

Minutes of Westray Development Trust Board Meeting
Thursday 6th April 2023 at 19:00 in the Community Classroom

Present: Anne Burgher (AB), Steven Drever (SD) via Zoom, Harmandeep Gill (HG), Gill McEwen (GM), Louis Pottinger (LP) (Chair), George Thomson (GT), Peter White (PW), and Douglas Leslie (DL) joined 7.30pm

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

1. Apologies: Coilla Drake (CD), David Stephenson (DS)

2. Minutes of previous board meetings:

Meeting on 02/03/2023

Proposed – AB, Seconded – HG

3. Matters Arising:

a. **Board approvals since board meeting 2nd March 2023 –**

Board approved via email 24/03/23 – To engage Jason Taylor (independent advisor recommended by VAO) to help with Community Fridge planning application.

Board approved via email 10/03/23 – To allow BBC to use Westray Media Library drone footage.

Board approved via email 09/03/23 – To wave Hofn hire fees for Men's Shed initial meetings.

b. **Matters arising since board meeting 2nd March 2023 –**

LP proposed that WDT wave Hofn hire fees for all new charity startup groups. Board agreed to amend Hofn usage policy for this.

ACTION MN to update Hofn usage policy.

Review of Hofn fees – Board agreed that these should not change now, and that they should be reviewed again after WCA's next room hire fees increase.

4. Administration and Finance Officer's Report:

a. **Financial Reports** – March finance reports were circulated to the board.

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

ACTION MM to email members.

c. **Office Telephone System** – 2Circles have been requested to scope a mobile/WiFi system which could act as a backup should the telephone line go faulty. Their proposed solution appeared to be over engineered and expensive. LP offered to help investigate other options.

ACTION LP to arrange time to run tests at WDT office.

d. **Learning Centre Laptops** – MN clarified we have received all four laptops back from RM Computing.

e. **Old WDT Server** – RM Computing's report on old server was discussed. There would be a significant cost to refurbish it and replace server licenses with software for office use. The board agreed that to ask RM Computing to scrap it.

ACTION MN to advice RM Computing.

f. **Office Maintenance –**

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

ACTION MN to contact SP again.

g. **WDT Website** - MN & SC are working on updating the information on WDT website. Missing information identified and being pulled together.

h. **Höfn –**

Structural crack on exterior of Hofn – see Operations Manager Report section 6.h. 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.

Digital Boost training offered via NILPS - GR and SC booked a 1:1 session and found it very beneficial. The trainer looked at WDT website, Facebook, Instagram, and Twitter accounts and gave really helpful practical advice on how to make them work better for us. GR also attended Instagram Reels training, which again was excellent and highlighted why it's such a valuable tool. It was really encouraging to see lots of local business and groups attend. It was agreed that it would be good to have an island wide attempt at making more use of the Westray brand. #WESTRAY all the way.

h. **Hofn –**

Youth Subgroup – First meeting was held on 31st March 2023. There was positive feedback and enthusiasm from the group.

ACTION GR to circulate minutes.

Cleaning Cupboard Key – Lock has been installed and keys being copied and distributed to Youth Support Workers etc.

Maintenance Inspection – DHC has inspected Hofn and only identified a requirement for a few minor repairs, so DHC was requested to progress these. Olwyn Bews has also been asked for a quote to repair patches of damage and to spruce up decoration.

- i. **Community Fridge** – GR is progressing planning application with Jason Taylor (JT). The planning department has agreed that a series of photos and measurements with a simple drawing will be ok. This will help keep costs to a minimum. The CLLD grant has been claimed. Our costs were under our estimate, but we couldn't claim anything else (like the planning costs) as it wasn't on the original application.

ACTION GR to continue progressing planning application with JT and OIC planning.

- j. **Health and Wellbeing Co-Ordinator** – These are already run by other Trusts for their communities. VAO do the strategic management, but the Trusts pay the co-ordinators and line managers. The rate of pay is normally £13.50 per hour, based on 3 days at 7 hours that would be £14752.00. There was a discussion about the need for this role within Westray community, where they could work from, and the draft job description was reviewed. The board agreed that GR should continue progressing with VAO and bring their proposed Memorandum of Understanding to next board meeting. It is hoped that this position could be advertised in May for a June start.

