

Minutes of Westray Development Trust Board Meeting
Wednesday 11th September 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 Stephenson (DS), Peter White (PW), Anne Burgher (AB)

Attending: Sarah Cowe (SC)

1. **Apologies :** David Seatter (DRS), Margaret Rendall (MR)

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

Minutes of Board meetings on 7th August 2024

Proposed – PW, Seconded – DS

3. **Matters Arising:**

Community Association, PEG Grant. We agreed to give them £12579.33. Email received saying that they put in their funding application to CLD and we were going to give them a grant of £13,054.38 as there had been a mix up with pricing and percentages. GT got in touch to say we would be sticking to what we agreed on in original letter as prices are speculative.

4. **AFO Report**

- I. Accountant happy with how its going for AGM, will finish July 24 entries.
- II. AGM – due to staffing at the minute it was put forward that the AGM date might need to be moved. GT away on the 9th December. New possible date of the 26th November suggested if we feel time is running out getting the report and paperwork together. Update Ivan not available on this date so new proposed date of 3rd December suggested.
- III. Possibilities of accountants taking up work when Margo leaves, they are happy to do most of it, possibly not QuickBooks as there could be a conflict between them doing accounts and QuickBooks. They could advice if there is a bookkeeper they would recommend. There might be a way around this.

5. **WRE Report**

- I. **FITs** - Meter readings have been submitted and the next FIT payment of £118,173 has been received. I have not had confirmation that my contact change request has been actioned yet after I got back to them with further information, I have chased them.
- II. **Turbine** - The turbine has been operating well – long may it continue!
- III. **Financial Year End 2023-2024** - I have sent through the accounts details to Scholes in order for them to do the accounts/audit. I had several queries back from Scholes relating to the audit. Nothing of any consequence though, mostly standard additional questions plus some further information about fixed asset additions for the period and the work we commissioned Aquatera to carry out.
- IV. **REGOs** - The problems with Aprils REGO certificates seems to have originated with me! It looks like I flipped a digit by mistake when inputting output data on the Ofgem website resulting in Smartest being issued too many certificates. I am in touch with Ofgem about how to correct this.
- V. **Annual Report** - WRE are drafting a piece for inclusion in the WDT Annual Report, I am to get this to the WDT staff next week.

6. Forward Planning Update

Below is notes from a meeting of the Forward Planning Subgroup which was held to discuss the outcome of the recent meeting between WRE and SSEN, facilitated by Aquatera. The discussion was held using meeting notes provided by Ian Johnstone of Aquatera over email after the meeting. Jeemie Stout (JS) had attended the meeting for WRE, however, JS was required to submit apologies for this meeting.

- I. It has been hoped that the meeting would establish if we could get additional capacity from the proposed new connection at Finstown – DS will confirm with Ian whether the 40MWH of new capacity mentioned in his post meet email refers to after the cable connection is complete.
- II. A discussion was held around whether we want to apply for some of this extra capacity if it is available. If the current 900KWH grid connection is enough capacity for a replacement 900KWH turbine plus a solar and battery storage farm there could be no productive reason to go through the process of apply for more grid capacity.
- III. In order to establish how to move forward we need to understand the forecasted production numbers for such a setup. Figures provided by Aquatera previously have been inconsistent – DS will ask Aquatera to clarify their production information, including where and how they reached the figures provided so that this can be used by the Subgroup to do its own forecasting.
- IV. CW agreed to provide further information to feed into the forecast:
Power generated over a 12 month period and the turbine availability for the same period.
Total income for that period to include sale of electricity and FITS
Total income for that period from sale of electricity
Total operational costs for that period
This information should help to develop an estimate for what WRE may be able to generate in income which can then be gifted to WDT. WDT will need to decide whether this figure will be enough to sustain the Trust in its current incarnation.
- V. The meeting with SSEN seemed to indicate that a solar and battery installation would be viewed positively to fill gaps in production but not to go over current capacity. DS will contact SSEN directly to ask them to confirm what information they would require from WRE to install a solar/battery farm.
- VI. If SSEN are in favour, a decision will be needed on whether to implement solar and battery straight away. We will need to consult Enercon about it as it may interfere with the existing machine. Some information will be needed about suppliers – DS will ask EWT and Aquatera if they have any preferred suppliers.
- VII. CW will ask Enercon who they are working with (if anyone) for solar and battery and whether they have any issues with an installation being added to the current turbine.
- VIII. CW will ask Enercon again whether they have made any progress on a programme to extend the operational life of existing turbines, if they don't have a decision – ask what time frame they are looking at for implementing.
- IX. WB has meeting next month with other community turbine owners and will ask what they are doing.

