

Minutes of Westray Development Trust Board Meeting
Thursday 25th January 2024 at 19:00 in the Community Room

Present: George Thomson (GT)(Chair), Anne Burgher (AB), Steven Drever (SD) via Zoom, Douglas Leslie (DL), Louis Pottinger (LP), Margaret Rendall (MR), David Seatter (DRS), Kirsty Sinclair (KS), David Stephenson (DS), Peter White (PW)

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

1. Apologies: Gill McEwen (GM), Coilla Drake (CD)

2. Minutes of previous board meetings:

Confidential Minutes of Board meetings on 2 nd November 2023	Proposed – DL, Seconded – DS
Minutes of Board meetings on 14 th November 2023	Proposed – PW, Seconded – AB
Minutes of Board meetings on 7 th December 2023	Proposed – DRS, Seconded – MR
Confidential Minutes of Board meetings on 7 th December 2023	Proposed – DL, Seconded – DRS

3. Matters Arising:

None noted.

4. AFO Report:

- i. Financial Reports were noted. With the increase in uptake of our Here to Help service the budget is estimated to be overspent this financial year. However, there will be a Garden budget underspend. The board agreed with recommendations to -
 - Move £3000 from Garden budget to the Home Help budget.
 - Here to Help mileage to be charged to Staff Travel budget rather than the project.
- ii. **PENSION** - The 3-year compulsory auto enrolment for the company pension will be processed next month.
- iii. **Fuel grants** - In total 222 applications have been received to date. There have been 116 fuel grants paid with a further 22 are ready to be processed. The others will be processed after the closing date.
- iv. **Bargain Box** - Margo Makin (MM) has set up a class for Bargain Box where all expenditure relating to it can be easily seen.
- v. **Housing** – Danny Harcus has said there will still be some invoices to come in from him, Billy Groundwater and Shane Scott.
- vi. **Micro Turbines** – DRS and MM are chasing OVO regarding meter readings and payments.

DRS recommended that a replacement inverter be fitted for Hofn turbine. There are five years left on the FITS contract. The quote to fit replacement is £600. In addition to free electric used by Hofn, it is estimated that £1200 to £1400 could be raised per year. The Board Agreed that the inverter be replaced for Hofn turbine.

ACTION MM/DRS proceed with replacement inverter for Hofn turbine.

The board agreed that the name on Kalisgarth contract should be updated to be same as Hofn (MM).
The board requested further financial details regarding Kalisgarth turbine income and expenses.

ACTION MM/DRS to change name on Kalisgarth turbine contract with OVO.

ACTION MM to prepare spreadsheet with Kalisgarth turbine financial details for board discussion.

5. WRE Report

i. FITs

WRE finally received payment from Scottish Power of £324,350.55 which is the money owed between May 2022 and 14th February 2023. They still have not received payment relating to subsequent meter readings. Clare Walker continues to actively chase this and may again request help from Liam McArthur again. Meter readings taken last week. Money owed by Scottish Power is looking in the region of upward of £150k.

The payment received enabled gift aid payments to WDT to be made of £200k. To extinguish WREs corporation tax liability they are required to pay a further £220k before 31st March 2024. This is feasible providing Scottish Power pay what is owed.

ii. Turbine

The turbine has been working well. WRE has purchased auxiliary equipment for the turbine including a heater and dehumidifier. Enercon has also ordered a rescue barrel for the turbine which they will source, fit and maintain (we will make the initial purchase).

iii. AGM

The WRE AGM was held on Tuesday 5th December 2023. The next meeting is tbc.

6. Forward Planning Update

Verbal Report DS - The forward planning subgroup will be considering information circulated after latest meeting with Aquatera.

