

**Minutes of Westray Development Trust Board Meeting**  
**Wednesday 5<sup>th</sup> February 2025 in the Community Classroom**

Geordie Thomson (GT) (Chair), Peter White (PW), Anne Burgher (AB), Gill McEwen (GM), Coilla Drake (CD), Louis Pottinger (LP), David Seatter (DRS), Kirsty Sinclair (KS)

**Attending:** Gina Rendall (GR)

1. **Apologies :** David Stephenson (DS), Douglas Leslie (DL), Margaret Rendall (MR)

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

Minutes of Board meetings on 16<sup>th</sup> January 2025

Proposed GM, Seconded KS

3. **Matters Arising:**

Jerusalem Tender – Revised quotes were received. KS declared an interest and **the Board Agreed by email** on 30-01-2025 to award the contract to Daniel Harcus Construction.

4. **OPS Manager/ AFO report**

i. **AFO**

**Fuel Grants:** 251 approved grants this year with 244 paid before the end of January 2025. The remaining seven were paid this week or we are waiting for more details from them. This means that the full Fuel Grants for 24-25 will come too £62,750

**Financial Activities by Month:** December reports were included in board papers along with a project budget report. All looking as expected for the year so far.

ii. **Housing**

**PAT testing:** It was decided to leave this until a quieter time for office staff and when the Bargain Box is at a stage where it can accept electrical goods. Revisit then.

**Bayview**

No more information or new applications.

**ACTION – GR to share Flat 4 details on social media**

**Jerusalem**

**Purchase:** Settled today. After an admin error at SLF and a banking error by GR there was a delay over the weekend, this was settled today.

**Renovation:** Building warrant has been applied for but needs a percolation test. Mike Cooper will attend to this now that we are the owners.

iii. **Community Spaces:**

**Community Hall**

**Feasibility:** CDF money still to draw down but we are waiting on invoices, we have until 2026.

**Purchase:** Date for clearing the property is still the 24<sup>th</sup> of February 2025, no alteration.

**Rates:** OIC were in Westray surveying for rates on 4<sup>th</sup> of February 2025.

**New Build:** Still working on drawings and planning application/building warrant for demolition and new build.

**Asbestos:** Another asbestos report is due for the building warrant; this is scheduled for the 13<sup>th</sup> of February 2025.

#### **Sailing Club Shed**

**Servitude and Disposition:** GR had a discussion with Stewart Rendall, Cooke Manager and discovered that Eddie Nicholson, Lows, is on holiday. She contacted Eoin Thomson, Lows, for an idea of the conveyancing costs for the purchase of the land should the current owners be willing to do this.

**ACTION – GR to contact Eoin Thomson to discuss this week, will email the information to the board.**

#### **Golf Club:**

**Feasibility Study:** Davie Campbell (DC), Cindy Mackenzie (CM), Bily Groundwater (BG) and Luke Fraser (LF) were in Westray on the 21<sup>st</sup> of January 2025. They met with all representatives and have come up with a few suggestions, they will now work behind the scenes to pull the feasibility study together.

#### iv. **Development Plan/Place Plan**

Eve White and GR are meeting tomorrow.

It's hope that WDT development Plan will be a very good start to a Place Plan for the island. GR has started to gather a steering group together to help with this piece of work. The priority is to finish ours.

#### v. **Hofn**

**Turbine inverter:** We need to install a piece of ply and then contact them when it's ready. Thank you to DRS for chasing this one. GR has ordered ply.

**ACTION – GR to find out where they specifically want it installed and arrange.**

**Youth Support Worker:** We held an event for Edith in the Hofn last Friday as that was her last day of YSW on Westray. We enjoyed a buffet, 70's music and presented Edith with a gift from WDT.

**Recruitment:** We have two applicants, and both were suitable for interview.

**ACTION – GR to contact applicants and organise interviews.**

#### vi. **Accessible Westray**

Still to finalise paperwork, we prioritised fuel grants.

#### vii. **Climate Action Plan**

There will be a face to face in March which will mean that a proper draft can be presented to the community. GR will have a drop in session at some point in February and ask for community input. We advertised the Isles art exhibit today, which will hopefully attract some entries.

#### viii. **WDT Audit**

**HR:** We are now no longer with Peninsula and Musab Hemsî from Anderson Strathearn will be our HR advisor. Leaving Peninsula means no app for tracking annual leave, sick leave, overtime etc so that will take a bit of time to sort a new system.

**Staffing Structure:** The first meeting took place today, the team will meet with staff next week and the week after. They are preparing a scope for the work so that we all have the same expectations.

**ACTION – GR will share this scope with the board when it arrives and check with the team if they would like to meet members of the board.**

**Recruitment Training:** A quote for the training had been received the Board Agreed to go ahead with the training.

**ACTION – GR to arrange and contact the board with dates.**

ix. **Orkney Towns Fund**

Nothing new to report.

x. **HIE**

**Graduate Placement:** GR had met with Chessa Couperwhite (CC) from HIE to discuss the concept of a waste coordinator graduate placement to look at what amounts of waste is produce and if there was any opportunities to deal with that ourselves. She agreed it was a fitting ask and asked us to register an interest.

