

Minutes of Westray Development Trust Board Meeting
Thursday 28th September 2023 at 19:00 in the Community Classroom

Present: Louis Pottinger (LP) (Chair), Anne Burgher (AB), David Stephenson (DS), Douglas Leslie (DL), George Thomson (GT) via Zoom, Coilla Drake (CD), Steven Drever (SD) joined after 7.45pm

Attending: Gina Rendall (GR), Mhairi Noble (SC)

1. Apologies: Peter White (PW), Gill McEwen (GM)

2. Minutes of previous board meetings:

Minutes of Board meetings on 7th Sept 2023

Proposed – DL, Seconded – CD

Confidential Minutes of Board meetings on 7th Sept 2023

Proposed – DL, Seconded – CD

3. Matters Arising:

None noted.

4. Westray Conference

GR 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 photographs could be taken but people in pictures must be contacted before any are used in publicity.

7.45pm SD joined meeting.

5. AGM Matters

GR reported that staff are progressing with the AGM report, however they are waiting for information from some contributors. The advertisements for WDT Trustees and Peg members have been drafted and need to be finalised. Applications will need to be returned by 22nd October to be included in the AGM papers to members.

MN Circulated Director Application Forms and Directors' Register of Interests Forms. CD, LP and DS returned their application forms for re-election at AGM.

ACTION GR to finalise and issue advertisements for PEG and WDT board members.

ACTION MN to generate a new application form for PEG members

The board agreed that there would be no Treasurers Report included in the 2023 AGM, and that a report from the accountant would need to be included as normal.

The board agreed that the AGM agenda should include a roundup from the Westray Conference 2023 and that no additional speaker would be pursued.

6. WRE Report

FITs - Unfortunately, despite chasing, Scottish Power have not responded to our FIT claim beyond the initial email after Liam's intervention. Liam has been asked if he could exert his influence once again and see if we can get things moving.

Turbine Fault - The performance of the turbine has been extremely poor again this month. Enercon have now been out, and the turbine is back in production but there is a list of open service orders registered which we hope does not interfere with production before they are attended to by Enercon. CW will be getting in touch with them to ask what their eta is for getting these service orders actioned.

GT provided data requested on turbine performance and downtime. Content noted.

ACTION DS to follow up directly with his queries.

Year End Accounts - The audit is well underway.

Next WRE Meeting - This will be dependent on when Scholes are ready to present the accounts. It will likely coincide with any presentation made to the WDT board.

7. Correspondence

a. **Cleat Regeneration Trust – Constitution**

The board agreed that the Constitution meets WDT funding requirements. The board also suggestion some Constitution enhancements for future consideration by CRT.

ACTION MN to reply to correspondence.

b. **TG15-2023 Education Grant – query**

There was a discussion regarding this application and whether it meets the criteria for an Educational Grant. In particular - if it could be considered to be for personal vocational development. The board voted to approve awarding the grant.

The board agreed that the grant conditions should be reviewed to prevent possible future confusion.

ACTION GR to arrange for grant review.

8. ACOB

a. **Bayview** – GR reported that the tarmac has been finished, and that Shane Scott would be out next week to sign off on snagging list.

ACTION GR to arrange a Housing Sub Group meeting soon.

b. **Wellbeing Coordinator** – GR reported that grant application to CLLD was successful and an award letter will follow.

c. **Finance** –

- The board agreed that the 2023-2024 Fuel Grant be set to £400 again.
- The board approved the updated Schedule of Financial Delegation proposed by the Finance sub group.
- The board requested that the Recommendations from the Finance sub group be recirculated via email and agreed to reply/approve via email.

9. Date of next Meeting

Provisional date set 19th October 2023 dependant on availability of Accounts from Scholes.

MN, GR left meeting at 9pm

