in the Auk Talk, Year in Review Report and look ahead to new projects such as the phone boxes etc. The board agreed that coffee and tea will be served after the AGM meeting on Tuesday.
- d. **WDT Server Replacement** – We are in the process of moving over our computers from Gmail to Outlook. The work is being carried out by RM Computing.
- e. **Learning Centre Laptops** – These have been included in the work that will be carried out by RM Computing
- f. **Office Maintenance -**

Replacement of WDT office signage — MN presented 2 separate designs for our new sign, which would be provided by ArtMachine. Option 1, which is the same as our original sign, would cost £145. Option 2 would be an updated design to match the colours and fonts of our website, this would have an additional cost of £60 per hour and was estimated to take 15 minutes. HG suggested that we provide Art Machine with a colour code which would then mean we could match all our new sign colours to the online ones. There had been some complaints last time that the sign colour was too dark. The board agreed to go with Option 2 and accept quote.

ACTION MN to follow up on the quote.

External Storage Units –Awaiting quote from S Parry.

ACTION MN to follow up on the quote.

- g. **Höfn** –Margaret Drever’s Disclosure Scotland forms have come back but we are still waiting on Nick Wood’s.

Sid from Burray Boatyard has been in touch and gave us a quote to replace the windmill’s inverter, including installation which came to £2035.20 inclusive of VAT and a 5 year warranty. MM explained that she hadn’t had time to look out previous paperwork to see roughly how much we get in as it’s been a while and not on QuickBooks. Looking at a pay in book there was a cheque she paid into Tridos in 2019 for £154.94 It was discussed that it has cost £8000 to get fixed so far and that electricity bills have been estimated at £3000.

Solar panels were discussed as an alternative option, also replacing the turbine with a new one. The new renewable energy generator could provide for the Bargain Box, Garden, Hofn and the office. We would have to look into the distance needed for the new turbine to be away from other business etc

The Board Agreed to draw a line under the old turbine.

ACTION GR and MM to investigate renewables options, ask Sid about cost of a new Turbine

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.

DL reported a structural crack on the exterior of Hofn from the window to the plate. MM also said that there was some damp patches inside. GR suggested that we get Danny to come and do a survey of the exterior and interior. The board agreed

ACTION GR To get in touch with D Harcus to request survey

- h. **Staff** – Sarah started with WDT on the 28th November.
- i. **HR Provision** – The agreed 1 year contract with Peninsula for HR and H&S commenced 10/10/2022. WDT staff are liaising with them to review and generate documents and procedures configured to WDT requirements. H&S site visit is scheduled for the 8th December, initial response from staff is very positive.

- j. **Christmas** – The Pierowall Hotel has been booked for Saturday 17th December 2022. As agreed the office will close from Thursday 22nd December 2022 and reopen on Thursday 5th January 2023

6. WRE Report

- a. **Accounts 2021-2022** – Clare Walker (CW) reported that the audit is complete, and that Scholes will be making some recommendations to the Board going forward.
- b. **Insurance Claim** – WRE have received an email from Enercon to say that a credit note for payment of the availability claim has been issued, however, this was more than three weeks ago, and payment has still not been received so CW will chase Enercon again this week. Nothing more can be done with the insurance claim until this payment is received.
- c. **ENERCON PartnerKonzept (EPK)** – WRE are still waiting for the new maintenance agreement to be signed off by Enercon so that it can then be signed by WRE. EPK did say it could take up to 6 weeks so CW will chase once this timeframe has elapsed.
- d. **FIT Switch** – WRE have received word from Scottish Power that the FITs switch process has now been completed. They have sent a letter in the post which, when it arrives, will need signing and returning to them.
- e. **Triodos/Gift Aid** – CW has finally got access to the WRE bank account and has made two gift aid payments totally £200k. Many thanks to MM for making bank payments on behalf of WRE while they waited for the bank to add CW to the mandate.
- f. **Email** - there seems to be some issues with WDT sending emails to CW. RM Computing working on resolving this. RM to resolve this
- g. **WRE AGM** – CW is trying to arrange WRE's AGM with a meeting with Scholes to present the accounts to WRE but arrangements are still being made

