

**Minutes of Westray Development Trust Board Meeting**  
**Wednesday 7<sup>th</sup> August 2024 at 19.00 in the Community Classroom**

**Present:** George Thomson (GT) (Chair), Coilla Drake (CD), Douglas Leslie (DL), Louis Pottinger (LP), Gill McEwen (GM), David Seatter (DRS), Margaret Rendall (MR), David Stephenson (DS), Peter White (PW)

**Attending:** David Campbell (DC) housing projects consultant, Sarah Cowe (SC), Mhairi Noble (MN)

1. **Apologies :** Anne Burgher (AB)

2. **Minutes of previous board meetings:**

Minutes of Board meetings on 4<sup>th</sup> July 2024

Proposed – GM, Seconded – CD

3. **Matters Arising:**

None

4. **Projects Update – David Campbell**

i. **Jerusalem**

Pre-planning application for developing the existing house – no issues

Pre-planning application for erecting additional houses – pending

Hope to have Scottish Land Fund (SLF) decision during week beginning Monday 19<sup>th</sup> August

DC has identified potential additional funding from Scottish Rural Housing Fund circa £120k and OIC North Isles Housing Fund circa £50k. Also, OIC offer 25-year loans with initial 2 year holiday period (Is an option). Depending on final agreed Contractor price etc there may be a small shortfall (unknown at this stage), and little risk for developing the existing house.

Next steps would be to finalise planning and put out to tender. The Board Agreed to wait for SLF decision before submitting full planning application.

Earliest on site might be Spring 2025

ii. **Old Community Hall**

Pre-planning application for developing the site – no issues

Architect can adjust design if WDT require. Design would mean that construction could be fast.

**ACTION WDT to finalise plans.**

Costings unclear at this time. DC confident that he would be able to identify £350K of funding. Perhaps Orkney Towns Funds could be a possible funder.

DC asked if both projects will be progressed simultaneously or consecutively. If consecutively which one should be prioritised.

**ACTION WDT to decide on timing of both projects.**

iii. **Golf Club / Men's**

PW reported this join project for a multipurpose building is in early stages.

DC advised:

Need to do a feasibility study now. This should include investigating opportunity to include other organisations e.g. Historic Scotland. The business model will need to be sustainable and future funding must be considered.

The Golf Club's lack of experience in managing projects like this, might go against funding opportunities, so DC proposed WDT lead project in partnership with Golf Club, Westray Men's Shed and any other identified groups. A group comprising two representatives from each group in the proposed partnership should be setup to take this forward. The Board Agreed that to proceed on this basis.

**ACTION set up subgroup to take this forward.**

Funding – Care needs to be taken with the potential overlap of applications to Orkney Towns Fund. New batch of CLLD funding is open for notes of interest. The Board Agreed that DC should submit this now.

**ACTION DC to put note of interest in for CLLD funding.**

DC left meeting 19:40

**5. PEG**

**CG01-2024 – Church of Scotland replacement of projector** – An application asking for help to replace the projector at the church. Since their application came in they have secured a grant of £500 from the Community Council. The board agreed with PEG's recommendation to pay the remaining balance and approved an award of £2779.

**CG02-2024 – Summer trip to Mainland Orkney** – The knitting Group asked for help towards their annual summer trip, this included help with their boat fares, bus hire and entry costs to various activities. The board agreed with the PEG recommendations and approved an award of £536.

**CG03-2024 – Purchase of greens equipment and machinery** – Westray Golf Club asked for assistance to purchase greens equipment over 3 years. SC spoke with Robbie Hutchison before the meeting to confirm what equipment they plan to purchase. He confirmed that they will buy a new piece of equipment each year so can produce receipts to claim back the grant each year. DS asked if they had looked into getting funding from Sports Scotland. The board agreed with PEG's recommendations and with payments of £3000 for year 1, £3000 for year 2 and £4000 for year 3.

**ACTION SC too ask Robbie about extra funding and report to The Board before processing grant.**

**CG04-2024 – The Westray Hub, weekly health and wellbeing sessions** – We were asked once again to support the weekly Hub sessions run by a small group of volunteers. This has become very popular with Westray residents. The board agreed with PEG's recommendations and approved an award of £960.

