

Minutes of Westray Development Trust Board Meeting
Thursday 7th November 2024 in the Community Classroom

Present: Geordie Thomson (GT) (Chair), Anne Burgher (AB), Gill McEwen (GM), Coilla Drake (CD), Louis Pottinger (LP), Douglas Leslie (DL), David Stephenson (DS)

Attending: Gina Rendall (GR)

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

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

Minutes of Board meetings on 16th October 2024

Proposed AB, Seconded DL

Minutes of Board Only meeting on 16th October 2024

Proposed CD, Seconded GM

3. **Matters Arising:**

Board approvals since board meeting 16th October 2024 via email

Screen Machine request for funding – The board agreed to sponsor the event in Westray from 9th to 12th November, up to £700.

Matters arising from board meeting 16th October 2024

The Finance PC cost increased by £50+VAT

4. **OPS Manager/ AFO report**

- i. **AFO:** GR had circulated correspondence from Margo Makin (MM) this week. MM has sent her resignation letter and will no longer be with WDT from the 31st of December. MM hopes to come to Westray in November to clear her room and deal with any loose ends, health permitting. The Board Agreed to accept Margos resignation and hopes that her health improves quickly, and she and the Makin family can enjoy a well-earned rest.

ACTION – GR to progress all paperwork over the next month

- ii. **Audit:** This continues with some queries still coming to the office. A letter with recommendations will come from Scholes and the presentation of accounts date is still to be confirmed.

ACTION – GR to liaise with Scholes and WRE regarding a date for this meeting

- iii. **Quickbooks:** July and August entries are now caught up. September and October will be the next task. We hope to then be up to date with monthly financial reports in the new year. GR is working at a budgeting format for herself that she can maintain as well as her own responsibilities.
- iv. **Fuel Grants:** Looking at last year's underspend and budgets for next year. The Board Approved a £250 fuel grant per Westray Household.
- v. **VAT:** GR has processed the monthly VAT return, and the de-registration form has been posted. There may be a few returns to process this year until that is all finalised.
- vi. **Housing:**

Bayview

We have two more applications for Bayview, with 3 points each. The next rounds of checks will be carried out by DandH Law and GR will keep the board informed.

Jerusalem

Purchase: SLF embargo ended on the 29th of October, and we were able to announce that the project had attracted a further £83,128 of funding. A discussion on boundaries of the land is being held at the moment. Eoin Thomson of Lows continues to progress this.

Renovation: Cindy Mackenzie (CM) has shared building warrant details with Billy Groundwater (BG) so that he can start his work.

vii. **Community Spaces:**

- **Community Hall**

Feasibility: CDF money still to draw down.

Purchase: SLF embargo ended on the 29th of October, and we were able to announce that the project had attracted a further £83,128 of funding. The purchase was finalised on the 1st of November and the building and site is now officially WDT's. The previous owner has been away, and the building and site is still to be cleared out.

ACTION – GR to request that this is done as soon as possible, so that the site can be made secure

New Build: Plans are being worked on. Demolishing the building maybe the best thing to do at this stage for safety reasons and there may be funding available for this now.

ACTION – GR to progress this plan with Davie Campbell (DC) support.

Insurance: GR has discussed options with Lisa Drever at NordDallas Insurance.

- **Sailing Club Shed:**

Servitude and Disposition: GT has contacted the landowners and Eoin Thomson at Lows, and there should be no issues so they will progress.

- **Golf Club:** Nothing new to report.

viii. **Hofn**

GR continues to try and make the Hofn a little more inviting for the young folk. Heating is working better, and other maintenance issues are being attended too.

ix. **Bargain Box**

Nothing new to report

x. **Accessible Westray**

The Wheelchair is now stuck at the UK border.

xi. **Climate Action Plan**

GR attended an in-person event during October, which did help everyone understand the expectations for the next few months. It was also a good chance to speak to Gillies Favier face to face. GR has a meeting next week and an eight-hour training course.

xii. **WDT Audit**

With MM's resignation Sheila Shearer, Anderson Strathearn is now prioritising the staffing structure. GR met with Anderson Strathearn regarding our HR needs. They have a strong proposal which could result in significant financial savings.

ACTION – GR to circulate more information

xiii. **Highlands and Island Climate Hub**

The event to thank beach cleaners and litter pickers will be organised by John Berry soon.

xiv. **Orkney Towns Fund**

It has been announced that this fund will be available, but later - around 2026. This gives the Towns Board more time, and consequently more time for Westray to work on suitable projects.

xv. **AGM**

Sarah Cowe (SC) is printing the report tonight ready to go out on Monday. There is one Trustee nomination as well as the three Trustees who need to step down.

The date is 3rd of December in the Westray Parish Kirk at 7pm. Ivan Houston from Scholes and Davie Campbell from Rural Community Solutions, will be attending to present accounts and support the board with any housing questions.

xvi. **Development and Marine Planning Meeting**

There was a visit from Susan Shearer, Toby Rendall and Erica Nevan from the Development and Marine Planning team at OIC. Westray Community Council (WCC) also met with us.

There was a discussion on place planning which the team could help us with. They are keen to include parts of our plan into the Orkney plan.