7. Wellbeing Report

i. **One to one support** - EP continuing to promote this. Initial uptake has been slow, but a few folk have been in contact.

ii. **Funding (for wellness classes)** - Application submitted to VAO Communities Mental Health and Wellbeing Fund Round 3 for £ 5419.88 on 20/12/23. Funding requested to set up a wellness pool sessions, weight management support group, SAD lamps and dance classes. Should hear if successful soon after 12/01/24.

iii. **Community Drop In's** - We will be holding community drop in's from January to March with visits from 3rd sector agencies in Kirkwall who may be able to support islanders. EP hoping to arrange sessions with Homestart Orkney, THAW, Relationship Scotland Orkney, The Blide Trust, Age Concern Orkney, Social Security Scotland, Cross Roads Orkney, Employability Orkney and Orkney Money Matters. Age Concern are keen to be supportive and may help with training e.g. dementia/PSP.

The Beach Gallery is coming to Westray at the start of April and offering a variety of mindful, creative activities. Going forward it is hoped that local wellness activity providers can be engaged.

iv. **Fridge – Waste not, want not** - EP is promoting the Fridge; she has created a flyer for the Auk Talk and Community Hub. Food supplied so far is mainly from JCT and Skello shop. EP is contacting more local businesses. 44.0 kg of food saved in December, and at least 6 people per week have been using it.

v. **Community Hub** – EP attended Hub session spoke/supported 6 people. EP invited to attend anytime she is available.

vi. **Chiropody / podiatry** - Happy Feet willing to provide another session if we can get 7 people. Currently only have 2 and half!

vii. **Men's shed -**

EP has been helping Shapinsay wellbeing coordinator arrange a visit to Westray Men's shed, because they are interested in starting up their own.

A joint collaboration with, the Blide Trust, Westray Men's Shed and Wellbeing Coordinator is being planned.

viii. **GP** – EP and Dr Jutta Meiweld have had a very beneficial meeting. She identified areas where she needs support, mainly to help people with isolation and loneliness. This will take a wee while to set up as she will need to check with patients before referring to EP. Until then EP will aim to start doing wellness checks on users of the Here to Help service.

ix. **IWB Meetings attended** - 2 meetings attended plus 1 touch base with VAO's enabler Mark Bailey.

x. **Training** – EP attended The Gathering online conference to learn about the 3rd sector and how some sectors work. She has also attended Wellbeing insomnia class, and sessions with RS Orkney for VAO to learn about tools which might help with the position.

8. Operations Report

i. Housing

Bayview

- Flats are advertised on DandH Law website, local shops and on social media. The Board approved tenants for Flat 2 and Flat 3 via email 16/01/24. Other enquiries are coming in and being processed. Interest has been received from an organisation, this is a slightly different tenancy and DandH law advised that there would then be another point of contact for this.
- Staff are finalising tenancy documentations including tenancy (PRT) clauses with DandH Law.
- Staff are liaising with OIC regarding council tax exemptions for vacant property. Also, with the Assessors regarding separate accounts for individual flats.
- Housing and Finance Subgroup meeting – not called as they read the details from DandH and all questions were answered.
- Board requested a copy of Terms of Engagement with letting agent, so that they can review details for their understanding.

ACTION: MN to circulate DandH TOEs with board.

Next Rental Property

- Investigations continue. PW, GT and GR have viewed a potential house. Subsequently a referral has gone to the Scottish Land Fund, and we now have someone allocated to us from their office to help with a Stage 1 Application process. This is relating to the feasibility of the project and is not a commitment to buy.
- David Campbell from VAO continues to assist with preparations for housing project.

ii. Community Spaces

- Investigations also continues regarding possible future community spaces. A potential site has been identified and another referral to Scottish Land Fund was made and accepted. This referral has been kept broad as the site could potentially be for housing and/or community spaces incorporating office spaces. This has also been accepted and the same person has been allocated to this project to help with a Stage 1 Application process. Again, this is relating to the feasibility of the project and is not a commitment to buy.
- Aquatera are updating their Bargain Box consultation and proposals, and this could feed into Stage 2 application process of any new Community Spaces project.
- GR presented a proposal Aquatera for changing the scope of the Community Spaces project. The board approved change of scope for Community spaces project.
- GR requested the formation of a Community Spaces Subgroup. The board agreed and KS and SD volunteered. GR to invite members of public to also join this group.

