

**Minutes of Westray Development Trust Board Meeting**  
**Thursday 4<sup>th</sup> May 2023 at 19:00 in the Community Classroom**

**Present:** Anne Burgher (AB), Douglas Leslie (DL), Louis Pottinger (LP) (Chair), David Stephenson (DS), Peter White (PW)

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

**1. Apologies:** Coilla Drake (CD), Steven Drever (SD), Harmandeep Gill (HG), Gill McEwen (GM), George Thomson (GT)

**2. Minutes of previous board meetings:**

Meeting on 06/04/2023

Proposed – PW, Seconded – DL

Meeting on 20/04/2023

Proposed – AB, Seconded – LP

**3. Matters Arising:**

a. **Matters arising from board meeting 6<sup>th</sup> April 2023 –**

The Commissioning Letter for the Bargain Box Options Appraisal work has been signed and returned to HIE. Aquatera (working with Davie Campbell from VAO) has been appointed to undertake this commission.

WCC have kindly agreed to part fund Westray Coronation Celebrations.

b. **Matters arising since board meeting 20<sup>th</sup> March 2023 –**

Revised TOE for Bayview lettings management was discussed and approved by the Board.

**ACTION MN to update D&H.**

**4. Administration and Finance Officer's Report:**

a. **Financial Reports** – April finance reports and the CCLA report to 31<sup>st</sup> March were circulated to the board.

b. **Finance Subgroup** – meeting to be scheduled. MM asked if the latest gift aid money from WRE should be moved into CCLA deposit account where it could receive higher interest. The Board Agreed that WRE gift aid money should be transferred into higher earning interest account.

**ACTION MM to schedule subgroup meeting in May.**

**ACTION MM to arrange for funds to be moved to higher interest account.**

c. **Old WDT Server** – RM Computing have been advised that the old server can be scrapped.

d. **Office Maintenance** –

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

**ACTION MN to contact SP again.**

Office storage - Filing/storage in the Operations Manager's office has been problematic, therefore units have been moved between rooms and more suitable ones purchased.

e. **WDT Website** - MN & SC continue to work on updating the information on WDT website. Missing records have been uploaded, and news updates are being posted to WDT website again.

f. **Höfn** –

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

**ACTION MM and MN to continue review of Hofn telephone system.**

g. **Fuel Grants** – There are only 2 outstanding queries.

h. **QuickBooks** – As per our accountant's request, both MM and MN have started populating supplementary financial records into QuickBooks. With MN having previous experience of QB she has been a significant help so thanks to her for that.

## **5. WRE Report**

- a. **FIT switch** - The switch to Scottish Power for FITs has now been completed. The registration of our new export meter has also been actioned. Steven Gibson will take a meter reading and once this is done the first FIT claim can be submitted. This is likely to be a substantial claim.
- b. **Insurance Claim** – The final settlement payment has now been received into the WRE bank.
- c. **Turbine Fault** - The turbine is still suffering repeated breakdowns. Enercon have had issues sourcing spare parts and have had problems booking repair teams onto the Westray ferry. WRE will investigate the potential for another insurance claim shortly, however, there have been several different faults with the turbine, and it is currently unclear how long the separate faults have affected production. It is understood that the insurance covers a specific fault stopping production for a period of consecutive time, but this will be looked into further.
- d. **WRE Board meeting** - The WRE Board met on Wednesday 19<sup>th</sup> April at the Hofn. At this meeting Andrew Seatter informed the Board that he intends to retire as a Director of WRE. He has agreed to remain on the Board until a replacement has been found.
- e. GR reported that Mark Hull from Community Energy Scotland and Rousay Development Trust met with her and members of WRE board on 20/04/23. There was a discussion regarding concerns about Enercon Service and other trusts are experiencing similar issues. It was decided that Westray should re-join the CPO group at this time to discuss repair issues but also as it's a pivotal time for many trusts as their turbines end of life is around the corner.
- f. DS reported that the Forward Planning Subgroup had met on 27/04/23. They proposed that Orkney Trusts and Trading Companies should come together to discuss and pursue concerns regarding Enercon Service standards. This could then be escalated to Enercon senior management.

**ACTION GR to raise with trusts on next CDO call.**

## **6. Operations Report**

- a. **Staff Cover** – GR proposed that office staff are provided with names of delegated contacts for dealing with any project issues during any periods of absence. The Board agreed that a list of delegates for projects should be created.

**ACTION GR to create list of project delegates and circulate to office staff.**

- b. **Bayview** – GR asked for the Boards approval to circulate the advertisement for Bayview's emergency maintenance worker. The Board agreed that GR could run the advertisement.

**ACTION GR to run advert for Bayview Maintenance Worker.**

- c. **Bargain Box/Office Extension** – HIE have arranged for the options appraisal to be carried out by Aquatera at a discounted cost of £1000. GR and a director to meet with them to discuss requirements. DS offered to attend meeting if required. In the meantime, GR to enquire with Westray Community Association (WCA) on the availability and cost of hiring the community snooker room.

**ACTION GR to arrange meeting with Aquatera.**

**ACTION GR to contact WCA regarding possible availability of snooker room.**

- d. **Litter Bins** – All bins are now installed. The lid catches are home and will be installed next week. It's not been possible to purchase a replacement bin lid for Sand O Gill one. The board agreed to the purchase of a replacement bin.

**ACTION GR to source replacement bin.**

- e. **Island Broadband** –

Landowner wayleave agreements and payments have been requested for WDT property.

GR to provide broadband subgroup with information on community led fast broadband that was setup in Lake District.

