

**Minutes of Westray Development Trust Board Meeting**  
**Thursday 1st June 2023 at 19:00 in the Community Classroom**

**Present:** Anne Burgher (AB), Steven Drever (SD), Douglas Leslie (DL) (Vice-Chair), Gill McEwen (GM), Peter White (PW), George Thomson (GT)

**Attending:** Gina Rendall (GR)

**1. Apologies:** Coilla Drake (CD), David Stephenson (DS), Louis Pottinger (LP)

**2. Presentation by Options Appraisal Team – Davie Campbell (DC), Joy Gowland (JG) and apologies from Cindy Mackenzie(CM)**

JG introduced their initial thoughts on a possible three phased project and also discussed CM's draft drawings for a revised building design. They presented the idea of a simple structure at the Quarry Road site, with opportunities to change depending on the Westray needs. At a later stage this project could then incorporate the two Cooke Aquaculture units. They also discussed the potential to create a community space on a different site should there be land available.

**ACTION Options Appraisal Team to carry on with this report.**

**ACTION GR to discuss Scottish Land Fund and potential land options with DC**

SD arrived

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

Meeting on 04/05/2023

Proposed – PW, Seconded – AB

**4. Matters Arising:**

None

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

- a. **Financial Reports** – May Finance reports had not been circulated as Margo Makin had been called away to family.
- b. **Finance Subgroup** – A meeting was held on 31/05/23. Subgroup members reported that finances all looked good with only the combined Human Resources & Public Relations budget having an overspend. This can be explained with the change from Judith Fenton who charged an hourly rate to Peninsula who charges a monthly fee. We have an underspend in Housing.

**ACTION GR and MM to review Peninsula's contract before renewal to assess value to WDT**

**ACTION MM to update board next month on Hofn telephone system options, 3 fuel grants outstanding and QuickBooks progress.**

**6. WRE Report**

The report for the last board meeting was re-circulated in error. June's report will be emailed to directors asap.

**ACTION Admin to circulate WRE Report for June via email.**

**7. Operations Report**

- a. **Staff Cover** – When GR is on leave the following directors can be called if there are any issues with: Housing – Gill McEwen, Garden – Peter White, Bargain Box – Anne Burgher, Hofn – Should be covered by the Youth Support Worker on duty.
- b. **Bayview** – Advertisement for Bayview's emergency maintenance worker has been circulated with 4 notes of interest.

**ACTION GR to now circulate job description, contract and ask for hourly rates.**

We are still waiting for floor coverings and tarmac, and we are now pushing for at least a realistic date. The gardening team have been told that they can plant up the borders.

- c. **Bargain Box/Office Extension** – The options appraisal as above is now well under way. GR meet with Westray Community Association, and they offered WDT the hire of the snooker room for £21 per week or £1092 per year. The board agreed that this would be a sensible temporary option.

**ACTION GR to look at running costs of Bargain Box and investigate planning issues around snooker room before moving forward.**

- d. **Litter Bins** – Replacement bin ordered.
- e. **Island Broadband** – GR reported that as previously discussed it looks as though the new plan for fibre does cover all occupied properties in Westray. GR had contacted Shona Croy to confirm that this was where the vouchers had gone but is waiting for a reply.

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

- f. **Westray Conference 2023 (WC23)** – GR has now met with the S3 year group as well. The subgroup will be meeting the Westray Community Council on Monday 5<sup>th</sup> June to look at both organisations' remits and to look forward together.

- g. **Hofn**

Youth Subgroup – meeting to take place on Friday the 2<sup>nd</sup> of June at 3pm.

Maintenance – The users will be looking at colour schemes over the next few weeks.

- h. **Community Fridge** – Waiting for planning.
- i. **Health and Wellbeing Co-Ordinator** – See section 8. below.
- j. **Phone boxes** – GR met with Rena Watt to discuss red phone box options; this is slightly more complicated than originally thought so GR assured Rena that nothing will happen until she is happy with any plans that come from it.
- k. **Garden** – Produce type and quantities will be the same as previous years. The board decided that a 2024 plan will be made in Autumn.  
GR proposed that WDT purchase a bench to encourage the community to come and have a cuppa at the garden. The Board Approved.

