

**Minutes of Westray Development Trust Board Meeting**  
**Monday 3<sup>rd</sup> August 2023 at 19:00 in the Community Classroom**

**Present:** Louis Pottinger (LP) (Chair), Anne Burgher (AB), Peter White (PW), David Stephenson (DS), Douglas Leslie (DL), George Thomson (GT), Coilla Drake (CD)

**Attending:** Gina Rendall (GR), Margo Makin (MM), Sarah Cowe (SC)

**1. Apologies:** Gill McEwen (GM), Steven Drever (SD)

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

Meeting on 10/07/2023

Proposed – DS, Seconded – AB

**3. Matters Arising:**

- a. Board approvals since board meeting 10<sup>th</sup> July 2023 – None
- b. Matters arising from board meeting 10<sup>th</sup> July 2023
  - WRE – GR did not have to contact Clare Walker as LP updated her and the fault was fixed.
  - Forward Planning – Funding Options from HIE – additional questions which were passed onto DS
  - Westray Community Council – Transport Survey more information was to follow but this was not available before the meeting.

**4. AFO Report**

MM reported that the end of year accounts were progressing well. There is a bigger time commitment this year as we are sending paper copies rather than digitally. This will be sent to the accountant the week beginning 14<sup>th</sup> of August. Interim reports look healthy and only two overspends, one being PR and HR which as discussed previously are due to a change in HR company and office running costs due to increased energy costs.

A provisional date of 14<sup>th</sup> of November 2023 set for the AGM.

**5. WRE Report**

**FITs** - The 30-day payment term from Scottish Power has now elapsed. Scottish Power have been contacted and again there has been no response from them at all. Clare Walker (CW) has contacted Liam MacArthur to raise this issue with him and hope that he will lobby Scottish Power on our behalf.

**Turbine Fault** - The turbine is now operational.

**Year End Accounts** – CW has been liaising with Andrew Moar to deliver the year end accounts for WRE.

**Gift Aid** - No gift aid payments have been paid since March, this will have to remain the case until the issue with our FITs is resolved. I think that it is worth noting that the FITs we are owed from Scottish Power for the last year is approximately £340k. This is significantly less than the £586k in gift aid payments made to WDT for the previous financial year. The turbine has suffered significant downtime in the past 18 months and this trend could potentially continue as the turbine ages. This in turn will affect the amount of FITs we can claim and this is something that the Trust should keep in mind going forward.

**WRE Directors** – LP intends to step down from the WRE Board and PW will replace him. The WRE Board have not yet appointed a replacement for Andrew Seatter but will hopefully move on this shortly.

**Next WRE Meeting** – CW is hoping to organise a WRE Board meeting for early September but this is still to be confirmed.

**6. Forward Planning Group**

DS reported that OFGEM have approved the grid connection to Orkney but there are still no guarantees that this will reach Westray. The Eday substation decision is scheduled for September.

The group are now discussing some work with Aquatera including:

- 1) Researching three new sites for turbines
- 2) A planning application to Orkney Islands Council
- 3) Taking the grid application to SSE
- 4) Advising the group on decommissioning the turbine we have now
- 5) Supporting the selection of the new turbine in conjunction with OIC

The group have asked that WDT look at their finances and think about what's available from now until 2030.

**ACTION Finance sub group to arrange a meeting to discuss.**

## **7. PEG Recommendations**

CG01-2023 Westray Junior Golf Club Sixes Competition

An application for funding towards the costs of 3 adults, 6 children travelling to Kirkwall plus a bus hire when there to compete in three different golf competitions. With a recommendation to award £398.25, the board agreed.

CG02-2023 Westray Baptist Kirk – Audio Equipment Purchase

An application for funding towards the purchase of new audio equipment, some of which is moveable and can be used in the community. With a recommendation to award £4250, the board agreed.

CG03-2023 Withdrawn

CG04-2023 Senior Citizens Night Out

An application for funding toward the annual Senior Citizens Night Out, meal and entertainment, with a recommendation to award £1120, the board agreed.

CG05-2023 Westray and Papa Westray Tourist Association

An application for funding towards the printing of the updated Our Westray Your Westray, with a recommendation to award £500, the board agreed.

## **8. Operations Report**

- a. **Bayview** – Maintenance worker job description still to be approved.

**ACTION Sub Group to meet on Monday the 7<sup>th</sup> at 8pm in the office.**

The flooring is almost finished and BDS are planning to finish tarmac soon. Mhairi Nobel (MN) has ordered blinds and bathroom accessories.

There are no fire alarms or heat detectors in the main stairwell. MN had received a quote from Roberstons Fire and Safety ltd to carry out a risk assessment.

**ACTION the board agreed that there was no need for a risk assessment as they want to install heat detectors and alarms in the stairwell. MN to progress.**

- b. **Temporary Bargain Box Solution** – Jason Taylor is dealing with our planning application. We are waiting for letters of support from Westray Junior High School and Westray Community Association.
- c. **Litter Bins** – Replacement bin ordered and has gone missing, GR is chasing.
- d. **Island Broadband** – Nothing to report.
- e. **Westray Conference 2023 (WC23)** – GR informed the board that they had accepted Eve White's offer to be our Event Coordinator.
- f. **Hofn**

Visitors to Westray – We have had enquiries from the young folk and visitors to the island if non-westray young folk could attend the Hofn. It was noted that because of insurance purposes unfortunately this wasn't possible.

- g. **Community Fridge** – Unfortunately this has taken a back seat right now with the workload in the office.
- h. **Garden** – Our tatties, lettuce and strawberries are now finished. Courgettes, cucumbers, squash and salad bags are all available now. A sub group meeting will be held soon to think about how we want to progress next year.

**9. Bargain Box Community Engagement**

After discussion it was decided that the board were unhappy to include Phase 2 and 3 in the proposals.

**ACTION GR to re-vise the document, inform Aquatera and Hie and circulate amended version.**

**10. Wellbeing coordinator**

Five applications had been received with one applicant withdrawing their application. The remaining four have been invited to interview and have all accepted. The date set is the 15<sup>th</sup> of August 2023

**11. Correspondence**

a. Transport Scotland- the content of the letter was noted and GR had been in touch with them previously.

b. Westray Football Club – Letter to request sponsorship for the Parish Cup final. Including a new match ball, medi bag and hire of a venue for Westray players before the match and for players and supporters after the match. The board agreed to sponsor the club.

**12. ACOB**

None

**13. Date of next Meeting**

Thursday the 7<sup>th</sup> of September 2023

**14. Board Only**

**Casual Worker Contracts** – GR to get advice from Peninsula on these.

**Policies** Compassionate leave: GR to draft

**Holiday's** – the board agreed that any staff requiring to carry over 5 days this year can.

Meeting closed at 9.17pm