**CG05-2024 – Westray Nursery Development** – Westray Nursery are looking to redevelop their outdoor space to allow play and learning to flow effectively. Low Nursery numbers (3) means their budget is much lower than previous years. They are looking to purchase art resources, wooden blocks, loose parts, maths and literacy items and messy play equipment. The board agreed with the PEG recommendations and approved a grant of £1,800.

**CG06-2024 – School Jumpers** – Westray Parent council applied for a grant to help with the purchase of a school jumper for every child enrolled at Westray Junior High School. It is hoped this will take the pressure off parents given the current cost of living and prevent bullying around clothing. The board agreed with PEG's recommendations and awarded a grant of £800.

**CG07-2024 – Community Refurbishment-** Westray Community Association were looking for a grant to help with a refurbishment of the Community Room. This grant came in the day after PEG's meeting as they had a mix up with meeting dates. We had information about this grant but no official grant application to look at, PEG agreed

to score this application via email once all information had been received so they didn't have to wait 3 months and miss other grant application deadlines. The board accepted scores and recommendations made by PEG via email and awarded a grant of £12,579.33.

## 6. AFO Report:

- i. **Financial Reports** – No detailed financial reports this month as staff leave and year end are taking up the majority of time. CCLA reports up to 30 June 2024 were circulated.
- ii. **Micro Turbines** – We have received a payment of £11,266 for Kalisgarth turbine for the period 29 December 2018 to 27th June 2024 and was for. Sid Milton from Burray Boatyard is still waiting for an inverter to arrive for Hofn turbine.
- iii. **VAT Deregistration** – Andrew at Scholes is pursuing.
- iv. **Accounting Year End** - Work on the year end continues. MM thanked MN for her assistance with QuickBooks.

## 7. WRE Report

- i. **FITs** – Currently waiting meter readings, and still waiting for my contact change request to be actioned.
- ii. **Turbine** – There were some warnings being triggered in the turbine during high winds which, at the moment, don't seem to be having an operational effect. However, this information has been flagged with Enercon who have agreed to investigate
- iii. **Financial Year End 2023-2024** – Clare Walker will be in touch with Andrew Moar at Scholes this week to pass on the required information for year-end accounts.
- iv. **REGOs** - Been having problems with transferring REGO certificates to Smartest since April and had to contact Ofgem to investigate the problem. Been assured this has been sorted and waiting for Smartest to settle the associated invoices.

## 8. Forward Planning Update

- i. DS reported nothing happening, awaiting minutes from Aquatera for meeting with SSE, Aquatera and WDT.

ACTION DS to chase Aquatera to circulate minutes.

## 9. Wellbeing Report

- i. WDT board have approved the extension of the Wellbeing Coordinator's post, and Erika Pottinger (EP) has accepted another year's contract. This is proving to be a very sought after service which is being well received by the community.
- ii. **One to one support** – This service continues to grow.
- iii. **Wellness classes** – Chair exercise class have been suspended until Zoe's return to Westray. The wellness pool sessions and Weight management / support group continue to be well attended.
- iv. **Community Fridge – Waste not, want not** - Admin staff have been attending to Community Fridge duties while EP was on holiday.
- v. **Here to Help** – EP and GR are to look into options for additional cover when regular service providers are not available.

## 10. Admin Report

- i. **General** – We have been missing GR, and thank the directors for their direct support in the meantime.
- ii. **Office** – New notice board has arrived and will be fitted outside office. The printer has been repaired and is ready for printing Annual Reports.

iii. **Bayview –**

- Flat 1 at Bayview leased to NHS on the 1<sup>st</sup> of August 2024. Check-in postponed until rent payment received.
- Emergency Contact - PW offered his mobile number as temporary alternative. The board agreed that the rota should be updated and implemented. The office could setup a call forward and text person on rota each week.
- Security door system was active briefly but became faulty and a part now on order.
- Maintenance Folder – needs to be updated to including information on Fire Alarm Panel and Door Entry System once fully implemented.
- Cleaner agreed to monitor external drain and to sweep area as required. She will let us know if she will need more than her normal 1hr.
- Grass cutters have refused to cut grass as they are concerned regarding the amount of dog poo.
- D&H sent emails to tenants regarding importance of keeping stairwell clear, and the alternative emergency contact number.

