

Minutes of Westray Development Trust Board Meeting
Thursday 2nd March at 19:00 in the Community Classroom

Present: Anne Burgher (AB), Steven Drever (SD), Harmandeep Gill (HG), Douglas Leslie (DL) joined via Zoom, Louis Pottinger (LP) (Chair), David Stephenson (DS), George Thomson (GT), Peter White (PW)

Attending: Mhairi Noble (MN), Gina Rendall (GR)

1. Apologies: Coilla Drake (CD), Gill McEwen (GM)

2. Minutes of previous board meetings:

Meeting on 19/01/2023

Proposed – AB, Seconded – DS

Confidential Meeting on 19/01/2023

Proposed – AB, Seconded – DS

3. Matters Arising:

a. **Board approvals since board meeting 19th January 2023 –**

Board approved via email 29/01/23 – To cancel February board meeting as it would be too soon after the January meeting. Any urgent matters for approval would be attended to using email.

4. Administration and Finance Officer's Report:

a. **Financial Reports** – January and February finance reports were circulated to the board.

b. **QuickBooks** – MM has attended training. She will commence entering transactions relating to the period from 1st July 2022 after fuel grants have been processed.

ACTION MM to populate QuickBooks.

c. **Finance Subgroup** – meeting to be scheduled.

ACTION MM to email members.

d. **Office Telephone System** – MM and MN have reviewed WDT requirements and negotiated a refund from 2 Circles Communications Ltd. Their service has been tested and we are moving away from BT. If there are issues with the one remaining line, then it would be useful to have a backup WiFi system like what BT previously provided.

ACTION MN to request WiFi backup system from 2Circles.

e. **Learning Centre Laptops** – MN asked for clarification regarding the number of laptops returned by GoWestray. If it was 5 then RM Computing may have mislaid one and we could claim against their insurance.

ACTION SD to check his emails for correspondence regarding this.

f. **Old WDT Server** – RM has the old server in Kirkwall. The board agreed that we should advertise it locally and if there is no interest ask RM Computing to scrap it.

ACTION MN to check server specification and advertise it on social media.

g. **Office Maintenance** –

Replacement of WDT office signage – New WDT office sign has been received and Christopher Rendall kindly secured it to outside of office.

External Storage Units – awaiting Simon Parry (SP) to progress this.

ACTION MN to contact SP again.

h. **WDT Website** - MN & SC are working on updating the information on WDT website. The VAT registration number has been corrected. Missing information identified and being pulled together.

i. **Höfn** –

Youth Workers - Maggie and Nick started their Youth Support roles so staff are on a 4 weekly rota.

Roof insulation – S Parry has completed this work. 1 spare roll of insulation still available.

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

Telephone System - We plan to review the Hofn phone/broadband requirements and arrange a new contract to increase the broadband speed and ensure best value for money.

ACTION MM and MN to review Hofn telephone system.

- j. **Fuel Grants** – MM and Sara Cowe have been working through the fuel grants. We have received over 234 fuel grants. Applications closed on 28th February 2023.

5. WRE Report

- a. **EPK** – Clare Walker (CW) reported that they are still waiting for the new EPK to be signed, John Hart from Enercon did get in touch to confirm there has been a delay. In the meantime, WRE have been issued with a letter of extension for the current EPK.
- b. **FIT switch** - WRE have still not received the welcome letter from Scottish Power. CW continues to chase and provide any requested information.
- c. **Insurance Claim** –Still waiting for response from the loss adjuster for settlement of last year's claim. CW has contacted Bruce Stevenson who are chasing them on our behalf. Enercon is also being chased for outstanding information relating to this.
- d. **Gift aid** - A gift aid payment of £100k has been made to WDT. This takes us up to £400k for the year. WRE are due to pay another £86k to extinguish our corporation tax liability, and hope to achieve this before 31st March 2023
- e. **Turbine Fault** - Enercon came out to fix the turbine earlier this week. Unfortunately, it seems that when the turbine tried to start up the following day it encountered another fault. CW is in contact with Mark Mortenson to arrange a team to come out again.

6. Operations Report

- a. **General** –
National Lottery are in Kirkwall on the 22nd of March hosting a drop in event. DS and SD are attending for other organisations. The board agreed not to send another director or member of staff to these sessions.

ACTION DS and SD to feedback to WDT any relevant information.

School Strikes – More strikes are planned for March. WDT office will try to remain open, but on a reduced staffing level.

- b. **Bayview** – see section 9. Housing Subgroup Report. MM has requested a combined housing and finance sub groups meeting to plan best option for financial record keeping of Bayview business.

ACTION GR to arrange combined subgroups meeting.