7. Operations Report

- a. **General** –
Radio Orkney aired an interview with MM regarding our recent Fuel Grant announcement. This received a lot of positive responses, including enquiries from other Trusts asking how we facilitate this. We had a busy few days getting AGM information updated and out on time but we made it.
- b. **Bayview** –
Meters were connected on 16/11/22, some alterations were made to the meter cupboard due to additional parts being required to meet a recent change in regulations. Heating was due to be commissioned on 21/11/22
GT is progressing Legionella testing. When the last doors arrive and lino is laid we can proceed with sound testing. All other testing will be progressed by DHC or BG.
Landlord registration – Cannot progress until all the testing has been carried out.
Garden - Materials for the planting has been ordered and the garden team will commence work when the weather is more favourable for planning.
Internet – The board agreed that WDT would only provide infrastructure to enable tenants to connect to the internet. This could be via satellite initially or fast fibre when rolled out. There is a Cloudnet quote which was approved by Isobel Thomson (IT) in July at a Bayview progress meeting.

ACTION GR to speak to Cloudnet and ask for more detail around the quote given.

Scottish Association of Landlords (SAL) – MN recommends WDT become members, and thereby get access to free templates and procedures and regular updates regarding residential rentals regulations. Business membership would cost £390 per annum

ACTION to be considered at housing sub group to be help in the beginning of January and taken to next board meeting

Letting – We have been in touch with Shirley Ann Burgess from D&H to see where things stand with letting the property, and have received copies of previous correspondence including Fee estimate and service level discussions. D&H clarified that no formal agreement has been signed with them. The board agreed that we need to formalise a service agreement as apriority.

ACTION GR/MN to review service requirements and progress with D&H

Maintenance –

MN and GR are creating a file of all the Bayview specifications. This means that when it is time to maintain or replace items there is a file with all the information to hand. This will be a significant piece of work and will need to involve DHC.

D&H service agreement needs to clearly state their responsibility regarding managing Bayview maintenance and frequency of inspections.

MN/ D&H to draw up a certification renewal schedule.

GR has been trying to pull together a maintenance service agreement for Bayview and all other WDT property. An example maintenance contract has been received from Shapinsay Development Trust. GR reported that a maintenance checklist for rental properties had been requested from D&H, and an example maintenance schedule for Hofn had been located. She has also been in contact with other trusts requesting example maintenance documents.

ACTION maintenance requirements and documentation, to be considered by housing subgroup and recommendations brought to next board meeting.

ACTION MN to join housing subgroup.

Trading subsidiary – GR found in the housing notes that a trading subsidiary was to be set up for housing. DL clarified that this had been found to be unnecessary.

Sailing Club Shed - SSE was on site 23/11/22; hydro pole has been moved and underground cables installed. Andrew Sinclair also attended to the associated ground works this week.

Site tidy - Stones have been moved from emergency vehicle parking area. D Marcus to move old tank. Old windows were advertised on social media

ACTION GR to advertise windows on shop posters.

c. **Bargain Box/Office Extension** –

Tenders should be received before Christmas.

AB reported that the step into the Bargain Box is disintegrating and needs replacing.

ACTION MM has already been in contact with DHC.

d. **Litter Bins** – Bins have been ordered.

e. **Island Broadband** – We shared information on social media regarding schedule for installing faster broadband on Westray.

f. **Project Officer** - It is still too early to hear from DTAS regarding application for funding for a Project Officer

g. **Westray Conference 2023 (WC23)** – GR has begun the asset mapping which will help with feeding information into a 2023 position statement. When Kieran Fowler is here next week the plan is to work with the group on outcomes wanted from the conference which we hope will make planning a little easier. GR's Leadership training is helping with planning for the conference too.

h. **Training** –

GR continues to receive beneficial leadership training at SRLP course events.