**ACTION GR to purchase an 8 seat round bench from JC Tulloch.**

- l. **Coronation Weekend** – A very positive event for the community with a lot of outside interest. GR thanked all the volunteer efforts, without it then it couldn't have happened. GR to make sure all invoices have been paid and finish the report for the funders.
- m. **Community Turbine Grant Applications**– GR asked for clarification on procedures for processing on-going grants. Currently some groups are asked to review and re-apply each year, whilst other groups are only asked to submit a review. These forms are very similar. She proposed that only annual reviews be requested for on-going grants, and that the need for re-applying each year be removed. This would be more efficient for both office staff and the groups.  
The board agreed that this was a sensible option, and all groups should be treated the same.

**ACTION GR to update staff, amend procedure notes and inform all on-going grant recipients.**

- n. **Forward Planning Group** – GR had requested minutes which will now be circulated around the board.
- o. **Resignations**  
Harry Gill (HG) has resigned as WDT trustee with effect from 26<sup>th</sup> May 2023. It was noted to thank HG for his time as WDT trustee.

**ACTION GR to arrange HG thanks.**

Andrew Seatter has resigned from WRE, he held a WDT seat within WRE. PW agreed to join WRE in his place.

## **8. PEG Report**

The Board reviewed PEG recommendations and approved the following –

DL declared an interest and left the meeting at this point.

CG10-2022 – Westray Heritage Trust: Westray Directory Leaflet  
Full amount of requested £500 funding approved.

DL returned to meeting.

## **9. Community Wellbeing Coordinator**

GR has investigated this further by discussing support requirements with one of the Islands already in the programme and with the local surgery. VAO support is valued by other islands and the surgery certainly saw a need for a Westray based community coordinator. GR reported that she herself felt that the level of wellbeing support currently provided by WDT is ok but needs improving. Current time constraints on office staff are preventing this identified need for improvement. The board recognised all of GR's points as valid.

**ACTION GR to write a job description for next board meeting and investigate costs and funding options.**

## **10. Correspondence**

- a. **Scholes letter and event information** – The board agreed to let GR ask about an online option, but that MM could attend in person if she felt it was beneficial.

**ACTION GR to discuss online option with Scholes and liaise with MM**

- b. **Westray Connections Letter** -

Westray Connections (WC) have written to the board to express their surprise reading the content of the Auk Talk before they had accepted the grant. They also asked for clarification that selling tickets in Westray alone would meet the recommendation by the board. The board discussed the content of the letter and the board agreed that WC's proposal would be enough to meet WDT's grant recommendations. The board were satisfied that the office staff had already recognised procedure gaps and had put into place measures to prevent similar happening again. GR assured the board that this had been explained to WC and had apologised for the confusion to the group.

**ACTION GR to write to Westray Connections**

## **11. AOCB**

- a. Mobile phone contracts: information was shared from MM regarding mobile contracts. The Maintenance Worker (MW), Youth Support Worker (YSW) on duty and the Operations Manager (OM) require work mobiles. The board agreed that the MW and YSW will need to be able to take and make phone calls so a standard handset and sim is preferred. The OM may also need data and a suitable package should be looked for.

SD declared an interest and left the meeting.

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

GR and DL have met with solicitors Burness Paull regarding concerns on possible discriminatory implications of CRT's two-tier membership proposal. Burness Paull advised that the proposed non-voting members could challenge CRT if they were from groups with protected characteristics under the Equalities Act. However, in this case, being a resident of Westray is not a protected characteristic under the act. CRT's Memorandum and Articles of Association would need to clearly state the rights of voting and non-voting members. The board agreed to accept CRT's proposal for a two tier membership, on provision that WDT see CRT's Memorandum and Articles of Association before they are finalized and adopted.

**ACTION MN to update CRT and ask for a copy of their Memorandum and Articles of Association for our records.**

SD returned.

## **12. Date of next Meeting**

Monday 10th June 2023

GR left meeting 9.00pm

L. Y. Poon