

**DRAFT Minutes of Westray Development Trust Board Meeting**  
**Thursday 5<sup>th</sup> June 2025 in the Community Room 7pm**

**Present:** Geordie Thomson (GT) (Chair), Peter White (PW), Anne Burgher (AB), Gill McEwen (GM), Douglas Leslie (DL), David Seatter (DRS), Margaret Rendall (MR), Coilla Drake (CD)

**Attending:** Gina Rendall (GR)

1. **Apologies :** David Stephenson (DS), Louis Pottinger (LP), Kirsty Sinclair (KS)

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

Minutes of Board Meeting on 1 <sup>st</sup> May 2025	Proposed by GM, Seconded AB
Minutes of Confidential Board Meeting on 20 <sup>th</sup> March 2025	Proposed by PW, Seconded GM
Minutes of Confidential Board Meeting on 3 <sup>rd</sup> April 2025	Proposed by DS, Seconded DL
Minutes of Confidential Board Meeting on 1 <sup>st</sup> May 2025	Proposed by AB, Seconded DS

3. **Matters Arising:**

None

4. **OPS Manager Report – Including Finance Reports**

i. **Annual Leave:** The office was closed on the 2<sup>nd</sup> of June for Annual Leave. Sarah Cowe will be on annual leave from 26<sup>th</sup> June to 10<sup>th</sup> July, inclusive.

ii. **Finance Report**

**Fuel Grants:** We have two applications waiting for more information, reminders have been sent as the year end is June 2025.

**Financial Activities by Month:** April financial papers were shared along with a budget report for March. GR informed the group that a payment of interest received in error from CCLA had now been returned and re-invested. All further interest payments will be re-invested as per the original agreement. Mhairi Noble has everything up to date in QuickBooks which makes these reports easier to create.

**CCLA:** Ceila Warning will be in Westray on the 15<sup>th</sup> of July 2025. It will be her first visit so the usual tour and hospitality will be on offer. A board meeting will take place in the evening.

**Maintenance:** **The board agreed** that Christopher Rendall Handyman Services be added to WDT list of approved maintenance contractors.

**Pensions:** A historical error on three employees' payslips with regards to their pension has been rectified. The correct settings are made on the payroll system and all employees affected will be reimbursed next month.

iii. **Housing**

**Bayview**

**Flat 2:** An application for Flat 2 was turned down this month, due to low scoring. A prospective tenant was shown around the property today and sounded very keen to apply. The maintenance is almost complete, just painting and a clean and it will be totally ready.

**DandH Law:** WDT had received a letter from DandH Law to say that they will no longer manage rental properties, giving us 3 months notice. Davie Campbell has already had discussions with Orkney Islands Development Ltd (OIPD Ltd) and Orkney Housing Association (OHAL) to see if they can manage development trust properties.

**Marketing of Properties:** DandH Law advised that they were sharing everything where they could but suggested OnTheMarket.

#### **Jerusalem**

**Funding:** £6000 still with Scottish Land Fund for project management which will happen at renovation stage. Rural Housing Fund have been in touch and have confirmed that they will award £150,000 towards the renovation. OIC Housing Fund application for £50,000 has been submitted.

**Renovation:** The amendment to the building warrant with regards to the porch alterations has now been made, we are still waiting for a decision on this.

**Land:** All interested parties for grazing were informed that there would be a delay this year as we have not been able to find a fencing contractor. RJ Hume has been in Westray and looked at the site, he is now preparing a quote and will be able to advise us on a timescale soon. GR is progressing the application with Rural Payments and Inspections Division (RPID) so that the land is registered to us.

#### iv. **Community Spaces**

##### **Community Hall**

**Purchase:** Some progress has been made emptying the hall.

**New Build:** GR had shared via email the latest plans for the build on 30<sup>th</sup> May 2025. A discussion on roofing materials was held. The board agreed that box profile, and steel grey as the preferred materials and colour. Cindy Mackenzie is almost at planning application stage.

##### **Sand o Gill**

GR had contacted North Isles Landscape Partnership Scheme that during the installation of the interpretation board bolts had been installed through the text on the board. They hope to rectify. Daniel Marcus Construction has filled holes in the car park area this week.