**ACTION GR to update Broadband subgroup on Community Led fast broadband scheme.**

DS requested an update on funding scheme for houses not able to get fibre broadband.

**ACTION GR to contact Shona Croy at OIC for funding update.**

f. **Westray Conference 2023 (WC23)** – The subgroup have decided to do mini-scoping events from now until October dealing with specific topics. GR has met with the S1&2-year group at the school. They had lots of questions about the trust and all contributed to a what's good, what's not, what next exercise.

g. **Training**

CMI management course – GR reported that she has completed the work and passed. She has found the feedback from coursework very helpful.

SRLP course events - GR has attended her final SRLP event, which included tours of Westminster, community markets, touristy markets, Scotland House, Scottish Office and the Cabinet Office. GR thanked the board for enabling her to attend these events which were aimed at developing both personal and professional leadership skills. She said that it has indeed built her confidence.

h. **Hofn –**

Youth Subgroup – subgroup minutes have been circulated. There was a discussion regarding concerns raised regarding Hofn users' behaviour within the village. The Board agreed that this was out with WDT's remit, however they requested that GR raise this at next subgroup meeting.

**ACTION GR to add behaviour concerns to agenda for next youth subgroup meeting.**

Maintenance – Awaiting quote from Olwyn Bews for repairs and decoration.

i. **Community Fridge** – The retrospective planning application has been submitted. Planning and professional fees were £720, so slightly under predicted costs.

j. **Health and Wellbeing Co-Ordinator** – See section 8. below.

k. **Transport** – GR reported that the OIC Community Transport Grant Scheme (CTGS) with grants up to £10,000 is open and applications are due by 17/05/23. There was a discussion regarding what this could possibly fund, and the Board agreed that more information was required.

**ACTION GR to request more information on CTGS.**

l. **Phone boxes** – GR is meeting with Rena Watt, landowner of one, to discuss the village phone box plans as requested.

m. **Garden** – Subgroup has had informative discussions with local shops. Follow up visits to the garden being undertaken. Findings will be discussed at next subgroup meeting.

n. **Bottle Return Scheme** – The government have postponed the roll out.

o. **Coronation Weekend** – Westray Community Council (WCC) have generously offered to cover the cost of the venue hire and cleaners, together with half the shortfall of food if WDT cover the other half. A BBC crew will be attending to prepare a news report and do a live stream for TV. There will be a raffle and funds raised will go into the Bargain Box pot to be split between user groups. All preparations for our free community lunch are in hand.

p. **DTAS conference** – GR is booked to attend the DTAS annual conference in Glasgow on the 29<sup>th</sup> and 30<sup>th</sup> August. There is a bursary to assist with costs for attending.

**ACTION GR to apply for bursary.**

q. **Rose Bank area at kelp green** – A request from the public was made to make the parking area at Rosebank, Kelp Green side safe again. It is very uneven and unsafe for walkers. There was a discussion regarding possible funders and ownership of land. The board agreed that this was not a suitable project for WDT.

## **7. PEG Report**

The Board reviewed PEG recommendations and approved the following –

CG08-2022 – Westray Junior High S1 Swan Trip  
Full amount of requested £700 funding approved.

CG09-2022 – Westray Connections 2023 Events

There was a discussion about concerns raised regarding difficulties experienced by Westray residents in obtaining event tickets in previous years. It was recalled that WDT grants are designed to benefit the community of Westray.

Full amount of requested £2,100 (£700 per event) funding approved.

**Additional Terms and Conditions-**

- a. The Westray Development Trust banner is to be displayed at the three events.
- b. Priority must be given to Westray residents during ticket sells. Therefore, tickets for these events are required to be available to Westray residents 1 week prior to being released to the general public.

DL declared an interest and left the meeting at this point

CG10-2022 – Westray Heritage Trust: Westray Directory Leaflet

PEG had requested additional information, which will need to be considered prior to scoring.

**ACTION PEG to arrange another meeting prior to next board meeting to discuss and score this application.**

DL returned to meeting

**8. Community Wellbeing Coordinator**

The board reviewed the Memorandum of Understanding provided by the Island Wellbeing Project, together with the Project Overview and terms of references. Concerns were raised regarding how well this matched WDT needs. The Board agreed that further investigation on needs match was required.

**ACTION GR to investigate how others trusts operate within this project, and to document Westray needs then revert to board.**

**9. Correspondence**

a. **Profs. Zosia Miedzybrodzka (ZM) -Westray BRAC1 Funding**

There was a discussion regarding the importance of the Westray BRACA1 Gene Community Testing Pilot. The board agreed to offer £15,000 to enable the rapid rollout, test costs and personal support. The board requested that WDT be keep updated with project progress, and that WDT logo be included in project publicity.

**ACTION GR to notify ZM of decision.**

b. **WCC - Westray Coronation Celebrations funding offer.**

Content noted, see section 6.p. above.

**10. AOCB**

a. DS reported, on behalf of the Forward Planning Subgroup, that as part of their options appraisal they need to begin looking for potential sites for potential turbine replacement. The Board agreed that the subgroup could ask the public to help identify sites.

b. **CG07-2022 – The Cleat Renovation Trust (CRT)**

GR reported that Burness Paul solicitors have now clarified that there is no conflict of interest regarding their representation of both WDT and CRT. Therefore, GR can now progress action from board meeting 02/03/23 and request legal advice on whether or not CRT's proposed tweak to their planned membership is enforceable.

**ACTION GR to request legal advice from Burness Paul.**

**ACTION MN to update CRT of progress.**

**11. Date of next Meeting**

Thursday 1<sup>st</sup> June 2023

MN left meeting 9.30pm