ACTION: GR to setup Community Spaces Subgroup

Temporary Bargain Box Options -

- Planning permission came through before the holidays.
- Shelving was ordered, arrived and has been installed.
- A draft memorandum of understanding has been drawn up. GR and the chair of the Community Association will re-draft until it's ready for approval.
- Key Box ordered – Danny will install.
- Insurance and public liability all updated when we have officially moved.

Jetty at Gill Pier - Meeting to be arranged by GR with Stewart Wylie, Dearness Boat Owners Association.

ACTION: GR to follow up

Westray Golf Club development plans of land adjacent to their club - No update as they haven't met yet.

iii. Westray Conference 2023/Community Plan

No Update. GR to meet with Eve White to progress.

iv. Hofn

- Danny Harcus to install new water heater and shower soon. Original position in the kitchen wasn't suitable so they moved to the bathroom and will install a slightly bigger sink.
- New charges – carry forward to next meeting
- New external lighting has been installed
- The heat pump located above the door to the Hofn is rusting. The board agreed that this be investigated and quotes for replacement options obtained.

ACTION: MN to discuss heat pump options with local contractor.

v. Community Garden

- Lead Gardner: There were no applications and we have re-advertised. In the meantime, GR will contact the people who have volunteered to help out at this stage. GR to order seeds and seed trays next week.
- Lights: No quote from Danny yet re low level lighting
- Visit: PW, Benny Norquoy and GR met with a group from Eday who came across to visit the garden. They are visiting a lot of community gardens at the moment getting ready to set up their own.

vi. Recycling - #cleanwestray

- **Beach:** GR to contact Westray Community Council (WCC) to see if they would like to work together.
- **Cans, glass and paper:** GR continuing to progress with WCC. Awaiting a report.
- **Net Zero and Waste Sub Group set up:** GR to progress PW and Tina Gibson have volunteered.

vii. Island Centre for Net Zero (ICNZ) Open Day 7th December 2023

An interesting event to attend with many faces put to names which always helps. It was well attended here and in Shetland and the Western Isles. GR will now attend the monthly working group to keep up to speed with any plans there may be.

viii. Website

MN presented options for website support packages from Orcadia Designs. The board approved signing up to the Care Essentials plan.

ACTION: MM to arrange payment for contract.

ix. Ministerial Visit – Gillian Martin, Minister for Energy: - GR was unable to attend. Others feedback indicated that this was more of a presentation rather than a debate of any kind.

9. Correspondence

- i. **Rural Affairs and Islands Committee of the Scottish Parliament:** - The board agreed that GT or PW should attend.
- ii. **Membership Application** – Noted
- iii. **Entertainment Grant Applications from an Individual** – The board agreed that an individual could apply for an entertainment grant providing it was a non-profit to the individual event.

ACTION: Staff to update policy for board approval and update website to match

- iv. **Sculpture for the Community** – A member of the community requested help finding a public location for a sculpture. The board agreed that this project could be further investigated and progressed by staff.

ACTION: Staff to progress public statue options

10. AOCB

- i. **Photocopying charges** – The board agreed that the office could provide a photocopying service when Westray Heritage Centre (WHC) is closed. The charges were set to be the same as WHC.
- ii. **PEG**

CG09-2023 Uniqueness of Westray – Applicant not from Westray and therefore does not fit criteria. The board agreed with PEG recommendations and rejected this application.

CG10-2023 - Westray Junior High School outdoor space – The board accepted PEG recommendations and approved award of £ 4,150.00

CG11-2023 – 2 Year Swimming Pool Financial Assistance – SD declared interest and left meeting for duration of discussion. The board requested further financial clarification.

ACTION: DS to meet with SD to seek clarification for next board meeting

CG12-2023 – WRI Annual Costs - AB declared interest and left meeting for duration of discussion. The board accepted PEG recommendations and approved award of £1,239.00

11. Date of Next Meeting 15th February 2024 at 7pm

MN left meeting at 9.30pm



P. WHITE

15.02.24.