DS waiting for responses to emails sent to Aquatera, EWT, SSEN . EWT have advised the name of solar and battery company they have worked with in the past and would be happy to recommend.

7. Wellbeing Report

I. **One to one support** - Been busy with 1-2-1's. Quite a few people been in touch needing help so supporting them with a variety of different issues. Quite a few people popping into office which is great and what it is all about.

II. **Funding (for wellness classes)**

Wellness pool sessions – Going well an average of 3 people attending each week. Positive feedback in the community from people attending sessions.

Dance classes – Zoe been away so classes been cancelled.

Weight management / support group. Group going well. An average of 6 people coming each week.

Purchase of SAD lamps – Purchased 6 SAD lamps in May no one borrowed any yet. Hoping to promote them a bit more in the winter months I feel that they will maybe be more use to people then.

III. **Community Fridge – Waste not, want not**

Jun-24		Jun-24	
04/06/2024	19.6	04/06/2024	21
11/06/2024	28.9	11/06/2024	22
18/06/2024	17.2	18/06/2024	28
24/06/2024	32.2	25/06/2024	17
JUNE TOTAL	97.9kg	JUNE TOTAL	88
Jul-24		Jul-24	
02/07/2024	13.8	02/07/2024	25
09/07/2024	14.8	09/07/2024	22
16/07/2024	21.7	16/07/2024	15
23/07/2024	9.5	23/07/2024	7
30/07/2024	8.5	30/07/2024	13
JULY TOTAL	68.3kg	JULY TOTAL	82

Number of people using the fridge and the food saved is staying quite consistent. Stock staggering going well, giving us a wider reach of people as it gives more people the chance to access the food available.

IV. **Fare Share** - We have also managed to set up and secure monthly deliveries from FareShare to help support our community fridge. The food that we receive will be within its use by or best before date. The food becomes surplus for many reasons including cosmetic imperfections or coding which does not affect food quality. The type of food we receive will vary from month to month. This is very exciting for us and we hope that it means that more people will be able to benefit from the community fridge and the excellent work it is doing.

These deliveries are in no way intended to take over from the 3 local shops who have supported the community fridge well since it opened. We hope that the extra food deliveries will act to supplement the generous donations that we receive from the local shops and give more people the chance to benefit from the community fridge and the good work it does.

V. **Chiropody / podiatry** - July's clinic had to be cancelled due to the lack of people requiring an appointment. No clinic in August as she is unavailable but we are now busy preparing a clinic for September.

- VI. **Defibrillators** - Erika has taken on the defibrillators; their checking, maintenance and ordering of parts. She's aiming to do the monthly checks at the start of the month. All the pads went out of date in July, and more stock had to be ordered. All pads now replaced, and online records updated. 2 of the defibrillators serial numbers and locations were wrong so this was rectified, and records are correct online now. All annual site checks are completed, and all machines passed.
- Defib Training** - Erika is working with Jutta the GP to organise training for the public. The first session is booked for 26th September. There has been a good uptake and Jutta will be willing to do other days if required too. Initial interest has been encouraging. Erika also going to speak to the school about organising training there.
- Westside Defib Muddy Concern** –The drain is not blocked. The land is lower than road, and may need chips added. **The Board Agreed** that there wasn't much they can do about this as the gutter is coming from the farmer's land.
- VII. **Here to Help** - As Here To Help grows the need for relief staff has become more apparent. **The Board Agreed** that we should advertise for a relief in line with our Fair Work policy.

ACTION GR to proceed with advertisement

- VIII. **Risk Assessments** – Written risk assessments are needed for 1-2-1's. GR has started to create a pro-forma for use.
- IX. **Move 4orward Neuro Physio** - Not many people requiring an appointment so may not happen will continue to advertise locally.