- c. **Bargain Box/Office Extension** – see section 10. New Bargain Box options.
- d. **Litter Bins** – Bins arrived; concrete bottoms are poured and 4 are installed. The OIC were informed, and pickups should begin next week. There is a delay in the Kelp Green bin as all landowners had not been identified and contacted, therefore a public notice has been put up at the proposed site.
- e. **Island Broadband** – Contractors have been installing fibre at various locations around the village. Concerns were raised regarding whether the landowners had been notified and a wayleave agreement signed.
- f. **Project Officer** – see section 8. Project Officer Position.
- g. **Westray Conference 2023 (WC23)** – We are starting to gather information on what the community want us to look at in October so that we can focus workshops. Questionnaires went into the shops this week. GR is hoping to nip to things like playgroup, the hub, Men's shed to have a yarn and hand forms out as well.
- h. **Training** – GR continues to receive beneficial leadership training at SRLP course events. GR has also started CMI Management course at Orkney College. The board agreed that GR should put IOSH Health and Safety training on back boiler as this is plenty for now.
- i. **Hofn** –
Youth Subgroup – being setup.

Hofn Closure – GR proposed to close the Hofn on a Youth Group night as no users attend then. The board Agreed that GR should consult with the users and if they agree, then closures on those evenings should go ahead.

ACTION GR to discuss closure with Hofn users.

The Cupboard was sorted out by our Youth Volunteers and Edith Costie supervised. GR proposed that a lock be fitted to the door where cleaning materials are stored. The board agreed that a lock should be installed.

ACTION GR to arrange for lock to be fitted.

- j. **Community Fridge** – The shed has been installed next to WDT office, and the fridge and freezer are connected to electric supply. The board voted on the names proposed by the public and winner will be announced soon. GR is continuing to clarify changing planning requirements with OIC. Any planning costs will still be covered through one of the grants received.

ACTION GR to liaise with DHC and OIC planning again to seek further clarification.

- k. **Health and Wellbeing Co-Ordinator** – VAO funding is limited to sustaining existing project for 12 months, but they would welcome new Islands if they pay their own co-ordinator's salary. GR reported on the benefits seen from the islands who already have co-ordinators. The board agreed that GR should continue to progress this, and in the meantime, she should request that Louise McQuaid, North Isles Natural Health and Wellbeing Co-Ordinator be contacted to facilitate her organising events on other islands.

ACTION GR to draw up job description and salary range for this role.

ACTION GR to contact Louise McQuaid

- i. **Kalisgarth** –

Wind Turbine service agreement – Karen Rendall has been notified that Steven Gibson would be willing to be contacted if turbine faults occur out with normal office hours. The board agreed that GR should update the procedures and policy in relation to small turbines to reflect this and re-issue to Kalisgarth.

ACTION GR to update policy and re-issue.

Community Transport – GR to continue pursuing options for wheelchair accessible community transport. GR to progress organising meeting with interested parties.

ACTION GR to arrange transport meeting.

- m. **Phone boxes** – GR continues to progress with NILPS and landowners. Budget details have been requested, and initial proposal for how they might be used is being reviewed. This would be appropriate for their location e.g. local information, maritime history.

ACTION GR to chase NILPS for requested information.

- n. **Mens Shed** – The group is now up and running. We were awarded £9680 funding from Communities Mental Health and Wellbeing Fund to help with the initial cost of setting up a Westray Men's Shed. WDT to transfer money once the group has their bank account setup. A small report needs to be written by February 2024.

- o. **CDO Calls** -

- VAO setting up networking event for chairs on 30th of March 2023.
- They raised the topic of how to get young folk involved in trust boards.
- The OIC including the new Chief Executive, Oliver Reid, are very keen to hold a Development Trust seminar where trusts go and tell them how we started, what we have done and what we plan to do. There is a big interest in mainland trusts being set up to enable them to have the same community development. Date to be confirmed.

- p. **Turbine/Gallow Hill Road Tender** – GT offered to attend to the road repairs personally in exchange for a donation being given to Westray Golf Club. The board agreed that this was an acceptable solution.

- q. **Cost of Living Community Anchor Fund** – This fund is now closed. However, for the future, Adam Baird said a system working with the local shops would be easy to implement. He helped OIC design the Covid response one.

- r. **GARDEN** – The subgroup has been meeting to plan future strategies and management of the community garden. Consideration is being given to the “Westray Community Garden Development Study” by Kieran Fowler (KF). The subgroup proposed -

A budget of £3000 for the garden this year as proposed by KF.

Refocusing on growing more produce at affordable prices.

Improving communications between board and gardeners.

Increasing office involvement running the garden e.g. liaising with shops and marketing.

Enhancing marketing of produce for sell, including clearer packaging and weekly updates on what’s heading to the shops together with recipes etc.