#### v. **Property**

**Gallow Hill:** The equipment has now been removed. There is still a small amount of rubble, some Openreach equipment and the big cable reels to deal with. The containers on site are now at the stage where it would be good to remove them when we can.

**ACTION:** GR to discuss with people who have things stored there and see if anyone would be interested in the containers.

#### vi. **Golf Club and Mens Shed Project**

**Feasibility Study:** All information now with Davie Campbell and his team.

#### vii. **Development Plan/Place Plan**

Eve White and Sarah Cowe continue to work on the layout for the draft plan. We are still waiting for information from groups contacted. The board agreed that groups should be given a final date and after that the project is moved on.

viii. **Hofn**

**Land at Hofn:** Highlands and Islands Enterprise have been in touch to ask if WDT would be interested in the land the turbine stands on at the Hofn for a nominal fee. GR had informed them that we would be interested, HIE will get back to us with more information.

**Turbine inverter:** Burray Boatyard say they will be in Westray next week.

**ACTION – GR to confirm dates.**

**Annual Spring Clean:** This is done by the young folk alongside some adults. Weeds were removed from outside, tidied and cleaned from top to bottom as well as a few smaller maintenance jobs.

**Youth Support Worker:** All references have now been received, one PVG application has been sent and we are waiting for ID for another. With everything online now we hope this is a quick process.

ix. **Accessible Westray**

This has been advertised now locally and in The Orcadian. There have been enquiries but no use yet.

x. **CDO Meetings:**

A few interesting speakers over the month. Stewart Bain from Garden Square joined the group to discuss their plans and how they can make sure there are opportunities for the North Isles to be involved. Francesco Bertoldi from the National Islands Plan Team also gave a presentation to the group ahead of their visit to Orkney. They were in Papay but unfortunately GR could not make it.

Havery Crew from The Orkney Fund (formally Orkney Towns Fund) and Alison Barclay, OIC also met with the group. Please see The Orkney Fund for more details.

xi. **Climate Action Plan**

A Community Event was held on the 24<sup>th</sup> of May where GR had copies of the draft plan. A few folk have commented and there are certainly a group of enthusiastic folk who would like to see progression on these matters, and more.

xii. **Orkney Towns Fund – Now The Orkney Fund**

The fund has been re-branded as The Orkney Fund, Harvey Crew (HC) informed us at a CDO call that data packs from the Scottish Executive due in April had not arrived which means another slight delay. Money for Feasibility Studies and Place Plans will be available 26/27 with revenue and capital expected 26/27. Alison Barclay has been working with HC and her advice to development trusts was to get projects ready so that applications are ready to go and picture perfect.

xiii. **Highlands and Islands Enterprise (HIE)**

**Green Grant:** GR is meeting Shona Flanagan tomorrow.

xiv. **WDT Grants – Review**

GR missed the Auk talk to share changes so will make sure that it will be included in the next edition.

xv. **Kelp Green – Rackwick Entrance**

GR and Danny Marcus have discussed this but with no obvious solutions with the complicated ownership on the land being the main issue.

xvi. **Slipway – Gill Pier**

No further contact.

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

**Turbine**

WRE have engaged Heddle Construction to carry out remedial works to the crane pad and road up to the turbine to bring it up to the specifications required by Enercon to carry out the major component replacement.

It is hoped that Heddle can complete this work asap and that Enercon will carry out the work shortly after, although we haven't had confirmation from Enercon that they have made logistical arrangements yet.

It is also not yet clear what the cost implications will be of this breakdown. The components and the replacement are covered under the EPK agreement but not the crane hire and other logistics. Enercon are due to give us a quote for these costs, but this hasn't come through yet. There is a provision of £50k in our insurance policy for crane hire but the remainder will have to be self-funded.

GT informed the group that the first date of June was now pushed back and would be August at the earliest for repairs.

**Insurance Claim**

WRE will be claiming for loss of earnings resulting from the turbine breakdown. The insurance provider has been made aware of our intention to claim, and CW is in the process of collating information for them, although some of this won't be available until after the repair has been done.

There is not a lot else to report at the moment, there is no FITS or other income while the turbine is not operational.

6. **Forward Planning Update**

Nothing new to report, GT will liaise with DS to organise a handover.