8. Admin Report

- I. **Office Maintenance**
- Header tank overflow occasionally running on. It is directly above the storage units where surplus fridge supplies are being kept. Danny Harcus requested to investigate and fixed on 11/09/2024
- II. **Bayview**
- Flat 4 viewing done on 06/09/2024
 - Security door system repair in progress.
 - Dog poo continuing to be a problem in grass area. D&H Law have been requested to contact all tenants regarding the ongoing issue with dog poo in the grass. MN drafted the text and PW approved 05/09/24
 - Council Tax - The initial 6-month exemption for a new development has ended and an Empty Property Surcharge was due to be applied. On request OIC have used their discretion and the surcharge was waived until November 2026. Therefore Flat 4 is currently being charged.
 - Emergency Contact number is still PW – MN to updated and circulated rota.
- III. **Hofn**
- New router to be installed. PW offered help as need to use steps.
 - Hot water heater at kitchen sink – not possible to get same thing, Danny Harcus investigating options.
- IV. **Sailing Club – Servitude and Disposition**
- Lows progressing title updates to facilitate sailing club access over neighbouring land. They raised concern regarding the size of the site owned by WDT compared to site plan in sailing club lease agreement. According to Bayview title the boundary at top is not the dyke but is a bit below.

ACTION Find out what the boundaries are, approach Mabel. Makes no difference to sailing club lease at the minute but GT to investigate.

- V. **Orkney Science Festival**
- MN will attend final session on 11th Sept, and arrange tea/coffee.

VI. Highlands and Islands Climate Hub

- Litter pickers, bags and bag hoops ordered for beach clean events later this month. John Berry to source gloves and food for event.

VII. Garden

- GR progressing Garden event planned for Sat 28th September
- Priority will be given to tidying up the site.
- Trip to Thurso Community Garden on 31st August – lots of community involvement and good to see how other folk do it. Lots of involvement in the summertime with kids coming in, so something that we could also try here. Have other groups getting involved and have it as a venue.
- In Bargain Box week beginning 16th Sept. Rota being organised by GR
- Garden fridge remains very popular.
- Herb planter has been advertised on Facebook
- Key box has been an issue, no key in key box.

ACTION SC to order key box for Garden

ACTION PW to install key box when it arrives.

9. Sub Group

Davie Campbell gave us a written projects update.

- I. Golf Club/Men's Shed - Crown Estate EOI submitted
- II. Tenders for all feasibility work will be going out week commencing the 16th of Sept with a 2-3 week period
- III. Jerusalem - Architect will have plans submitted next week to OIC with building warrant due to be submitted by end of September.
- IV. Jerusalem - When Building warrant is submitted the QS can prepare the tender pack by the end of October
- V. Jerusalem - If the board agrees we should go out to tender in November with a 4 week tender period for work anticipated to start Spring/Summer 2025
- VI. Jerusalem - All funding applications for the development stage will be submitted/approved before Xmas 2024 (RHF have indicated that applications submitted pre xmas 2024 would be beneficial for all parties)
- VII. Community Centre - A board meeting to finalise design before planning is submitted would be an advantage to have in Oct/Nov 2024 to keep things moving.

ACTION GR to ask Cindy McKenzie about different costs for vaulted and non-vaulted ceilings and email to board.

10. Correspondence

- I. **Westray Junior High School** – sponsorship of Trip to Kirkwall to go to Orkney College and the Nav School in Stromness. **The Board Agreed** to sponsor £100.30.

ACTION GR to speak to new Head Teacher about annual plan and apply for a yearly grant – Meeting has been set for October

- II. **Letter of Support for new airfield buildings on Westray and Eday** - GT signed and emailed. Received and thanked for our response.
- III. **Screen Machine** – Update from their online meeting.

ACTION- SC to share details of how to support on Facebook and display posters

11. AOCB

- I. Bargain Box is leaking, has been reported to the Community Association. Ongoing, janitor to check.
- II. Community Climate Action Plan – we have to do a carbon Audit across the island. We have to have it if we want to apply for funding. Gilles Favier from Sanday has been taken on to do it, we have 6 months to

complete. Not a full audit – energy and transport is what we will focus on and will be in the form of a survey. Methods of transport and fuel in households.


Timescale is tight, 6 months looking to have a draft plan ready to take to the community by end of Jan beginning Feb.

Office staff will be needed to engage with the community, utilise Erika when she's out and about to get surveys done and we can put surveys online and be done digitally.

ACTION – PW to keep us informed of progress

12. Date of Next Meeting Wednesday 16th Oct 2024

Meeting closed at 8.50 pm


16/10/24