

Minutes of Westray Development Trust Board Meeting
Monday 10th July 2023 at 19:00 in the Community Classroom

Present: Louis Pottinger (LP) (Chair), Anne Burgher (AB), Steven Drever (SD), Peter White (PW), David Stephenson (DS)

Attending: Gina Rendall (GR)

1. Apologies: Coilla Drake (CD), Gill McEwen (GM), Douglas Leslie (DL), George Thomson (GT)

2. Minutes of previous board meetings:

Meeting on 01/06/2023

Proposed – PW, Seconded – AB

3. Matters Arising:

- a. Board approvals since board meeting 1st June 2023 – None
- b. Matters arising from board meeting 1st June 2023 – WRE report was circulated to board via email 07/06/2023.

4. WRE Report

FITs - 1st of June report stated that photos have been sent to Scottish Power

This is no further forward as Scottish Power have corrected the reads but not the payment, Clare Walker is still in touch with them trying to rectify.

Turbine Fault – at 1st of June Enercon had repaired the turbine but it was restricted to half power as a pole shoe needed to be replaced, but first sourced from Germany.

This fault was then repaired; however, another fault was found and Enercon have been unable to book the ferry. They have assured Clare that they will be on the first available day. The board discussed that this still didn't seem to be sorted as the turbine isn't turning as normal.

ACTION GR to email Clare for an update and ask if Enercon have any new dates in the diary for Westray.

5. Operations Report

- a. **Office decoration** – The Board approved the painting of the office to give it a freshen up.
- b. **Bayview** – Maintenance worker job description still to be approved.

K2 came to Westray to quote for the installation of blinds. Mark Rendall has been in Westray, and the flooring is being laid. No word from BDS yet. The borders are now all planted and Danny is arranging the grass cutting.

ACTION Housing Sub Group to approve Maintenance Worker Job Description and Blinds decisions.

- c. **Bargain Box/Office Extension** – The temporary solution of moving the bargain box to the snooker room will need planning permission as it's a change of use. Jason Taylor can help us with the application.

See section 10 below for new build.

ACTION GR contact Jason and begin the planning process.

- d. **Litter Bins** – Replacement bin ordered and has gone missing, GR is chasing.
- e. **Island Broadband** – Nothing to report.
- f. **Westray Conference 2023 (WC23)** – After discussion and looking at workload it was agreed that the proposal by the subgroup to look for a event co-ordinator would be a sensible option.

ACTION GR to circulate notice for approval.

- g. **Hofn**

New Starters – We had a new starters evening for our 6 new starters, anyone who couldn't attend were sent a new starters pack.

Maintenance – Simon is currently fixing the outside store doors. Olwyn's quote to paint the Hofn was accepted.

ACTION GR to progress

- h. **Community Fridge** – Planning permission was approved. We are now waiting for Environmental Health to get back to us and to sort out the running times. MN has enquired about signage and SC is working through the dos and don'ts. We will open when confident that all staff and volunteers are trained, and we can cover the fridge opening times.
- i. **Health and Wellbeing Co-Ordinator** – See section 8. below.
- j. **Phone boxes** – no progress this month
- k. **Garden** – Good reports on prices this year and produce. Not a huge amount of waste coming back although shops should be encouraged to let us know if they have green tatties that won't sell. Bench purchased and installed.
- l. **Westray Gene** – The Westray Pilot was launched on the 3rd of July with much media attention. All going well, tests ran out quite quickly but there are more on the way.

6. Board Membership Matters

Finance Subgroup – GM will be taking some personal time at the moment. LP will join the finance subgroup. Salaries can be signed off by DS and GR can approve them for the time being.

7. Forward Planning Update

The subgroup intends to create work packages and ask Aquatera to price the options up and then they will come back to the board.

ACTION DS will circulate options around the board when available and update the group every month.

ACTION GR to discuss funding options with HIE.

8. Entertainment Grants

Entertainment Grant Applications– Office staff have asked for clarification on what counts as entertainment. It was agreed that an entertainment grant should be for a function or event open to all on the island not just a group. Any group holding an event for themselves should be encouraged to apply for a Community Grant for running costs for their year.

ACTION GR to re-write procedures to clarify this matter and share for approval.

9. Health and Wellbeing Co-ordinator

After discussion and with some alterations to the remit the Board agreed to advertise his post with an end of July closing date.

ACTION GR to advertise locally.

10. Bargain Box Options

It was agreed that there were too few trustees to discuss the community engagement pack at this meeting.

ACTION carried forward to next meeting.

11. Correspondence

- a. SURF Award Application – it was agreed to wait until Bayview was finished and there was sufficient time to work on this by office staff.
- b. Amanda Philips – Membership Application approved.
- c. Beach Accessible Wheelchair – it was agreed that this should be a top priority for the Wellbeing Coordinator.
- d. Noup Road Update – Visit Scotland – the content of the email was noted.

e. Westray Community Council – Transport Survey – it was agreed to contact the WCC for further information.

12. ACOB

Broadband DS had been in Mey in Caithness and had spotted work going on to install fibre to properties.

Cleat Restoration Trust – DS mentioned that the CRT had still not received a response to their proposal although it was noted in the minutes, GR apologised for that, and she would make sure the official letter is with them this week.

ACTION GR to organise letter.

13. Date of next Meeting

Thursday the 3rd of August 2023

14. Board Only

Minutes – It was noted that board only minutes should be added to the minutes the next day when the Chair or Operations Manager reports back to the office.

Policies Dependents Leave – This will be unpaid with the understanding that staff can use annual leave, TOIL already worked or to be worked.

GR noted that there was not a bereavement policy or a compassionate leave policy.

ACTION GR to write and circulate.

Meeting closed at 9.17pm

2.7.2023

