

- b. **Year End** – MM to arrange meeting with Scholes for training on Quickbooks after the bulk of the fuel grants are inputted.

ACTION MM to arrange training with Scholes.

- c. **AGM** – The board agreed that a donation of £50 be given to Westray Church of Scotland for use of their kitchen facilities and help setting up for the AGM.

ACTION MM to arrange for donation to be sent to kirk.

- d. **WDT Server Replacement** –RM computing were out on 7th December and migrated our email and file services to Microsoft 365 Business Premium.
- e. **Learning Centre Laptops** –RM Computing have rebuilt these and will include them within our support agreement.
- f. **Office Maintenance -**
Replacement of WDT office signage – ArtMachine provided a revised quote (£185 plus VAT) and three design options. The Board Agreed to accept the quote and choose the design with black text.

ACTION MN to order sign.

External Storage Units –MN progressing maintenance with S Parry.

ACTION MN to arrange to progress.

- g. **Höfn** –
Youth Workers - Disclosure checks have now come back for Maggie and Nick. Arrangements are being made for them to begin their training and to shadow MM.
Roof insulation –S Parry has been asked to complete this work. MN to arrange access.

ACTION MN to arrange access to Hofn for S Parry.

Structural crack on exterior of Hofn - Awaiting feedback from DHC inspection of Hofn.

- h. **Staff** – New staff member Sarah Cowe will be helping MM with processing the fuel grants.
- i. **Fuel Grants** – Applications have started to arrive, and MM will start making the payments next week. There has been positive publicity for the grant both from radio Orkney and the Orcadian

5. WRE Report

- a. **Accounts 2021-2022** – Clare Walker (CW) reported that the accounts were presented by Ivan from Scholes to the WRE on 5th December and were approved at this meeting.
- b. **WRE AGM** - WRE held their AGM on 5th December 2022
- c. **Insurance Claim** –Enercon were chased last week and WRE have received a credit note for £31k which will be forward to the Insurers to see if they will settle the claim now.
- d. **ENERCON PartnerKonzept (EPK)** – WRE are still waiting for the new EPK to be signed off. John Hart from Enercon did get in touch to confirm there has been a delay. In the meantime, we have been issued with a letter of extension for the current EPK
- e. **FIT Switch** – WRE have still not received the welcome letter from Scottish Power, that they said was in the post, so Clare Walker has have chased them and wait to hear back.
- f. **Triodos/Gift Aid** – WRE have made a further giftaid payment of £100k to WDT. WRE will need to make further payments of £186k before 31st March 2023 to avoid corporation tax.

6. Operations Report

- a. **General** –
All overtime requests will be monitored by GR over next 6 months.
- b. **Bayview** – see section 9. Housing Subgroup Report
- c. **Bargain Box/Office Extension** –
The new deadline for tenders is 26th January 2023.

The board agreed that separate utility supplies were not needed within new building.

ACTION GR to reply to Shane Scott.

- d. **Litter Bins** – Bins have arrived, and the contractor has them.
- e. **Island Broadband** – GR clarified that the date on the website is for the cabinet to be ready, and realistically households would only benefit perhaps 2 years later than that. Also any households with fibre at the moment will not notice an increase in speed.
- f. **Project Officer** – Unfortunately, our DTAS application for funding for a Project Officer was unsuccessful.

ACTION Board to discuss at next board meeting.

- g. **Westray Conference 2023 (WC23)** – subgroup meeting planned for 27/01/2023.

- h. **Training** –

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

GR to attend 7 week course at Orkney College on Introduction to Management.

Peninsula IOSH Managing Safety courses – Peninsula have forwarded details and prices of courses that they offer. The board agreed that GR should check if these are a statutory requirement. DS asked what safety training would be required when bargain box is running in same building as WDT Office.

ACTION GR to investigate and report back to the board.

- i. **Hofn** –

There were two parents and one child at the Hofn decorating session. A meet the Youth Worker night is being rescheduled.

ACTION GR to reschedule meet the Youth Worker night

Periodic electrical certification is due. Andrew Seatter will be doing PAT testing next week, and the EICR is to be arranged too.

The board agreed that service users may be requested to carry out volunteer hours at the Hofn, as a consequence of their poor behaviour. The hours and tasks to be agreed between GR and service users.

ACTION GR to schedule volunteer hours

- j. **Community Fridge** –

CLLD funding has been approved in email, but we are awaiting the official letter. Hubbub funding was also successful, GR working towards fitting all their criteria.

Name competition is advertised with a 30th of January 2023 closing date.

DHC has been contacted regarding the making and installation of shed. We are waiting for quotes to give CLLD.

- k. **Community Transport** -

After a discussion with Kenneth Marcus it seems that a bus with easy access is something that he has considered, but it has a huge financial commitment. He did think that personalised transport would be expensive and wondered if there was any thought to enabling a subsidised service.

