

Minutes of Westray Development Trust Board Meeting
Thursday 4th September 2025 in the Community Room 7pm

Present: Geordie Thomson (GT) (Chair), Anne Burgher (AB), Gill McEwen (GM), Douglas Leslie (DL), and via Teams Louis Pottinger (LP)

Attending: Gina Rendall (GR)

1. **Apologies:** David Seatter (DRS), Margaret Rendall (MR), Coilla Drake (CD), Kirsty Sinclair (KS)

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

Minutes of Board Meeting on 15th July 2025

Proposed by AB, Seconded LP

3. **Matters Arising:**

Email decisions since the last meeting:

- i. CCLA sent an invitation to their annual conference, and it was decided that none from WDT would attend on 19/08/25
- ii. A.I in action Driving Business course, it was decided on 12/08/2025 that GR should attend, but unfortunately, there was no space.
- iii. Orkney Island Property Development Limited (OIPDL) had sent a proposal to be our new letting agent. It was decided on 21/08/25 that WDT would accept the terms, and GR was to progress.
- iv. The board agreed via email on 21/08/25 that GR could advertise for relief here 2 help worker to help cover holidays and sickness. Also, a new Hofn Cleaner as this has become vacant.

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

i. **Finance Report**

Financial Activities by Month: June and financial reports were included in the board papers.

2024/2025 Project Budgets: These were presented to the board.

Year End: We have been contacted by Hayley Brownlie, who will be conducting our audit. There is a planning meeting set for Monday the 8th September.

Finance Sub Group: A meeting was held to look at last years spend and budgets for next year. GR felt that it would be sensible to look at those figures again before the next board meeting to make sure we are making informed decisions.

ii. **Housing**

Bayview

Flat 4: One application has been received and is progressing to the next stages. GR is still to look at grant conditions in regards to short-term lets.

Letting Agent: Decision made by email as covered by 3.iii We are registered with Safe Deposit Scotland and all deposits have been transferred. Paperwork exchanged and tenants informed.

Sailing Club Shed Lease: LP declared an interest. An issue with the cladding on the new build could mean that it needs to be replaced. GR had been asked if there was a possibility of moving the boundary of the

leased areas on the Bayview side to include the car park. This would mean that one wall would be ok. Therefore, saving time and expense. **The board agreed** to extend the boundary of the leased area.

Jerusalem

Renovation: With trades holidays and good weather for other work, there is not too much to update you on.

Land: No more progress on fencing, crop has been baled.

iii. **Community Spaces**

Community Hall

New Build: Email sent re: the cut-off point for the hall to be emptied. There were some questions from neighbours and roads received from the planning department. We are working through these, but at this stage, it's nothing too concerning. No contact from The Regeneration Capital Grant Fund and The Orkney Fund.

iv. **Property**

Sand o Gill: The area is being well used now with boats.

Gallow Hill: No confirmation of fencing quote received. Billy Groundwater doesn't mark off land anymore, but gave us the name of someone who will. Containers will be removed when emptied.

v. **Golf Club and Mens Shed Project**

No business plan has been received, so we haven't met yet.

ACTION GR to chase business plan and organise a meeting with all interested parties.

vi. **Garden**

Waiting for quotes for the shed repairs. We have a lot of tomatoes, with everything being sold locally so far.

vii. **Development Plan/Place Plan**

Nothing new to report. GR needs to book time for this.

viii. **Hofn**

Land at Hofn: The asset team at HIE have offered us the land for £2500 **the board agreed** that GR contact HIE and explain that they were not expecting to pay more than legal fees for the land that we have maintained for several years.

Turbine inverter: No quote yet for the fix. An annual service was planned for the 25th of July, but this didn't happen. The next date was the second week in September.

ACTION – GR to progress both

Cleaner: Suzanne Stout has resigned from her post and as per 3.iv agreement via email, we have advertised for a new cleaner. Applications are due in by the 5th of September.

ix. **Accessible Westray**

The wheelchair and rolators have been borrowed and good reports so far. Transporting the wheelchair is an issue for folk if they don't have a big vehicle or are starting off from the store.

x. **CDO Meetings**

The format has changed we meet twice a month. Once a month is a peer-to-peer meeting where we can all support each other. The other meeting will be where people are invited in to talk to us about their work or hear about ours.

This month Anne Byres met with the CDO's to explain her work with Arch Henderson, who are the contractors developing the Orkney Harbours Masterplan. She is willing to present to the whole board. **The board agreed** to invite Anne to a meeting.

ACTION- GR to progress

xi. **Climate Action Plan**

GR has an EOI in at CARES for funding towards solar panels on Hofn and the office building with battery storage. There is a face-to-face on the 2nd of October.

xii. **Slipway – Gill Pier**

GT, KS, LP and MR met with Tommy Tulloch, Douglas Hourston and Willie McEwen. GT declared an interest for Westray Processors. Westray Processors are in the process of winding up, and the jetty is their last asset. Cooke Aquaculture did not purchase the slipway along with the factory site. Orkney marinas are not interested in it as there is a lack of potential commercial income. Westray Processors proposes that WDT take ownership of the slipway.

A lengthy discussion was held around the pros and cons, and how much development was required to enhance the slipway.

