

Minutes of Westray Development Trust Board Meeting
Thursday 15th February 2024 at 19:00 in the Community Classroom

Present: Peter White (PW) (meeting chair), Anne Burgher (AB), Coilla Drake (CD), Steven Drever (SD) 8pm-9pm, Douglas Leslie (DL), Louis Pottinger (LP), Margaret Rendall (MR), David Seatter (DRS), David Stephenson (DS), George Thomson (GT) via Zoom

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

1. Apologies: Gill McEwen (GM), Kirsty Sinclair (KS)

2. Minutes of previous board meetings:

Minutes of Board meetings on 25th January 2023

Proposed – MR, Seconded – DRS

3. Matters Arising:

- i. Subscription to Orcadia Design's website care plan, Care Essentials, has been actioned.
- ii. Tenant application process
 - The board agreed that marketing should be updated to clarify that a double deposit may be requested for tenants with pets.
 - The board agreed that they would not request a copy of the full tenant reference as they felt viewing of their financial details should be restricted to DandH Law.
 - The possibility of offering a discounted rent to help attract a gardener or other key worker was raised by MR. The board agreed that this should be investigated further, to check on possible implications for TAX and employment conditions etc..

ACTION GR to discuss marketing changes with DandH Law.

ACTION GR to take employment advice regarding discounted rent.

4. AFO Report:

- i. **Financial Reports** were noted.
- ii. **Pension** - auto enrolment for the company pension is complete.
- iii. **Fuel grants** - There have been 256 fuel grants received with most of them being paid. There are still a few queries that we will deal with as the necessary documentation is received.
 - The numbers are up by 3 this year and we may have a small overspend. The Board Agreed that the budget should be reviewed when setting the grant level next year, and that no offset should be made this year.
 - It was noted that all applications and nearly all payments were processed within 1 week of the closing date. Margo Makin (MM) and Sara Cowe (SC) have been very efficient, and the process is now streamlined. GR proposed that the period that applications are open could be reduced to one month. The Board Agreed that the application period should be reduced to one month.
- iv. **Housing** – An invoice has come in from Danny Harcus which aside for the retainer money will be his final invoice. We are still awaiting invoices from Shane Scott and Billy Groundwater.
- v. **Micro Turbines** –
 - No FITs has been paid for the Kalisgarth turbine since 2018 even though readings and photographs have been getting sent. MM has contacted SSE. The issue with meter serial numbers has been resolved. Payment for the overdue FITs should be within 8 weeks after the next reading, which will be at the end of March. Latest statement has been requested.
 - MM also asked and wrote to SSE authorising them to speak with DRS in relation to the micro turbines, unfortunately they are still not doing this.
 - Change of name on Kalisgarth contract on hold.
 - Replacement inverter for Hofn turbine has been ordered and should be replaced when next serviced.

vi. **VAT –**

- The VAT has been completed and submitted for the period up to 31 December 2023.
- The Board Agreed that further information and advice regarding deregistering from VAT was required from the accountant. Subgroup to report back to board next month.

ACTION MM to schedule Finance Subgroup meeting with Scholes Accountants

- vii. **Community Turbine Grant Budget** – MM reported that the remaining budget (to end June 2024) was £47,000 This was noted for when board considers any applications for large grants.

5. WRE Report

i. **FITS -**

WRE have received a further payment from Scottish Power for FITS of £129,089. This is slightly less than what was expected so an account statement has been requested to qualify their calculations. Whatever the outcome of that, it is unlikely to result in any more payment before the end of the financial year.

ii. **Gift Aid -**

Receiving this money does mean that WRE have the funds to pay the remaining £220K of gift aid to WDT and this will extinguish our corporation tax liability.

iii. **Turbine -**

Generation has been really good these past couple of months which is great to see after such a poor year. WRE have received the annual availability report for the turbine from Enercon. Enercon are contracted to ensure the turbine is available for generation for 95% of the year, if it falls below this figure (due to breakdowns etc.) then they are obliged to provide compensation for loss of generation. This report is currently with the WRE Board and then Enercon will do further commercial checks on the figures before a final figure is reached. This first report indicates that WRE are due 64,000 euros for 2023. This is issued as a credit note on our account and will use this credit to pay our annual maintenance contract fees.

iv. **Repowering event – Community Energy Scotland -**

CES have organised a Repowering discussion and workshop at UHI in Inverness on Tuesday 27th February 2024. There is a travel bursary available through CES to fund to cover travel and accommodation fees for anyone wanting to attend. DRS, Andrew Seatter and Clare Walker will attend, as this will be of interest to Forward Planning.

