

Minutes of Westray Development Trust Board Meeting
Thursday 20th April 2023 at 19:00 in the Community Classroom

Present: Anne Burgher (AB), Harmandeep Gill (HG), Gill McEwen (GM), Louis Pottinger (LP) (Chair), George Thomson (GT)

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

1. Apologies: Coilla Drake (CD), Steven Drever (SD), Douglas Leslie (DL), David Stephenson (DS), Peter White (PW),

2. Bayview Rent Charges

The board reviewed social housing rental prices in Westray for 1 and 2 bedroom properties, together with Bayview forecasted running costs. It was noted that -

- Cost of living is currently high and prospective tenants may consequently suffer some financial difficulties.
- Our main funders, Island Housing Fund, specify a maximum rental of £85.85 per week for 1 bedroom and £102.00 for 2 bedroom properties. This can be reviewed after 12 months or on change of tenant.
- Private rental charges are normally higher than social housing.
- Social housing rental charges are higher for newer stock.
- Scottish Government have set a cap of 3% on rent increases.
- Initial maintenance costs should be low but will increase after warrantee period and with normal wear and tear.
- Bayview should not run at a loss.

The board agreed to set the initial Bayview rents at £85.00 per week for 1 bedroom flats and £100.00 per week for the 2 bedroom flat.

3. Maintenance Worker Requirements

The Bayview letting agent will manage maintenance requests from tenants during normal working hours. However, prior to renting Bayview, WDT need to arrange a call-out service to respond to emergency faults occurring outside normal working hours.

A draft document, identifying examples of possible key maintenance requirements and a potential maintenance worker's job description, had been drawn up for discussion. There was a lengthy discussion regarding the need for a maintenance worker for all WDT property including Bayview. It was noted that current property maintenance requests are minimal, and that initially most of Bayview's maintenance needs should be covered under warrantee. However, maintenance requirements will increase for older property and particularly so for Bayview. The board agreed to only contract an emergency call-out service now for Bayview, and to review maintenance worker requirements when the need increases in the future.

There was a discussion regarding typical terms of service and rates for emergency call-out service providers. The board agreed that an invitation to tender should be drawn up asap and include that it will be a 1 year contact, WDT to supply mobile phone. Interested parties will be asked to include their hourly rate and call out fee and provide own tools.

ACTION GR to draft invitation to tender for board email approval and write tender document for next housing meeting.

4. Private Rental Tenancy Clauses

The board reviewed clauses for possible inclusion in Bayview tenancy agreements. These are based on proven suggestions from Scottish Association of Landlords. There was a discussion regarding how to achieve a balance between encouraging tenants to make themselves at home and at the same time avoid high redecoration costs between tenants.

The board agreed to adopt all the suggested clauses applicable to Bayview, but with some changes to be less restrictive.

ACTION MN and GM to draft changes for two clauses and circulate via email for approval.

5. AOCB

a) The board agreed that curtain rails should be fitted in Bayview by WDT and not left for the tenants to do.

ACTION GR to source and arrange for fitting.

b) **Airfield Terminal Support Letter** The board approved signing the letter drafted for all Development Trusts on Islands affected in support of the funding application for the airfield proposals.

6. Date of next Meeting

Thursday 4th May 2023

Meeting closed at 9 pm

