

Minutes of Westray Development Trust Board Meeting
Thursday 7th September 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), Mhairi Noble (SC), Eve White (EW)

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

2. Minutes of previous board meetings:

Meeting on 03/08/2023

1 amendment requested by DS to 6.3 then

Proposed – AB, Seconded – GT

3. Matters Arising:

a. Board approvals since board meeting 3rd August 2023 –

- Board approved via email 24/08/2023 interviewers' decision.

b. Matters arising from board meeting 3rd August 2023 –

- Maintenance worker job description agreed at housing subgroup meeting 07/08/2023
- 4) WRE
GR did not contact Clare as Louis updated her and the fault was then fixed.
- 7) Forward Planning
Funding options from HIE – There were more questions so the information from Chessa was passed onto DS.
- 11e) Westray Community Council – Transport Survey
We asked for more information but so far this has not arrived.

4. Westray Conference

EW provided an update on the conference program, speakers attending and the tasks for WDT trustees and staff. The board were happy with progress and the plans to date.

The board agreed that there would be no admittance charge for the conference dance, and that a raffle could be organised with proceeds going to the Bargain Box fund to be split between Westray groups.

ACTION GR to reply to Francesca Couperwhite HIE regarding their offer to help with public consultation and WDT development plan.

7.40pm EW left meeting.

5. AFO Report

MM reported on Finance matters.

Finance Subgroup meeting was postponed to 5th September. MM raised a number of financial decisions that the subgroup will be considering and then the board will be required to review/approve soon.

Accounts and year end – Audit is due to start on Monday 4th September. There has been information requested already and no doubt there will be more. One of the things they have asked if WDT are any further forward making a decision on the Hofn turbine? MM is preparing up to date financials regarding the turbine.

AGM – 14th November. Room and refreshments booked. AGM papers to be sent out to members by 23rd October. Reports requested for 18th September to enable admin to compile AGM Report. Finance subgroup to decide who will complete the treasurer's report in GM's absence. The board agreed that staff should advertise for new PEG and WDT board members, and that applications can be received up to 22nd October. Heather

Lamont from CCLA and Ivan Houston from Scholes will attend to provide update on investments and accounts. The board to propose another speaker.

ACTION GR to draft advertisements for PEG and WDT board members.

ACTION Board to propose AGM speakers.

HR – Peninsula contract is due for renewal

ACTION Board to consider if this should be renewed and revert to Finance.

Office broadband backup system continue to be investigated.

Office Maintenance Simon Parry has completed repairs on external storage units.

Hofn MM & MN to review phone/broadband requirements.

6. WRE Report

FITs - Liam MacArthur came through for us and shortly after his intervention I received an email from Scottish Power apologising for the delay and making assurances that they would action our case quickly. They asked for some further information before processing our account which I sent to them. It has now been over two weeks since I received this email and I have heard nothing further. I have chased them this week, but early indications are that they seem to have slipped back to the default pattern. Liam made it clear that we could get in touch with him again if Scottish Power continued to be slow to action.

Turbine Fault - The turbine is, once again, out of action. The team who attended on 30/08/2023 were not able to identify the issue, and another team are scheduled 09/09/23. DS expressed concern regarding downtime and loss of revenue.

ACTION GT to request data from WRE on downtime for the past two years.

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

WRE Directors – A minute was made at the previous WDT Board meeting confirming that Louis Pottinger will step down from WRE with Peter White replacing him. This appointment will be added to the agenda for the next WRE meeting.

Next WRE Meeting – CW is hoping to organise a WRE Board meeting for early September but this is still to be confirmed, and will be dictated by Scholes.

7. Forward Planning Group

DS reported -

The new Orkney/Scotland interconnector is due to be in place by 2027.

The decision on the proposed new Eday substation is due 16th September.

The board agreed that it was sensible for WRE to accept the £10k quote from Aquatera to investigate and report on financial feasibility and possible site locations for a replacement wind turbine. No objections for this to be progressed.

8. Operations Report

a. **Bayview** –

Flooring was to be completed Monday 4th September 2023. Blinds and bathroom accessories have been fitted, except one mirror and a replacement has been ordered. External ash tray has arrived and is to be fitted by DHC. DHC has levelled the drive to make it accessible for tenants until BDS complete their work. Tarmac date is now 25th of September 2023. DHC has been asked to provide quote for installing fire alarms in common stair well. The board agreed that fire extinguishers would not be provided in this area.

