

Minutes of Westray Development Trust Board Meeting
Thursday 19th October 2023 at 19:30 held via Zoom

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

Attending: Accountant - Andrew Moar (AM), Gina Rendall (GR), Margo Makin (MM), Mhairi Noble (MN)

1. Apologies: Gill McEwen (GM)

2. Accountant's Financial Report 2022-2023

AM presented the accounts for 2022-2023. No concerns raised. Finance audit is nearly complete. Awaiting Trustees Report then Accountant's Report to be finalised and signed before AGM. MM's continued good work was acknowledged.

AM left the meeting.

3. Minutes of previous board meetings:

Minutes of Board meetings on 28th November 2023

Proposed – AB, Seconded – DL

4. Matters Arising:

The board approved the recommendations from the Finance subgroup.

5. AFO Report:

MM provided a verbal report. There was no financial report as it was a mid-month meeting.

The board approved the launch of this year's fuel grant to be 1st December 2023.

6. Operations Report:

GR provided a verbal report.

GR will be taking some leave next week, Monday 23rd and Tuesday 24th afternoons off and then Friday 27th of October all day.

- a. **Bayview** – Awaiting completion certificate. MN getting updated insurance quotes and working with D and H Law to finalise marketing brochures.
- b. **Bargain Box** – Still awaiting planning permission to use former snooker room at school. New consultation was available at Westray Conference, however due to busy schedule was mostly overlooked by public.

ACTION GR to circulate Bargain Box Consultation next week.

- c. **Westray Conference** – All reported good feedback from the community and excitement about new projects. Subgroup reported that there is a need for more detailed follow up workshops and documentation of outcomes. They requested administration support for this. GR reported that there may be funds available CLLD. Which, if application successful, could provide £6k towards the cost of this. GR to prepare work description and take advice from Peninsula regarding contract options. Board to revert via email before next board meeting.

ACTION GR to investigate conference administration contract options and revert to board.

- d. **Hofn** – The Board agreed extra holiday opening hours to coincide with office hours.

ACTION GR to notify users.

- e. **Wellbeing** – Community fridge – nearly there. Wellbeing report to be included in next board meeting.

7. AGM Matters

GR reported that staff continue preparing documentation, and requested board members revert with feedback on draft AGM Report by Friday, as this will be printed on Monday.

8. Applications – Members, PEG, WDT Board

WDT have received 11 membership applications. No concerns were raised.

The board agreed that applicants for WDT Board and PEG membership should be invited to provide a brief written introduction which will be issued at AGM along with voting slips.

ACTION MN to contact applicants regarding their introduction.

9. Westray Conference

See Operations report above.

DS asked if Aquatera had provided any written documentation relating to their presentation at Westray Conference. GT replied on behalf of WRE – not yet, but would pass on to WDT when available.

10. WRE Report

a. **FITs** - We have finally received confirmation that our first FIT payment has been processed. This payment of £327,526.29 relates to the period 20/06/2023 to 14/02/2023 (when we had a new meter installed). Meter readings to 04/09/2023 have now been submitted meter readings. Hopefully we get that payout more quickly. Huge thanks must be given to Liam McArthur whose lobbying on our behalf was the only reason this has now been resolved, and even that took several attempts from him.

b. **Turbine Fault** - After a few very successful days of generation in mid-September the turbine has once again broken down. As yet, we have not been able to get Enercon to confirm an appointment for a team to attend, they have cited poor weather and a lack of available teams.

GT and Willie Bain met with Enercon recently to discuss whether there was anything the WRE could do to improve conditions in the turbine and possibly prevent breakdowns in future. These measures have a cost implication which WRE is yet to discuss/approve formally.

c. **Year End Accounts** - Scholes intends to present the WRE and WDT accounts at this meeting.

11. Correspondence - None

12. ACOB

a. **Snooker Room Requirements** – SD, on behalf of WCA, requested an update on current use of snooker room. It was agreed that this would be discussed at next board meeting.

b. **Recycling Spectacles** – MN, on behalf of Orkney Rotary Club, requested permission to set up a collection point for old spectacles in the Bargain Box or WDT Office. There was no objections and the board agreed that staff could progress this.

13. Date of next Meeting

Date set 2nd November 2023

MN, GR and MM left meeting at 8.30pm

