

Minutes of Westray Development Trust Board Meeting
Thursday 7th December 2023 at 19:00 in the Community Classroom

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

Attending: Gina Rendall (GR) via Zoom , Sarah Cowe (SC)

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

2. Minutes of previous board meetings:

Minutes of Board meetings on 2nd November 2023

Confidential Minutes of Board meetings on 2nd November 2023

Minutes of Board meetings on 14th November 2023

Proposed – AB, Seconded – DL

Forgot to approve – Approve Next Month

Missing from Papers – Approve Next Month

3. Matters Arising:

None noted.

4. AGM Feedback

GR provided an update on the AGM feedback which has all been positive. It was noted that in the last Auk Talk we had forgotten to add the names of new directors.

ACTION GR to include names of WDT directors in Dec Auk Talk

5. Subgroup Membership

GT went through the various subgroups available and asked if anyone wanted to be added or taken off the groups.

Housing – Currently Louis Pottinger, Douglas Leslie, Anne Burgher, Gill McEwen and Mhairi Noble. Peter White asked to be added.

Garden – Currently Louis Pottinger, Coilla Drake, Steven Drever and Peter White. Margaret Rendall asked to be added.

Forward Planning – Currently Louis Pottinger, Douglas Leslie, David Stephenson, Jim Stout, Philip Bews and Willie Bain. Louis asked to be taken off as did Douglas, he still has an interest in it but finds it difficult to attend the meetings as they are through the day rather than night. George Thomson, David Seatter and Steven Drever have asked to join this group.

Wellbeing – Currently Peter White, Coilla Drake and Erika Pottinger. Kirsty Sinclair and Margaret Rendall would like to join.

Bargain Box – Currently Anne Burgher and Gill McEwen. Margaret Rendall would like to join.

Youth – Currently Gill McEwen, Edith Costie, Donna Rendall, Caroline Kent, Sophie Makin, Harry Seatter, Caleb McEwen, Libby Rendall, Robbie Rendall, Olivia Kent. Kirsty Sinclair would like to join.

Finance – Currently Douglas Leslie, Gill McEwen, David Stephenson, Margo Makin. George Thomson and Peter White would like to join.

Broadband – Currently Gill McEwen, Coilla Drake and David Stephenson. It was felt that nothing much is happening in this group at the moment. Late 2024, early 2025 should see work starting. Wouldn't be worth joining at the minute.

Quarry – currently Douglas Leslie, David Stephenson, Danny Marcus and Geordie Drever. Again this group is waiting to finish and are waiting for paperwork. Not worth asking for more subgroup members.

Conference/Community Plan – Louis Pottinger, Steven Drever, George Thomson, Geordie Drever and Eve white. Coilla Drake and Kirsty Sinclair would like to join.

Net Zero – New subgroup, Peter White, Tina Gibson

PEG – has 6 members so is full up.

WRE – Also has 6 members so is full.

6. AFO Report

- i. **CCLA-** £270,000 has been transferred from Tridos account to Long Term Investment account, signatories has been updated.
- ii. **AGM** - the new trustees have been added to Companies House.
- iii. **Fuel grants** are up and running, we've had 52 applications already. The form on the website had a few teething problems but has been fixed.
- iv. **Bargain Box** - MM to set up a class into the system under bargain box, monitor it, draw money out of the turbine fund should it become necessary. This should make it easier to manage.
- v. **Housing** – would like a meeting with finance and housing. How do D&H pay us? Is there a procedure document from them? What is the procedure, does MN have that? If we could find that out.
- vi. **Hofn** – Turbine, estimate, Sid Milton, Burray Boatyard, to install used inverter would be £600 +VAT, service charge £490 +VAT each Turbine. DL at one time income £1600 a year. Are we spending more to fix it than it is making? Email from last December £8000 to fix so far electricity bill estimate £3000. Is solar panels an option? Funding for community buildings EPC -nobody in Orkney can provide one, for non domestic buildings asked Billy Goundwater to do one for Hofn. Will help with energy advice and NET Zero.
- vii. **Westray Conference** – budget £18,000, expenditure £12,296. We are still waiting for some invoices.

ACTION GR to make a date for the Housing Sub Group and the Finance Subgroup to meet.

ACTION MM to set up bargain box fund into the system.