Site tidy and repairs to store to ensure site safety for employees and members of the public.

Arrange machine servicing and update asset inventory for garden equipment.

The board agreed that this new management plan was the way forward.

ACTION GR to share information with Gardening Team

ACTION GR to request DHC inspect store and recommend repairs.

- s. **Bottle return scheme** – GR has been looking into the implementation concerns and consequences for local shops and community. She recommended keeping an eye on OIC and Scottish Government plans, and supporting local shops where possible.

ACTION GR to keep the board informed on developments

- t. **Grass Cutting** - Drew Shearer is giving off the WDT grass cutting. The board agreed that this job should be reviewed to include any grass at Bayview, and then advertised.

ACTION GR to advertise.

- u. **Make do and Mend** - Kirsteen Stewart (KS) has sewing machines that she distributes free to community groups and has offered one to Westray for loaning out. The board agreed that WDT Office could be used as a pickup and drop off point.

ACTION GR to liaise with KS.

- v. **Here 2 Help** - Amanda Rose is now employed as a Here 2 Help worker and is fully booked now. There are two others interested in this work if needed. We have had an enquiry about some supervised gardening tasks. The board agreed that this could be passed on to one of our gardeners.

ACTION GR to arrange gardener for Here 2 Help.

- w. **Agricultural show** – Neil Ratter is organising a group to consider organising a Westray Show. GR has passed on all the information that she had gathered.

7. Use of Personal Messaging

There was a discussion about board members and staff receiving personal messages regarding WDT business. The board agreed that should this happen then they should respond by politely providing official WDT contact details and office opening hours.

ACTION GR to include statement in next Auk Talk.

8. Project Officers Position

Carried forward from January board meeting. The board agreed to put this on hold until after the Westray Conference 2023.

9. Housing Subgroup Report

- a) DHC continues to progress final works. Testing is complete. Completion certification is being progressed.
- b) Letting agent service requirements have been clarified and it is hoped that TOE can be signed soon.
- c) Scottish Association of Landlords (SAL) membership has been purchased and their templates are being used for preparing lettings documentation.
- d) WDT Maintenance Worker Requirements and Job Description for all WDT properties are being drafted. These will feed into a tender document and future contract.

- e) Sample Landlord Insurance policy is being reviewed. WDT Data Protection Policy is being reviewed to ensure tenant data is processed in accordance with ICO requirements. Requirements for Fire Safety plan is being investigated.
- f) Rental prices are being reviewed.

10. New Bargain Box Options

We have received a tender for the project. There was a discussion regarding current funding options, timescales, the possibility of temporary relocation and possible alternative locations. The Board agreed that an options appraisal should be carried out and that all funding options should be exhausted prior to final approval.

ACTION GR to conduct options appraisal including current funding options.

11. Correspondence

- a. **VAO Wellbeing Officer** – VAO have been unable to secure funding for Westray Wellbeing Officer but are happy to include within the project if WDT can fund the position. There was a discussion regarding the benefits that this could bring, and the Board Agreed this should continue to be investigated.

ACTION GR to investigate possible costs and report back.

- b. **SCOTO Community Tourism Roadshow** - The Board Agreed that if a member of WPWTA is attending that WDT will not attend.

ACTION MN to check with WPWTA and report back.

- c. **CG07-2022 Cleat Regeneration Trust** – There was a discussion regarding their response to their grant award conditions and their proposed tweak to their planned membership. The Board Agreed that it seemed reasonable, however legal advice on whether it is enforceable should be sought.

ACTION GR and DL to discuss with WDT's legal advisors.

- d. **Westray Community Association funding request** – The details of their request for financial support to help recover from COVID, was discussed and the Board ratified their previous decision 01/09/2022 to award them the full amount requested £3764.62 from the remaining WDT COVID fund and to make up the small shortfall from turbine fund.

ACTION MN to reply to WCA.

- e. **Peter Needham Westray Media Library request** - There was a discussion regarding the use of library media, and the Board Agreed that if the media was being used in a book for Westray charity fund raising only then permission would be given.

ACTION MN to reply to PN.

- f. **CG06-2022 Menopause Group** – An update on the uptake of interest in this group was provided, and the Board Agreed that this meet their grant award condition and that funding could be released.

- g. **WPWTA Castle of Burian path update** – Noted that the contract has been awarded and works are scheduled.

12. AOCB

- a. MN requested clarification on Hofn charges to charitable organisations. The **Board Agreed** that the previous minuted decision should be referred to (16/01/2019).

ACTION MN to locate this and revert to board.

13. Date of next Meeting

Thursday 6th April 2023

MN and GR left meeting 9.15pm