ACTION GR to get VAO's Memorandum of Understanding for next board meeting.

- k. **Community Bus** – GR continues to progress for wheelchair accessible community transport and plans to contact the Community Transport Scheme and Shapinsay and Stronsay Trusts to glean further information to help with this.
- l. **Kalisgarth Wind Turbine service agreement** – Steven Gibson has agreed to take this on, he will take a look around the boiler room with Karen. Agreement signed and filed.
- m. **Phone boxes** – Budget costs were shared with GR on 30-03-2023 and she hopes to move this on a bit further by next month.
- n. **Men's Shed** – The Westray Men's shed continue to raise funds and also meet regularly. Stewart Rendall has now offered them shed space at the old bake house which looks promising.
- o. **CDO Calls** – There have been two since last meeting:
- Bottle Return Scheme see section 6.q. below.
 - Harry Johnson (Money Matters) hopes that trusts will signpost communities to any available funding.
 - Laura Cromarty (Orkney Harbours) also attended to talk about the possibility of Airfield building replacements. The plans include different things for different islands but EV charging points and ebike hire were spoken about. They are looking for a letter of support to help with their funding plea to the Scottish Executive

ACTION GR to circulate details to Board for feedback.

- OIC are considering possible benefits of setting up Trusts within mainland Orkney communities. Trusts have been requested to do a presentation to OIC in mid-June, and have been requested to share with them the amount of funding they have raised in the last five years.

- c) Lettings Maintenance Requirements – An emergency maintenance contact is required prior to first tenant check-in. The housing subgroup requested that the board consider how to manage maintenance work for Bayview and other WDT property as a whole. A draft document, identifying example key maintenance requirements and a possible job description, has been drawn up for discussion. There was a lengthy discussion regarding maintenance requirements, and it was agreed to continue this at a later meeting specifically for housing matters.

ACTION MN to arrange extra board meeting to discuss housing matters.

- d) LP recommended installing a cigarette bin outside Bayview. The board approved the installation of this.
- e) There was a discussion regarding a quote from CloudNet for Bayview services. The subgroup recommended option 1, and the board approved option 2 which includes a 3 year support contract.
- f) Landlord registration for WDT has been approved.
- g) Electrical installation and energy performance certificates are in place. Legionella testing has been done and passed we are still waiting on diagrams from SR Patersons to complete and electrical appliance testing will be done once they are installed.
- h) Rental prices – housing subgroup requested board approval for recommended rental prices. It was agreed to defer this to meeting specifically for housing matters.
- i) Subgroup have reviewed Local Letting Policy and agree that it still meets WDT's needs.
- j) Subgroup and office staff continue to review and prepare documents for letting Bayview using D&H and SAL templates where suitable.
- k) SS and DHC to provide Health and Safety file which will also contain specification of Bayview materials.
- l) Quotes for Landlord insurance has been requested and will be reviewed by subgroup. No need for board approval.
- m) WDT Data Protection Policy is being reviewed to ensure tenant data is processed in accordance with ICO requirements.

9. Correspondence

- a. **RM Computing – Recommendations for old server.** Content noted, see section 4.e. above.
- b. **2Circles – Mobile Broadband Backup.** Content noted, see section 4.c. above.
- c. **VAO - Wellbeing Co-ordinator.** Content noted, see section 6.j. above.
- d. **SIF – Island Disruption Reporting.** Content noted, no action required.
- e. **W McEwen – Energy Local project review.** Content noted, no action required.
- f. **WPWTA – AGM and New board members.** Content noted, no action required.
- g. **P Needam – Westray Media Library.** There was a discussion regarding the setup of the media library, and the board agreed that no action was required at this time.

ACTION MN to reply to P Needam with thanks.

10. AOCB

No other business raised.

11. Date of next Meeting

Thursday 4th May 2023

MN left meeting 10 pm