ACTION GR find out what Hofn Turbine is making before a decision can be made and the FITS

7. WRE Report

- i. **FITS**
As of writing this report, 17/11/2023, we have still not received any FIT payments from Scottish Power. I have chased them after the 30 day payment term elapsed but have not had any response. As reluctant as I am to get Liam involved again, I will be in touch with him in the next few days if I have still not had a response from Scottish Power.
Update 30/11/23 – after further intervention by Liam MacArthur, we have now received our first FIT payment from Scottish Power.
- ii. **Turbine Fault**
The turbine was down for over 30 days, for the second time this year. The turbines availability is down around 65% for the year so far. We will get compensation from Enercon for this next year but this will not make up for the loss of earnings.
The WRE have approved the purchase of some suggested equipment for the turbine to improve environmental conditions, particularly during periods of downtime. Dehumidifiers
- iii. **Year End Accounts**
The end of year accounts and audit have been completed and the accounts approved at the WRE Board meeting on 19th October 2023.
- iv. **Next WRE Meeting**

The WRE AGM is due to be held on Tuesday 5th December 2023.

8. Forward Planning Update

Meeting with Aquatera on Friday 15th, going over first phase figures etc some estimates quite high, wanting to do a lesser price. Then they would want us to go to phase 2, then phase 3. Will keep us informed.

9. Wellbeing Report

- i. **Fridge – Waste not, want not**, Erika has been drawing up procedures and guidance for volunteers. She has spoken with the local shops, and she will be arranging weekly times for collections and opening times for the fridge. Erika will be calling for volunteers to help collect food soon.
JC Tulloch - happy to donate busy at the moment but will meet to discuss when less busy. Skello shop – Met with Uka, very happy and willing to donate produce to us. Would like a set day for collections. WI Rendall – No reply. We will get a food hygiene visit from the Council, but we can open before this happens.
- ii. **One – to – one support**- Erika's PVG is back so she can now offer one to one support. She has promoted what she can offer in the Auk Talk this month. **GR** – Erika had a meeting with Westray Surgery and now has a greater understanding of how they can work together and of the NHS Link Practitioner role.
- iii. **Ferry vouchers**- Transport Scotland are changing how they issue concessionary ferry vouchers to paperless. This involves setting up an app on your smart phone. Erika has attended the training and can now help people set this all up and deal with any questions.
Erika had an open day and 4 folk attended, the next drop in sessions may have a focus and there had been a suggestion to have evening sessions too.
- iv. **Wellness groups / classes**- In response to our Westray Conference Erika has been busy gauging interest in wellness classes e.g., swimming sessions, additional podiatry services, dance classes and a weight management support programme / group. Erika is now working on an application to the Community and Mental health Wellbeing fund in order to part fund some of these sessions.
- v. **Voluntary services**- We have successfully applied for and received funding from CLLD to pay for voluntary services to come out to the island. Erika has contacted 6 organisations on the mainland to see if they would be willing to come out to Westray to promote / discuss their services. Hopefully this would be able to happen in the start of next year. Services contacted were Homestart Orkney, Relationship Scotland, Employability Orkney, Crossroads Orkney, Age Scotland Orkney and Social Security Scotland.
- vi. **Accessible Westray**- A draft questionnaire is in place and will be worked on in the new year.
GR spoke to Luke Fraser, CDO in North Ronaldsay, was also looking for a smaller vehicle that could have wheelchair access. They are coming in at £22-£25 thousand.

10. Operations Report

i. Housing

Bayview

- Latest SAL Magazine available for circulation
- Flats are advertised on DandH Law website, local shops and on social media
- We were charged £100 to extend the building warrant until the completion information was complete with OIC.
- Completion Certificate arrived 21/11/23
- Insurance is in place 24/11/23
- Maintenance Cover – A mobile handset is being sourced for emergency maintenance support out with normal hours.
- Cleaner – Suzanne Stout will take these hours on and the office is sourcing equipment.

- An Open Day was held on 3rd of December, around 70 visitors came through the door. Suzanne will clean after.
- One application in and lots of enquiries. We have applications in the office now for folk to pick up.
- Access to Sailing Club Shed – Thanks to Cooke Aquacultures generous offer WDT will have access rights to the land the Sailing Club Shed will stand on. So that tourists will have safe access to the showers in the new shed.

Next Project

There is strong interest from the community, particularly at the conference, for WDT to add to their rental portfolio.

ACTION: GR and sub group to explore housing options

ii. Community Spaces

Community Facilities – Bargain Box:

Aquatera's consultation is finished, and we received 10 replies with a bigger bargain box and treatment room on the island coming out as they most supported.

Temporary Bargain Box Options

- Planning permission has been granted but the paperwork was still to be processed by OIC.
- Danny Marcus to look at the storage options.
- Shelving quote was £3500 The Board agreed the spend.
- Memorandum of Understanding between WDT and Westray Community Association for the hire of the room is in a draft form at the moment.
- December openings will be for the pot, including a week of everything half price, then it will close.
- Key box ordered and will need to be installed.
- New sign ordered.