In the meantime, temporary Occupancy permission is to be requested by Shane Scott (SS) from OIC. DHC to provide some final information for this application. The board agreed that marketing of flats be held off until SS can provide an estimated date for permission for Occupancy from OIC.

MN presented draft marketing brochures. The board approved the draft brochures with minor changes. MN stated that the online information for Bayview was out of date. The Board agreed that the Bayview information on the website should be updated and a copy of the Lettings Policy should be uploaded.

ACTION MN to update Bayview brochures and information on WDT website.

Maintenance Person specification was agreed with amendments and sent to those who expressed an interest.

- b. **Community facility options** – Including Bargain Box, office. A meeting between Francesca Couperwhite (HIE), Joy Gowland (Aqatera), Davie Campbell (VAO) and GR was held and the project put on hold until the conference where we will hopefully have a new community engagement pack ready to go out and people there to discuss it more.
- c. **Temporary Bargain Box Solution** – Jason Taylor has filed the planning application with OIC. Thank you to Westray Community Council, Westray Community Association and Tim Ross for helping us out with this.
- d. **Litter Bins** – Replacement bin was in Westray all along, installed and clip to be attached.
- e. **Community Fridge** – Erika is taking this project forward and is collating information ready for Environmental Health.
- f. **Health and Wellbeing Co-ordinator (HWC)** – Four applicants were interviewed and after this process Erika Pottinger was offered and accepted the post. She started on the 1st of September and is still waiting for training from VAO and PVG checks before she can offer one to one support. In the meantime, she is progressing WDT services and projects. GR has applied to CLLD for a grant to buy equipment which will help EP with home visits and offering services. It also contained a budget for drop-in sessions and visits from third sector services. We will find out if we are successful or after the 18th of September. EP's contract and a budget for wellbeing were approved.
- g. **Garden** – A courgette glut meant that the market in Westray was saturated all food premises were offered and after they had what they needed we sold some at W Shearers in Kirkwall.
- h. **DTAS Conference** – GR didn't attend this as it was an extremely busy time in the office.
- i. **Community Transport** – Friends of Kalisgarth had requested a meeting with GR and LP. At the time GR had no clear time on the days they were available and suggested it wait until our HWC was appointed. A meeting is scheduled for Tuesday the 12th of September.
- j. **Here 2 Help** – Once again we found ourselves without enough workers and have welcomed Sophie Paterson to the team. The service continues to be popular and has grown again. GR will hand over the running of this service to EP when she is able to visit folk and make sure they have everything they need.
- k. **New Transport Voucher Scheme** – WDT will be a contact point for folk to come and get help working out the new digital system. EP will receive training before hand and then offer drop in sessions as well as one to ones for folk not able to attend drop ins.

9. Correspondence

- a. **Old Westray Community Centre Public Interest**
GR reported that funding may be available from Scottish Land Fund for a feasibility study. However, the Board agreed that we did not currently have resources to investigate this new project at this time.

ACTION MN to reply to correspondence.

- b. **Scholes Letters** regarding their audit services - Content noted.
- c. **Golf Club Land purchase enquiry**

ACTION GR to arrange meeting with Golf Club to discuss further

10. ACOB

- a. **NHS rental Enquiry** – GR to contact funders to make sure this fits with the grant offers.

11. Date of next Meeting

Thursday the 28^h of September 2023

MN, MM left meeting at 9pm

12. Board Only

- a) **Recruitment Policy** – GR had written a new policy, run it past peninsula who suggested one change that was made and the board approved the policy.
- b) **Compassionate Leave Policy** - GR had written a new policy, run it past peninsula who suggested one change that was made and the board approved the policy.
- c) **Health and Wellbeing Coordinator Contract** – board approved.
- d) **Holidays** – it was agreed that in this instance the holiday time could be paid.
- e) **Casual Worker Contracts** – GR is still to discuss with peninsula and make sure that workers with this contract are aware that's what it is.
- f) **Gina new knee plan** – There will be a director responsible for projects when Gina is off so that anyone in the office can lean on them for support. GT will continue with personnel support. GR to circulate plan for feedback, making sure all directors are up to date before she is off.

Meeting closed at 9.17pm