Paths through Pierowall were also discussed and consideration given to things that we could help with. Most of the requirements at this stage has already been completed by WCC. An exciting time ahead for WCC.

xvii. **Mark Hull and Flora Robertson visit**

This visit will happen on the 12th of November and is part of a research project on the social impact of community led turbines.

xviii. **HIE Visit**

Shona Flannagan will visit Westray on the 19th of November 2024.

5. WRE Report – From Clare Walker, AFO

- i. **FITs:** Latest meter readings have been submitted to Scottish Power. There has been confirmation from Scottish Power that they have actioned our name change request, the named generator is now Clare Walker and not Margo Makin.
- ii. **Turbine:** While carrying out maintenance on the turbine on the 24th October, Enercon found some discolouration on the generator and made the decision to curtail the turbine to 50% until further investigations can be carried out. A specialist team were deployed to the turbine on the 30th of October and CW is waiting for an update from Enercon.
- iii. **Financial Year end:** CW reported that the audit was underway and will be completed shortly when a date to present the accounts can be confirmed.
- iv. **CES Repowering Update:** There is a follow up web meeting to the Repowering event held by Community Energy Scotland on the 13th of November which CW will attend. There was quite a lot of useful information which came from the original event so it will be interesting to hear a follow up. GR had also been invited and will also attend.

6. Forward Planning Update

Generation and Operational Data Exercise: Aquatera's figures were greater than WRE's projections, and with those it looked as though a replacement turbine and Solar development would not be viable.

The group are waiting for a response from Aquatera on how these figures were derived.

7. Wellbeing Report

Erika has been on Holiday and was just back in the office a week before the board meeting.

Community Fridge: Fare share delivery had arrived and had some fresh produce not available in Westray which caused some excitement. 77 people used the fridge last week and 545.7kg of food was saved.

Island Wellbeing Project – What next meeting: EP and GR both attended this. It's hard for Westray to comment on how it should go on as we were not part of the pilot and have financed ourselves from the beginning. Both

agreed that, as the wellbeing coordinator is already financed by WDT, the line management and governance could be too without the addition of a new charitable body.

8. Sub Group Reports:

Garden – A Garden sub group meeting was held on the 5th of November. They agreed on a 3-year plan to propose to the Board.

Year 1: Layout of Kedar Unit

Year 2: Fence around site

Year 3: Fruit Cage

PW had contacted the Westray Men's Shed and they will meet CD tomorrow to discuss the layout. GR will cost up the plans.

The group are working hard trying to tidy up the site over the winter, sorting borders, planting bulbs, wildflower seed, willows and creating a flag stone seating area are just some of the ideas. Comments have been coming into the office about how good the garden is looking. The honesty fridge has been a success but is too small. The concept of having a polycrub for people to sit in was also discussed.

ACTION – GR to provide the Board with costs for the new layout for year 1

ACTION – GR to explore a new way to sell produce

ACTION – GR to look out for funding opportunities for these plans.

9. PEG

CG08-2024 – Westray Parish Kirk Youth Group – Westray Parish Kirk Youth Group are looking for funding to help run their sessions. The group are inclusive of all secondary age and up to 18 on the island. They provide a variety of activities over the winter months including arts and crafts, games nights and sharing meals. Funding would support this as well as travel costs for invited speakers. The board agreed with the PEG recommendations and approved a grant of £2,400 as a rolling grant for the next 3 years.

CG09-2024 – Roadside Daffodils for Westray – A now much looked for annual event in Westray. Daffodils are provided for the community to plant along the roadsides in Westray. The board agreed with the PEG recommendations and approved a grant of up to £432 as a rolling grant for the next 3 years.

10. Correspondence

- i. **Screen Machine Fundraising Campaign:** The board agreed to a £700 sponsorship and not to make another donation at this time
- ii. **Island Games Expo:** The board agreed that this wouldn't really be a suitable even for WDT to attend.
- iii. **GCU Donation:** £1000 has been received, a letter of thanks sent, and the money will be split between the Bargain Box Groups.
- iv. **Cleat Westray Regeneration Trust (CWRT):** DS declared an interest and left the meeting. A letter had been received from CWRT asking for clarification as to whether they could use their previous grant money awarded for preservation works to the building if they had an "intention to purchase" document. The Board requested further information regarding Trust governance requirements. In the meantime, GR to reply to CWRT explaining the delay in decision making at this point.

ACTION – GR to seek clarification on this from OSCR and Burness Paul

- v. **Gill Pier Slipway:** An email had been received from Willie McEwen (WM) asking that WDT consider the purchase of the slipway at Gill Pier. This had been discussed at board level previously and at that point the board had felt this would be quite an undertaking when it came to liability. The Board Agreed that this would still be the case and that perhaps a conversation with Orkney Harbours and Orkney Marinas would be the best port of call for WM.

- vi. **HIE Graduate Programme:** Information was shared with the board. GR to discuss with Shona Flannagan (HIE) on her visit to Westray.

11. AOCB

Christmas meal – GR informed the board that Mhairi Noble (MN) will be progressing this with Saintear. She suggested we make sure MM can make it and combine the two events as a farewell to her.

ACTION – MN to contact Saintear

- 12. Date of Next Meeting** dependent on accountants' presentation of accounts.

Meeting closed at 8.45pm

A handwritten signature in black ink, appearing to read 'Shona Flannagan', with a long horizontal flourish extending to the right.