ACTION – GR to ask Mel Thomson to chase up the Planning Permission

Jetty at Gill Pier

Carried forward from last month. Still to get in touch with Stewart Wylie, Dearness Boat Owners Association. GT- was going to speak to Jim Buck, Orkney Harbours to see if they were going to do anything with it.

Old Community Hall

After strong support for a community purpose for the old hall options were discussed and The Board agreed no harm in investigating as there's no commitment for phase 1 – feasibility study.

ACTION – GR to move forward

Westray Golf Club feasibility plans for purchase and development of land adjacent to their club – GR has been in contact to offer any help they needed. It was felt that the February deadline for SLF was a more realistic option.

iii. Westray Conference 2023/Community Plan

- Conference report hoped to be with directors in January 2024.
- Mini workshops to be run from January to March 2024.
- Draft Community Plan to be drawn up for April 2024.
- CLLD funding for project management was approved, £6000 to claim before March. GR proposed that we could use the underspend from the conference for this as well.

The Board Agreed that the underspend from the conference can go towards running mini workshops.

iv. Hofn

Maintenance and cleaning: Portable sink for hairdressers sink is home. We discovered that the hot water system is broken. Danny had investigated. The board agreed that the hot water system should be upgraded and that a shower unit be installed for hairdressers use.

ACTION: GR to contact Danny

Hofn hire: Hofn charges are not to be in competition with WCA so have always been higher. Westray Community Association hire prices go up in January to: £10 for 3 hours, £15 for 4 hours £25 for 8 hours.

ACTION: Carry forward until January, SD to look into council Levy and put into correspondence for next month.

Lighting: WCC have contacted WDT about a temporary plan until street lighting is in place between the Quarry Road and JC Tulloch. It was proposed to enhance the lighting on the Hofn, Chapel of Rest and DLO building by installing LED street lights on a timer. WCC to carry out the cost of installation if WDT would agree to pay the electricity bill. The Board has agreed via email to WCC to pay for the electric.

Another suggestion was to have low level lighting along the grass at the garden. Danny Marcus is looking into cost of installation for us.

v. Community Garden

The Lead Gardener post was advertised and there were no applications. We have advertised for a replacement, however no applications have been received. In the meantime, representatives from the gardening subgroup have been shadowing Benny Norquoy at the garden and making progress, but we really need to get someone in a place to get things done for winter.

ACTION: Garden Subgroup to discuss options

vi. Recycling - #cleanwestray

Beaches: There has been a request from a member of the public to have a big bruck beach clean. We also often have people complaining about the amount of rubbish in general being left in Westray. GR proposed to contact WCC and see if we could work in partnership on a #cleanwestray campaign.

Cans, glass and paper: GR had noticed people recycling in the poor light at the Quarry and noted how dangerous that could be as the Quarry Road is now quite busy. Also, the people who would like to recycle but can't manage to take it to the Quarry must be frustrated.

As WCC are already involved in the recycling debate then it was proposed to keep in touch with them to see if there was anyway WDT can help.

ACTION: Get back in touch with WCC in the new year.

ACTION: Time to set up a "waste" subgroup and start pushing ideas forward

vii. BRCA1 Variant – Westray Connections event in Kirkwall

GR had been asked to attend this event represent WDT but with the weather being poor GT stepped in and spoke for the Trust. This was to highlight the need to roll the testing out to further afield. A well-attended event and even appeared on STV news.

viii. National Islands Plan – Review

GT and GR attended this, no follow up required at the moment.

ix. NHS Orkney's Annual Review

GR attended this online event which was really a presentation rather than much discussion.

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

GR has been invited to be a part of the panel discussing Decarbonising Housing and Community Buildings panel. Other workshops include Housing, Transport, Land, industry/tourism. The Board agreed that this would be a worthwhile event to attend.

xi. **Website**

There was a small charge from Orcadia Design to update website software and resolve a spam issue recently. Mhairi Noble is looking into support package options.

ACTION: MN to report back next month.

xii. **Scottish Islands Federation**

SIF membership fee is £25, WDT joined last year. The Board agreed to continue SIF membership.

xiii. **Communication**

As not all people buy the Auk Talk it was discussed how to circulate this information without duplicating or removing our news from Auk Talk. The board agreed to purchase Auk Talks monthly to display in public spaces.

ACTION: GR to arrange

11. Correspondence

Hofn turbine dealt with earlier.

12. AOCB

The Board agreed that a donation of £50 should be given to Westray Parish Church for use of their facilities for the AGM.

WDT Directors Code of Conduct document issued to be signed by new directors and those who stepped down and were re-elected.

13. Date of Next Meeting 18th January 2023 at 7pm

Meeting Closed at 9pm

A handwritten signature in dark ink, appearing to read 'G. Noble', is written in the bottom left corner of the page.