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

i. **Community Fridge**

220 users over April and 566.5kg of food waste saved. EP is working on a survey to evaluate the fridge, we hope to have that out soon.

ii. **YOGA**

Dr Niloo Borghei from Nilbon Yoga contacted EP to offer online yoga sessions for Westray residents. General yoga and yoga for persistent and musculoskeletal pain. At the moment we are gathering notes of interest.

iii. **Befriending**

EP attend a meeting to discuss the potential launch of a befriending service in Westray. There is an existing network we can join which will advise on best practice and offer guidance. There has been some information advertised and passed onto people with some interest shown so far.

iv. **Outdoor Activities**

Two days have been organised, 21<sup>st</sup> and 22<sup>nd</sup> of July, in partnership with Caroline Kent (CK) at the school and Youth Clubs. CK and EP will advertise, organise and liaise between Westray and OIC. WDT wellbeing fund and Westray Youth Clubs will fund the two days. Activities include kayaking, bushcraft, archery, canoeing and climbing wall.

v. **Island Road Show**

October dates have been added to the diary. This is an OIC and Learning Link collaboration who will deliver training sessions in Westray. A poll confirmed that first aid and food hygiene would be a top priority. EP will liaise with the team to get everything set up.

vi. **Moveforward Physio**

There are now enough people for Mary Cowieson to visit soon. Like the Podiatry EP is a contact on the island and facilitator.

vii. **Age Concern Scotland**

We had our visit on the 9<sup>th</sup> of June. There was one to one support given and also contacts made. A staff member from Kalisgarth was able to connect with Dementia Friendly Orkney and they now have plans for an event which is great news.

viii. **Island Wellbeing Project**

Included in the board papers was an Island Wellbeing Project report on monitoring data. Having recently been asked for feedback and comments on the future of the project in several different forms. Alongside the expectation that two staff members travel to Kirkwall to discuss the same things. GR felt that now was the right time to leave the project. **The board agreed** there are little benefits for WDT to carry on the discussions at this stage.

**ACTION GR to contact Island Wellbeing Project with our decision.**

**8. Sub Group Reports:**

i. **Garden –**

**Shed:** GR has asked for quotes and an idea of timescale from local firms to plaster the gable end of the shed.

**Open Day:** An open day was held today, 5<sup>th</sup> of June 2025. Bedding plants and produce were sold, tours of the site and teas and coffees in the Hofn. A successful day with lots of compliments to the gardeners.

**Bedding Plants:** Between the two sale days most of the bedding plants have been sold. There are some smaller plants that the team will nurture and use on site.

**9. Correspondence**

i. **Old Hall Flooring**

GM declared an interest and left the meeting. Sam McEwen had expressed an interest in the Old Hall floor. At this time the board are unsure how much could be saved. There were also many requests to save the floor for nostalgic projects or perhaps used again in the new build. **The board agreed to** thank him for his interest but that we were not in a position at the moment to make a decision but that his offer was noted.

**Action: GR to inform S McEwen**

ii. **Sponsorship**

GM returned to meeting. A letter from Bobby and Connor Marcus asking if the board would consider sponsoring their kit for the Orkney 2025 Island Games. Both of them are part of the athletics team. There was uncertainty of the cost at this stage. **The Board agreed** to sponsor both of them and to agree an amount via email next week. If possible, the inclusion of a WDT logo on some of their kit would be encouraged.

iii. **Loan enquiry**

WDT have been approached by someone interested in purchasing a local business making an enquiry about our loans facility. GR had contacted DSL our loans facilitator and unfortunately at this time they were not able to assist WDT with any new loans. This means that a new loan facilitator would need to be found. There was also a discussion on capacity for WDT at this time to think about loans as there are a few larger projects in the pipeline. **The board agreed** that at the moment we are not in a position to consider loans.

**ACTION: GR to make enquiries to first ascertain if we can find another loan facilitator. GR to answer query and confirm the boards position at this stage.**

10. **AOCB**

Director Resignation – David Stephenson has contacted GT to inform him that he will be resigning from WDT at this stage. All directors expressed their thanks for his contributions to WDT.

11. **Date of Next Meeting** 15<sup>th</sup> July 2025

**Meeting closed at 8.30pm**

A handwritten signature in black ink, appearing to be 'David Stephenson', written in a cursive style.