GR spoke with the Westray Community Council to make sure the idea didn't cross over with anything they were doing and ask them to input into any job specifications written. It was agreed that there was no crossover, and Danny Harcus would give us some input.

A discussion with Giles Favier, CNI Orkney Support Officer, left GR wondering if there was any cross over with plans form Community Energy Scotland. After debate the Board Agreed to pause the plan.

**ACTION – GR to clarify CES position and contact CC and HIE with board decision.**

**Green Grant** this is an opportunity to access grants for buildings.

**ACTION – GR to progress**

xi. **Community Development Winter Conference**

This is the save the date we got for February 27<sup>th</sup> and 28th. GR had the impression it was about transport but in actual fact It includes housing, sustainability, capacity building and more. GR and PW will attend.

xii. **WDT Grants – Review**

The Grant review will be an end of February/March priority.

xiii. **Training**

MN and EP have both attended a training session about the switch to Digital Landlines. Clients will be offered this when you agree new/renewal broadband contracts. Lots of letters will be sent out when it's your turn for switching. There will be lots of options on how this is achieved depending on your needs. Key point - need to use full dialling code to call users on digital system.

**5. WRE Report – From Clare Walker, AFO (CW)**

i. **FITs**

Steven Gibson is collecting meter readings for me this week for our next submission.

ii. **Gift Aid**

WRE will be required to make donations of £605,345 to WDT to extinguish its corporation tax liability. At the recent WRE Board meeting it was agreed to make the full amount of gift aid, the first payment of £100k has been transferred.

iii. **Turbine**

Still down, and WRE are still awaiting clarification from Enercon on what the fault is and when they expect to have it fixed. CW has chased again this week for some news and our new regional manager has put in a request to the technical team for our area to give me an update, but there has been nothing further.

iv. **CES Repowering Event**

Community Energy Scotland is holding another repowering event in February, this time in Glasgow, WRE and WDT representatives attended last year's event and came away with lots of useful information which has informed some of the work of the Forward Planning Subgroup. Unfortunately, there wasn't anyone from the Subgroup who was able to attend so I will be going on the group's behalf.

6. **Forward Planning Update**

No update from the group as DS was unavailable. DS has asked to take a temporary step back from the group for personal reasons. The group will discuss who will be the interim advocate for the group when they meet.

7. **Wellbeing Report – Erika Pottinger (EP)**

i. **Community Fridge**

135 users over December and 600.6kg of food waste saved. GR and EP have briefly discussed a survey for the fridge soon so that we can give the community and businesses an opportunity to feedback to the project.

ii. **Footcare**

Another clinic in Westray on the 21<sup>st</sup> and 22<sup>nd</sup> of January.

iii. **VAO Communities and Mental Health Fund**

We still have some funding for sad lamps and now with all lamps borrowed and a waiting list we will be sourcing more. There is also funding for alternative therapies which is harder to find something that many people can access. EP has organised a mobile sauna from Orkney Hot Tubs in March. Details to be finalised and advertised soon.

iv. **Island Wellbeing Project – What next meeting**

EP and GR have both had their one-to-one meetings with the researcher now. They are still waiting for funding decisions.

8. **Sub Group Reports:**

i. **Garden –**

**Phase 1 Kedar Unit:** CD has received a quote from Jewson for scaffold boarding rather than dressed wood. This has almost halved the cost. **The Board Agreed** to go ahead and order. Daniel Marcus Construction has been asked to look to the Electrical and Water Supply.

**Orkney Science Festival:** The team have contacted the office to discuss offering us a workshop. "The Vegetable Garden Workshop: growing your way to increased self-reliance with Ed Bollom"

**Funding** – GR has applied to VAO Communities Mental Health and Wellbeing Fund and Highland and Islands Climate Action Fund which if both successful would bring £2000 into the project.

**Maintenance** – The Group continue to paint the shed, the window needs replaced MN is trying to source.

**Produce** – GR is still to explore a new way to sell produce when the time comes.

**ACTION** – CD and MN to arrange Orkney Science Festival event

**ACTION** - GR is still to explore a new way to sell produce

**ACTION** – MN to source window and order materials from Jewson

- ii. **No other reports** were brought to meeting although a discussion on the subgroups was held. The feeling is that the groups need a review and to be more active moving forward.

**ACTION** – GR will circulate the sub group information and all board members will think about which groups they could support to be discussed at the next board meeting.

## 9. Correspondence

- i. **OIC Trees and Woodland Consultation:** The board members noted the survey link enclosed.
- ii. **Membership applications:** The board had received one application from Susan Chimmery. The application was accepted.

**ACTION** – MN or SC to send letters to both.

## 10. AOCB

None

## 11. Date of Next Meeting 6<sup>th</sup> March 2025

Meeting closed at 9.10pm