The Board Agreed that GR should continue to pursue this. A Westray Transport discussion group to be setup with interested parties and public interest to be establish.

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

- l. **Kalisgarth Wind Turbine service agreement** –

This is still to be looked at. A draft will be ready for the next board meeting

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

- m. **Phone boxes** –

GR met with Valerie from NILP. GR will check with landowners that they are still in agreement and confirm what they would be happy to happen. Thereafter GR will start putting together a grant application for adopting phone boxes and creating information/art installations.

ACTION GR to contact landowners and progress grant application with NILPS.

- n. **Mens Shed** –

There is significant interest; the first public meeting was well attended, and there has been many people contacting GR regarding this. An informal steering group are really pushing things forward. WDT have been assisting with applications for funding from the Community Mental Health and Wellbeing Fund for funding towards a Learning Journey and initial start-up costs for the group.

The Board Agreed that GR should continue to support this project, until funding for a Wellbeing Co-ordinator can be found.

o. Turbine/Gallow Hill Road Tender –

GT and GR are progressing the tender. They will be taking a look at the road next week and will then try to make the tender brief and as clear as possible. A draft will be ready for the next board meeting.

p. Cost of Living Community Anchor Fund

The fund seeks to place small amounts of resource with Community Anchor Organisations who are able to work in partnership locally, and able to distribute funds that can help people and households facing severe challenge or hardship as a result of Cost of Living Issues over the coming months. The board Agreed that GR should investigate the potential here for a Cost of Living Westray Food Grant.

ACTION GR to investigate a cost of living grant.

7. Housing Subgroup Report

a. DHC continues to progress final works and testing. Completion date now estimated end March 2023.

b. Letting agent service requirements are being reviewed and it is hoped that T&C's can be agreed soon.

c. MN detailed benefits of taking out membership with Scottish Association of Landlords (SAL). £390 annual cost. The Board Agreed that this should be done.

ACTION MN to arrange membership.

d. MN provided a list of documentation that will be required. MN and GR to progress these using SAL templates.

ACTION MN and GR to progress document generation.

e. Lettings maintenance contracts continue to be progressed by subgroup.

f. Rental values need to be finalised. GR to check if there are any restrictions on this from the original grant funders. Social housing rents are also to be established, then subgroup will discuss further.

ACTION GR to review grant restrictions on rental values.

g. MN to contact Marsh Commercial to obtain sample Landlord Insurance policy terms.

ACTION MN to progress Landlord Insurance.

8. PEG Report

There was a discussion regarding PEG membership and election of new members. The Board Agreed that a replacement for PW can be deferred until next EGM/AGM. This is consistent with previous practice.

The Board reviewed PEG recommendations and approved the following -

CG03-2022 – Island Christmas Cards

Full amount of requested funding approved, with 5 year rolling approval from PEG

CG04-2022 – Westray Sailing Club

Full amount of requested funding approved

Additional Terms and Conditions-

The funding awarded by WDT is only to be used as a contingency once all other funds have been exhausted and subject to receiving satisfactory receipts.

Prior to the release of any funds Westray Sailing Club is also required to provide WDT with a copy of Title Deeds affirming the club's right of access over Westray Processors' property.

CG06-2022 – Menopause Support Group

Full amount of requested funding approved

Additional Terms and Conditions

Request for evidence of island interest prior to payment

CG07-2022 – The Cleat Renovation Trust

Part funding approved.

Additional Terms and Conditions,

The proposed trust's membership must be restricted to members who are Westray residents, and the board elected from this membership.

Prior to the release of any funds CRT is also required to

- Provide WDT with a copy of their Memorandum and Articles of Association to confirm that it is in line with WDT requirements.
- Demonstrate islander interest via public consultation.

9. Correspondence

- a. **Garden Offer** – A member of the public has offered the use of their vegetable plot to WDT. After discussion the Board Agreed that the garden team were not able to utilize this extra area at this time.

ACTION MN to reply with thanks.

- b. **Scottish Communities Climate Network (SCANN)** – WDT have been invited to join as a member. The board agreed that this should be done.

ACTION MN to progress SCANN membership.

- c. **Carbon Neutral Islands Schools Project** – Colin Risbridger invited WDT to be involved with this potential school project. The Board Agreed that the school's interest should be ascertained before agreeing to provide support.

ACTION GR to forward to Westray School.

- d. **Westray Local Energy Club** - W McEwen continues to progress this project and has identified a group of turbines that may be suitable.

10. AOCB

- a. GR reported an increase in demand for our "Here 2 Help" service and proposed a need to recruit another person to WDT. The Board Agreed that this she advertise this now.

ACTION GR to advertise additional position.

- b. The brig at the Westside defibrillator (phone box) has been replaced and a drainpipe installed.
- c. GR is progressing potential funding for Bargain Box with National Lottery Funding.

11. Date of next Meeting

Thursday 2nd January 2023

MN and MM left meeting 9.15pm

J. Y. Fawcett