**ACTION MN to update Emergency Contact Rota and share**

**ACTION MN to update Maintenance Folders**

**ACTION MR/PW to check on Bayview grass and discuss with possible contractors**

- iv. **Hofn –** BT Finally agreed to change their address for the Hofn internet service, so new router (ordered April) can now be delivered and installed.

**ACTION MN to install and setup access restrictions.**

- v. **Sailing Club – Servitude and Disposition** - DL, LP and Stewart Rendall met 25/07/24 to finalise agreements for disposition of land from Cooke Aquaculture to WDT for public path, and servitude of vehicle access over road up to Sailing Club site. Eddie Nicholson updated on requirements. Quote for additional work was approved by GT. Awaiting amendments to titles.
- vi. **Orkney Science Festival** - Event now advertised with WDT logo.
- vii. **Highlands and Islands Climate Hub** - Applications for £150 grant funding for Community Garden and Beach Clean events in September were both successful. We received thanks from John Berry for actioning this and WDT's generous match funding.
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- viii. **Community Statues** – Trisha and John Berry arranged for the temporarily installation of the statues on grassy area in village. They received 1 objection, but the statues were generally well received. Now moved to sheltered location for the winter, on private land. Final place is still pending permissions.
- ix. **Community Garden**
- GR to arrange Community Garden H&I Climate Hub event for end of September
  - Concerns were raised regarding the need to further tidy the site before public visit. The board recommended that contactors should be chased again to clear the area to the left of the shed and cut long grass/weeds on site. LP and PW volunteered to help with grass cutting when time permits.
  - Locks have been fitted to garden store and polly tunnels. Thanks to DRS for attending to this.
  - Gardeners Trip – CD proposed a trip to Thurso Community Garden for their open day on 31<sup>st</sup> August. The board agreed this could be a good learning experience and that, costs permitting, admin staff could help arrange this. Budget increased to £500 for trip agreed in minutes of 04/07/2024.
  - Bargain Box week raised funds for the gardeners to spend on non-essential items. A cash box has been provided for them to keep this secure. A second week in Bargain Box is planned.
  - The Garden's honesty fridge is now being utilised for sales of produce.
  - The garden has produced loads of strawberries (over 230 punnets), and the Pick Your Own initiative has been very popular. Also, the salad leaf bags have been popular. Tomatoes, kale, broad beans & beetroot are ready, and cabbage will be soon. Exotic blue berries, melons and pumpkins growing grand.
  - The Herb planter has been established, but plants need to grow a bit before publicising.

- The watering Rota worked well in John Fordyce & CD absence. Thanks to MR for stepping in as supervisor during this time.
- The chain of communication between gardeners and office during GR's absence was clarified.

**ACTION GR to arrange Community Garden event for end of September**

**ACTION CD/MR to arrange digger and grass cutting/strimming**

**ACTION MN to assist garden group with arrangements for Thurso trip**

**11. Sub Group Reports:**

None

**12. Correspondence**

- i. Request for guidance on accommodation and employment on Westray

**ACTION MN to provide contacts for letting agent, MyJobScotland and Westray's Facebook What's On**

- ii. Herriot Watt Student Dissertation Request – This has been passed on to WRE
- iii. Screen Machine Invitation – WDT was not able to attend. The board requested minutes from meeting and to be kept up to date.

**ACTION MN to reply with boards request.**


- iv. Crown Estate Scotland's Community Capacity Grants – Opened for applications 26<sup>th</sup> August with deadline 23<sup>rd</sup> September. DC progressing.
- v. Regional Marine Plan Consultation – Noted running from 1<sup>st</sup> August to 25<sup>th</sup> October. Westray event planned for October.
- vi. SURF Awards 2024 – The Board agreed that WDT would not enter this year.

**13. AOCB**

GT attended the Orkney Towns Fund Community Meeting 18<sup>th</sup> July 2024. There are interesting opportunities for involvement and project support, and the Board agreed to continue participation.

**14. Date of Next Meeting Wednesday 11<sup>th</sup> Sept 2024**

Meeting closed at 9.15 pm

  
16/10/24