Bright Safe – This is the app available to us through Peninsula which has online training opportunities like Health and Safety, manual handling and more. We will be looking at what is relevant and necessary and making use of that facility.

i. **Hofn** –

Meeting with parents and children is arranged for 02/12/2022, to coincide with the Christmas decorating night.

ACTION GR to discuss maintenance requirements with DHC

j. Community Fridge –

We are waiting for quotes to give CLLD. Hubbub funding was also successful, GR working towards fitting all of their criteria.

We have received copies of risk assessments and procedures from Kirkwall Community Fridge.

GR had a very productive meeting with OIC Environmental health so we have all the information required and all the plans seem to fit their criteria. OIC did not require planning but they did suggest a planning advice form. All paperwork has been completed and sent to OIC. It's worth noting that you can be fined £20,000 per item sold or given away after its use by date.

We looked at options around the site and a sensible suggestion was made to locate it next to the bins store at the side of the office. This means you can take a cable straight out of the office to the shed. A narrow shed housing upright fridge, freezer and larder cupboard with sliding door. The Hofn could then be used, out with Hofn user and booking times, for sorting of any goods, as there is a sink there for hand washing. The board agreed the location but clarified that it should be movable.

GR would like to run a peedie name competition soon, similar to the Bargain Box. The board agreed that this should be done but clarified that the board should have the final decision.

ACTION GR to progress competition.

k. Admin Assistant- SC was welcomed to WDT staff team. She will be focusing on getting underway with all the admin processes and then Fuel Grants with Margo in January. MN will support GR gather Bayview information required.

l. Kalisgarth –

Community bus – The idea of a community bus has been brought to the trust a few times. Karen Rendall at Kalisgarth recently raised concerns regarding transport for Kalisgarth but also on the island. GR also met with Eddie Barclay from OIC who stated that if WDT had a wheelchair friendly vehicle then they would be willing to hire it from us on day care days. GR would like to explore this idea through a public consultation including current transport providers already on the island. The board agreed that GR should explore this further.

ACTION GR to continue exploring need for wheelchair accessible community transport.

Wind Turbine – The Service Agreement for the Turbine needs to be reviewed. Following up on information regarding reporting faults etc.

ACTION: GR will explore who is able to do this on the island, amend and bring back to the board.

Friends of Kalisgarth GR met with Iain MacDonald to discuss the FoK and if they want to be included in our annual report or not. He confirmed that the inclusion of FoK in our annual report is historical. A nod back to the beginning when the FoK was made up of a representative from various groups on the island and their ongoing close relationship.

m. Phone boxes – NILPS are keen to get us onboard with adopting more phone boxes and creating information/art installations. Other island trusts have some interesting plans in place. NILPS said that they have funds available to employ a project co-ordinator(historian/artist) for this project. The board agreed that this project could be progressed, and funding applied for.

ACTION GR to contact NILPS and progress Phone box project.

n. CDO Call - Rachael Battey from OIC was talking to us about the Empty Homes Scheme. I emailed the board with the information on 24/11/2022. I also emailed the board with Warmworks information from last months CDO call.

ACTION GR to share Empty Homes Scheme information on social media.

- o. **Ideas from the community** – The possibility of starting up a Man's Shed is frequently being raised by island residents. The board agreed that GR could arrange an open meeting to discuss this possibility.

ACTION GR to arrange an open meeting for Men's Shed in new year.

8. Correspondence

- a. **New Sign** – See 5 f) above .
- b. **Vertical Farming** – Colin Risbridger(UHI Orkney College) contacted LP requesting a meeting regarding possibilities of collaborating on vertical farming projects. The board agreed that Colin and KF should be invited to attend the next garden subgroup meeting.

ACTION GR to arrange garden subgroup meeting in December.

9. AOCB

- a. AB reported that over £1000 was raised during Bargain Box Christmas week. She requested that both WDT and Bargain Box waive their normal 5% of takings, ad that the total amount raised be distributed to the user groups. The board agreed that this was acceptable. It is hoped that next year we will be able to use our purpose built Bargain Box for Christmas week in 2023.

10. Date of next Meeting

Thursday 19th January 2023

MN, MM, SC left meeting 9.45pm