6. Forward Planning Update

Verbal Report DS - The forward planning subgroup has had another meeting with Aquatera. At that meeting it was agreed that Aquatera request a meeting with SSE to discuss a) possibility of increasing our grid capacity and b) requesting permission to utilise Solar Panels for future power generation.

7. Wellbeing Report

The Board agreed that EP is doing a very good job, and that future funding options should be investigated.

ACTION GR to source external funding for Wellbeing coordinator post and activities.

- i. **One to one support** - EP continuing to promote this.

She has been asked to help fill out DVLA driving license applications, OVO energy meter readings, and home energy referrals to THAW. Anticipating that when the new ferry scheme comes into effect more people will be in contact to get them loaded onto their card.

Concern was raised by, VAO's enabler Mark Bailey, regarding safety of EP when working alone. GR proposed, and the Board Agreed, that service users would be invited to our office when possible or EP would be accompanied on visits.

- ii. **Groups** - EP has given presentations to Kalisgarth service users and Auk Club members. These have been well received, and generated interest in the services that she can provide.

- iii. **Funding (for wellness classes)** – Awaiting response to application submitted to VAO Communities Mental Health and Wellbeing Fund Round 3.
- iv. **Community Drop Ins** - We will be holding community drop ins from January to March with visits from 3rd sector agencies. Homestart Orkney (17th January), Crossroads Orkney (28/02/24), Relationship Scotland Orkney (6th March), Age Scotland Orkney (26th and 27th March). On going discussions with The Blide Trust, Social Security Scotland and Orkney money matter re a date.
- v. **Fridge – Waste not, want not** - Promoting going well, lots of people enquiring about it. EP 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 and FareShare. 67.2 kg of food saved in January, and up to 14 people per week have been using it.
- vi. **Community Hub** – EP continues to attend HUB sessions, and people are engaging well with her during the sessions. Numbers reached / people coming to at the hub is 34. Will keep going until it finishes in March.
- vii. **Chiropody/podiatry** – “Feet First” willing to provide another session if we can get 7 people. Currently only have 3 and one maybe. Pricing: £45 for initial appointment/assessment then £40 thereafter.
- viii. **Art/Craft class** - Organised for Carolyn Shepard to come from Hoy to have a creative craft weekend in Westray. This is happening in April on 6th and 7th. Weekend planned to suit all abilities and include kids. We are to pay for her travel and venue. Individuals to book lessons with her online.

8. Operations Report

i. Housing

Bayview

- Tenants moved in on the 5th and 9th of February to Flat 2 and 3.
- Vacancies – some enquiries but no new applications.
- Insurance stays with Marsh until there is a 75% occupancy and after that we can re-evaluate.
- Council Tax rebate of £1053.43 is being processed.
- Out of hours phone is set up. GR is on call Feb, then a rota starts for volunteers. Volunteers to check availability and arrange cover themselves, then notify office staff. GR to setup WhatsApp group for their communications.

ACTION: GR to setup WhatsApp group for rota volunteers

- Maintenance issues are being logged and passed to D Marcus to resolve.
- Danny is also preparing a quote for the entry system, and additional fire detection.
- The board agreed that fire extinguishers would not be provided in common stairwell, as this was not required by regulation and would need annual servicing.

Next Rental Property

- Scottish Land Fund Stage 1 Application was submitted and has been approved.

ACTION: GR to draft Auk Talk article on Scottish Land Fund applications for Board approval

ii. Community Spaces

New Community Space -

- Scottish Land Fund Stage 1 Application was submitted for the potential new community space.
- The new scope for this project is still being worked on with HIE and Aquatera.

Temporary Bargain Box Options -

- Opening Saturday 17th February. The board noted that AB and her many helpers have volunteered many hours and done a great job.
- The Golf Club are to be asked if they are still interested in the old portacabins. The Board agreed that if they are not interested then it should be advertised as donation to bargain box and buyer removed, shelves can also be advertised as this. The heating units are to be advertised for sell.

