

Minutes of Westray Development Trust Board Meeting
Thursday 2nd November 2023 at 19:00 held Community Classroom

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

Steven Drever (SD) joined 19:50

Attending: Sarah Cowe (SC), Gina Rendall (GR), Mhairi Noble (MN)

1. Apologies: Gill McEwen (GM), David Stephenson (DS)

2. Minutes of previous board meetings:

Minutes of Board meetings on 19th October 2023

Proposed – AB, Seconded – CD

3. Matters Arising:

None raised here. See sections below.

4. AGM Matters

- i. **Presentations** – GR is preparing presentation for Review of Year 2022-2023 and Westray Conference. Speakers have been confirmed.
- ii. **Administration** - Staff are progressing voting forms, catering, and accommodation for speakers etc.

ACTION GR to check on numbers and book speakers/board meal.

5. AFO Report:

- i. **Accounts and Year End** – The Board approved the Trustees Report for inclusion with the completed accounts. Now the scheme of financial delegation is approved MM will get on and update the finance sheets for next month.
- ii. **HR** – The Peninsula HR and H&S contract has been renewed.
- iii. **Office Broadband Backup** – Investigations ongoing
- iv. **Office Maintenance** – Carpet to be cleaned.
- v. **WDT Website** – MN & SC continue to work on updating the information on the website.

6. WRE Report

WRE met on 19th October 2023 to approve the WRE accounts.

Community turbine now has a blade pitch issue, which Enercon are looking into.

7. Forward Planning Update

Feasibility report has been received from consultants' Aquatera Ltd today. Sub group to review and meet to discuss next steps.

8. PEG Recommendations

CG06-2023 Westray Golf Club – Replacement Faraway Mower

This application is for funding towards a new Faraway Mower. To be used at golf club and school playing field, with a recommendation to award £6,000, the board agreed.

CG07-2023 Westray Parish Kirk Youth Group – Youth Group Session 2023/2024

An application for funding toward the annual costs of running of their Youth Group, with a recommendation to award £ 2,400, the board agreed.

CG08-2023 The Westray Hub – Weekly Health and Wellbeing Sessions

An application for funding toward the annual costs of running of The Westray hub, with a recommendation to award £1,645, the board agreed.

9. Operations Report:

- i. **Christmas Closing** – The board agreed that the WDT Office will close 25th December to 5th January inclusive.
- ii. **Bayview**
 - i. Application for completion certification has been submitted. Council Tax will be payable from 03/11/23 when building warrant ends. Insurance will continue with current provider, and be reviewed when first tenant moves in. The board agreed that the letting agent could commence advertising now.

ACTION MN to contact D&H re marketing.

LP left meeting.

- ii. **Access to Sailing Club** –. Westray Processors have offered to transfer ownership of the strip of land used to access the sailing club. The board agreed to pay for legal fees to transfer ownership of this ground to WDT.

ACTION GR to progress transfer of title with solicitor.

- iii. **Foreshore and Slipway** - Westray Processors have asked if WDT would be interested in owning the foreshore and slipway in front of their site. The board agreed that, if possible, this should come under community ownership, and that this should be investigated further including looking at any possible future liabilities.

ACTION GR to progress feasibility investigations for ownership of foreshore and slipway.

LP returned to meeting.

- iv. **Out of hours contact for tenants** – one quote has been received. Options for providing this service were discussed and the board agreed not to proceed with the quote. The board agreed that trustees would initially provide this service under a rota system, and this would be reviewed after the builders' warrantee period expires. CD, PW, LP and GT offered to provide this support. A brief maintenance manual and list of contractor numbers to be requested from builder.

ACTION GR to notify quoter, and discuss support requirements with D H Ltd.

- iii. **Community Facility Options** – public consultation of the new plans is ongoing.
- iv. **Bargain Box** – Still awaiting planning permission to use former snooker room at school. This is anticipated by end of November.
- c. **Westray Conference** – The board approved that Eve White continue her consultation work and produce a report, arrange mini events and community plan by April 2024.
- d. **Hofn** –
 - i. There are now a number of hairdressers interested in providing a service on Westray, and booking the Hofn for this. GR recommended the purchase of a portable hair washing station (as discussed at WDT meeting 1st December 2022). The board agreed the purchase of portable sink.
 - ii. WDT has been offered the opportunity to buy a treatment bed which would be an asset when hiring out the facility. After discussion, the board did not approve this purchase.
 - iii. There is a problem with the hot water supply, which is being progressed.
 - iv. Temporary cleaner arrangements are being made to cover staff absence.

e. **Garden -**

- i. Lead gardener, Mark Dickinson (MD), has resigned. Assistant gardener, Benny Norquoy (BN), will continue with winter duties, with support from garden sub group. The board agreed that WDT should advertise for a new gardener. Sub group to discuss future gardener requirements and draw up a job description for advertising.

ACTION Gardening subgroup to draw up gardener job description.

- ii. BN also to tidy grass area at kelp green during winter. The board approved this and the use of an animal to help crop the grass.
 - iii. The new plan is to grow bedding plants in the poly tunnels before then moving onto tomatoes.
 - iv. An event to gauge interest in allotment plots on the site. MD's advice was to make them raised beds to keep it neat. He said any "extra" could be used for wildflowers, extra vegetables.
- f. **BRACA1 Variant** – Clan have invited GR to attend BRACA gene talk at the Orkney Arts Theatre on the 22nd of November. The board agreed that GR should attend.
- g. **National Islands Plan** – Consultation event has been rescheduled to 7th of November. They are inviting views that will help shape the future of Scotland's Islands. Concern was raised that the time of the event would prohibit many people from attending. The board agreed that GR should attend.
- h. **NHS Orkney's Annual Review** – noted, being held via teams on 9th of November 2023.
- i. **Islands Centre for Net Zero (ICNZ)** - The are looking for a host venue for a desk, computer and a shelf with £200 a being month available. WDT don't have the space to offer now so have passed the request onto Westray Community Association (WCA).
- j. **Westray Golf Club feasibility plans for purchase and development of land adjacent to their club** – WGC had approached WDT with some plans and with a view to ask for some help from the Trust. The Board agreed that the office can offer assistance to the club.
- k. **Wellbeing Report** –
- i. Swimming, dancing, slimming sessions planned.
 - ii. Meeting with community groups planned to see if she can be of any help
 - iii. CLLD funding of £5,400 approved and to be spent by mid March 2024. Funds to be used for drop in sessions on the islands and sessions where we can invite third sector groups to Westray.
 - iv. Notice board outside WDT proposed and the board approved.

SD joined meeting.

10. Correspondence

- i. **WCA requested clarification on plans for former snooker room** – An agreement for rent of room to be drawn up. In meantime WCA to paint walls magnolia, make WC usable and resolve any heating issues. LP volunteer to clean access path. AB to source shelving and provide quote for Board's approval.

ACTION LP to clean access path.

ACTION AB to research shelving and get quote.


11. ACOB

- a. **Bargain Box Christmas Event** – will be on the 25th of November in the snooker room for sale and community room for teas.

12. Date of next Meeting

Date set 7th December 2023

MN and SC left meeting at 8.15pm


12/01/24