It was agreed by the group that there needed to be more thought towards governance, insurance and liability, community engagement, the integrity of the slipway as it stands and to look at external examples across Orkney of community-owned slipways.

The board agreed that this work must be carried out before any decisions are made.

xiii. **DTAS conference**

GT and GR had attended the conference. There was a marketplace to browse and then the AGM. Followed by a keynote speech, "Common Sense, Common Good: Rebuilding Democracy in Scotland with Pauline Smith and Andy Wightman. GT then visited Strathblane Community Development Trust and GR went to Community Central Hall.

The second day was spent in workshops GT at Local Legacy Giving and Accelerating Community-Owned Energy. GR went to The Resilience Toolkit and Unlocking Impact: Measuring your Social Value. Both felt that it had been worthwhile and had learnt a lot from other groups.

5. **WRE Report**

Turbine repair

The quote had been received for the crane hire, and logistics were accepted, and progress was made. Unfortunately, a last-minute change to the weight capacity of the linkspan meant that the team had to cancel the August works in an attempt to problem solve the issues. After many meetings and emails, this looks to now be solved. They are hoping to reschedule soon.

6. Forward Planning Update

Nothing new to report.

7. Wellbeing Report – Erika Pottinger (EP)

i. Community Fridge

524.4kg of food waste saved from landfill with 138 people accessing the fridge over the month.

The fridge survey information was collated by EP and presented to the board, and these will then be shared via our website and social media feed, with paper copies available. From the discussion around the results, **The board agreed** that the results show that the community value the community fridge, and it will carry on as usual.

ii. Here 2 Help

We have had to reduce some of the Here 2 Help for September. Some households are every second week and some have family covering temporarily. As per email decision in item 3.iv, we are currently advertising for another worker. Since that decision was made, one of our reliefs has resigned, so it's even more crucial that we appoint.

iii. Community Learning and Development Roadshow

This has now been confirmed for the 24-26th October in Westray. Activities happening are still to be confirmed by OIC but they will have information ready for the next Auk Talk.

iv. Yoga

A taster session was held on the 25th of July with good feedback. EP is now organising new dates and a venue for more group sessions.

v. Digital Skills

Liz Dudley (LD) and EP are continuing these sessions on the first and third Thursday of every month, in the Hofn. Chrissie Mathews from CLD team at OIC is now coming to Westray on the 18th of September to meet with EP and LD

vi. Outdoor activities

On the 21st and 22nd of July, a total of 15 young folk attended 2 days of summer outdoor adventure activities. These sessions were part funded by Westray Youth Clubs and ourselves. GR noted that WDT had received great feedback and it's hoped that we can have them in Westray again.

vii. NHS Public Health Roadshow

EP had worked alongside NHS staff to organise their trip to Westray. As the NHS had no budget for venue hire, we offered the Hofn free of charge, where they held a drop-in advertised morning and late afternoon. They also met with Westray Playgroup. GR was disappointed to find that they had packed up and left when she went to drop in at 4 pm, and hoped that no one else had tried to catch up with them in the afternoon.

viii. Island Wellbeing Project (IWP)

GR shared meeting notes from the Isles Wellbeing Workshop held on the 25th of September 2025. Westray and Shapinsay are keeping in touch but not involved with the IWP.

8. Sub Group Reports:

No reports

9. Peg Recommendations

CG01-2025 Westray Junior High School – Outdoor Education Experience

Westray Junior High School hosted the Outdoor Education team for two days and also had two residential trips to Hoy over 9 days. 5-year groups were able to attend. Outdoor education provides an opportunity for hands-on learning experiences that extend beyond the traditional classroom settings. WJHS applied for funding to cover the cost of these days. **The board agreed** with the PEG recommendations to approve 72% of the funding meaning a grant of up to £5000. The WDT would like to encourage the school to do one collaborative application across the school each year and to raise money for school funds throughout the year.

CG02-2025 Westray Junior Golf – 2025 Season Junior Golf Competitions

Westray Junior Golf have been entering the golf sixes competitions for a number of years. This incorporates three trips to mainland Orkney and one event in Westray. There is also a trip to the North of Scotland district championship. They now have one coach and would like to be able to train another junior's coach, which would ease the strain on volunteers. The club asked for support to cover travel costs for trips and the coach training. **The board agreed** with the PEG recommendation to award the club £2400.

10. Correspondence

- i. **Companies House** – to comply with new legislation, each trustee must verify who they are with Companies House. Sarah Cowe will be able to assist anyone with this; it will be a requirement from 18th November 2025.
- ii. **Scottish Day Letting Conference** – This annual event is happening in Edinburgh. It was decided that WDT would not attend this year.
- iii. **Sponsorship** – Elsie Hutchison has requested sponsorship of £100 to help support her trips this year to Scottish Mainland competitions. **The Board Agreed** that Elsie qualifies for the sponsorship and awarded £100.

11. AOCB

Peter White Resignation – Peter White stood down from the WDT board on 21st July 2025, with immediate effect. The board noted the valuable contributions Peter had made within WDT and, therefore, the Westray Community. GT asked for nominations for Vice Chair DL nominated LP, AB seconded that, and LP accepted.

12. Date of Next Meeting 9th October 2025

Meeting closed at 8.45 pm