Jetty at Gill Pier – Evening 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. Awaiting feedback from their meeting.

iii. Westray Conference 2023/Community Plan

The draft text is ready and report being produced. Reports will be posted to members and also available in local shops. Mini Events are now being planned, starting in March. Subgroups including Board members to review conference feedback and create shortlists of feasible options for public consultation for each event. Board recommended that GR contacts Karen Penn, chair of the Westray and Papa Westray Tourist Association to discuss Tourism plans as priority was given to them ahead of the new season.

iv. Hofn

- Shower has been installed next to sink in toilet. New water heater has also been installed.
- The heat pump has been inspected by Bruce Liddle. It is 11 years old, and normal expected life is about 10 years. Compressor sounds like it is running ok. Main panels and fixings are sound. Old bargain Box heat pump is not suitable for Hofn as it only supports 1 heater. Quote for replacement £1,866.00 ex VAT. The Board agreed not to replace now, and to review again in 6 months or before winter.
- The Board agreed that the old pool table can be advertised as free to take away.
- New charges – GR proposed small increase in line with Westray Community Association - £5.50 per hour and £26.00 per day. The Board approved these new charges to commence 1st March.

ACTION: MN to notify regular users of revised charges.

v. Community Garden

- Lead Gardener: Re-advertised and a closing date of the 15th of February. We have had one enquiry to date.
- Bedding Plants: Seeds and plugs ordered under Kathleen Drever's advice.
- Garden Club: volunteers and Benny Norquoy to meet on Friday mornings at 10am. First meeting on site Friday 16th. Introduction to site, tidy-up site and bed preparation.
- Sourcing pallets to lay seed trays on in the Krub.
- Lights: No quote from Danny yet re low level lighting

vi. Land Register

Staff have begun to investigate what is required for compliance with registration deadline of 1st April 2024. GT recommended consulting with Erin Thomson, to clarify requirements.

vii. WDT Trustee Training

Trustee training is available through VAO. This could be useful revision and particularly interesting for new trustees. The Board agreed and requested that this training be organised.

ACTION: GR to contact VAO to arrange Trustee training.

viii. Beach Clean and Recycling

LP verbal update from Westray Community Council. OIC public update letter being written.

PW proposed that an island solution become a priority.

ix. Rural Affairs and Islands Committee of the Scottish Parliament: - PW booked to attend. The board noted that engagement is especially important to our farming community.

x. Accessible Westray

OIC have a Community Transport Small Grant Scheme. There is also a Mobility Foundation Fund that does funding for capital and revenue for mobility projects. Community consultation, EP to help with this project.

xi. CLLD funding

We have two CLLD funding grants to claim before the end of March, all in hand.

- xii. **Community Land Talk Scotland** – GR along with two other trusts in Orkney have been invited to present information on community land ownership at an event on the 26th of March in Kirkwall Invitations – The Board agreed that GR should attend.
- xiii. **Filming** – Fionn McArthur will be in Westray on the 23rd of February to film Westray and the work of Westray Development Trust. This Project is to highlight the work of all development trusts in Orkney and is funded via Francesca Couperwhite

9. Correspondence

- i. **Community Transport Small Grant Scheme** – see 8 x) above
- ii. **Membership Applications** – Noted
- iii. **Fire Extinguishers for Bayview** – See 8 i) above.
- iv. **Fairtrade Event** – CD plus a Hofn representative to attend in support.

10. AOCB

- i. **Sculpture for the Community** – GR reported that full planning permission will likely be required.
- ii. **PEG - CG11-2023 – 2 Year Swimming Pool Financial Assistance** – LP declared interest and left meeting for duration of discussion. The board accepted PEG recommendations and approved award of £ 17,702.40 over two years. A project report after year one was requested. WDT to offer to help support WCA help source new funding.
- iii. **LP on behalf of WCC** - Interested in applying for grant to fund purchase of aggregates to improve access for services e.g. ambulance and post vans. LP to contact Mellisa Thomson to investigate how Eday and other Island Trusts were able to provide funding for community aggregates.

ACTION: LP to investigate how Development Trusts might be able to offer funding for community aggregates.

11. Date of Next Meeting 21st March 2024 at 7pm

MN left meeting at 9.15pm



P. WHITE

21-03-24

