

Minutes of Westray Development Trust Board Meeting
Thursday 4th June 2020 at 19:00 via ZOOM

Due to the ongoing restrictions imposed to prevent the spread of the covid-19 during the spring of 2020, this Board meeting was held using the online video conferencing software, ZOOM.

Present: Helen Bain (HB), Anne Burgher (AB), Douglas Leslie (DL), Gill McEwen (GM), Louis Pottinger (LP), Andrew Seatter (AS) (Chair).

Attending: Julian Barnett (JB), Clare Lucas (CL), Margo Makin (MM), Isobel Thompson (IT).

1. Apologies: Alan Flint (AF).

2. Minutes of previous board meeting:

Meeting on 07/05/2020

Proposed – GM; seconded – AB

3. Matters Arising:

There were no matters arising from the previous Board meeting that were not going to be covered later in the meeting during other items.

4. Administration and Finance Officer's Report

MM has arranged to have a year end ZOOM meeting with Alan Long to discuss arrangements for this year's accounts. GM agreed to attend the meeting also.

CL and MM have begun inputting last year's invoices onto Quickbooks.

The Board Agreed that the Orkney Scrubs boxes can be put outside the office by appointment going forward, rather than for set hours of the day.

The money has been received from the governments job retention scheme for those employees currently furloughed.

ACTION: MM to meet with Alan Long along with a member of the finance subgroup.

5. Project Officer's Report

COVID-19 community resilience

The Supporting Communities Grant application was successful, and we have now received £2,933 from the Scottish Government via HIE. This funding will cover WDT & Westray Parish Kirk's newsletter printing expenses (incl Happy Tauk), microphones for Wireless Westray, WDT & Westray Baptist Kirk's Zoom subscriptions as well as the fuel expenses for volunteers helping the local shops with deliveries.

Bayview

Getting the right funding for Bayview has proved to be complicated, as there are several criteria that must be met to achieve the maximum funding available.

A percentage of the money that the trust has to find to go toward the project in this case £150,000 has to be shown to be borrowed from either a bank or another organisation, this is calculated based on the value of rent less running costs and maintenance that will be received from the tenants of the properties over a period of time. If there is no borrowing then the government who control the funds would automatically make a deduction of £150,000 from the grant fund.

Rather than having to borrow money from a bank or building society, the trust has been advised to set up a wholly owned subsidiary company to deal with housing, in very much the same way as WRE was set up to manage the turbine. JB has been assured that there would be no problem in transferring the asset of Bayview across to the new

housing subsidiary, WDT would lend the £150,000 to the Housing subsidiary and the rent less maintenance and running costs would be paid to WDT to repay the loan.

Ultimately this would save the trust £150,000.

The bulk of the application is in place the next step for WDT is to send a letter to the funding body assuring them that if successful in the application the Housing subsidiary would be set up and the WDT would then lend the money required to them.

The board agreed.

ACTION: Chair to sign drafted letter to HSCHT.

Wellbeing Strategy

IT is investigating how to gain 'Real Living Wage' accreditation so that WDT would be listed as a 'Real Living Wage' employer

Community Garden

The Tomatoes are growing on and the strawberry plants have flowers on them now and growing on nicely. Bedding plants will soon be ready to sell in the shop. Clare has decided to resign from her position in the community garden.

The Board Agreed to offer the other Assistant Gardner more hours rather than recruit a replacement.

ACTION: JB to discuss distribution of hours with Gardner's.

Wireless Westray

Although only a short introductory episode the first episode of 'Wireless Westray' was very well received with over 200 downloads in the first 2 days.

WRE Report

The Board Agreed that JK could change her email.

Negotiations are ongoing regarding payment terms with SSE.

6. Correspondence

LP left the meeting for this item.

The sailing club have submitted an up to date quote for their shed project, including a break down of funding. The Board Agreed to award the requested funding with the following special condition added to the General Terms and Conditions: The funding awarded by WDT is only to be used as a contingency once all other funds have been exhausted and subject to receiving satisfactory receipts.

LP returned to the meeting.

ACTION: CL to inform the Sailing Club of the Board's decision.

7. AOCB

- a. **Hand Sanitizer Stations** – A request had been received for WDT to fund the purchase of a number of hand sanitizer stations for installation in certain heavily frequented premises on the island. Concerns were raised about the ongoing maintenance of the units and their high cost when other more effective measures might be used. It was propose that WDT could set up a fund whereby businesses and groups could apply for up to £500 to purchase items which would enable them to adapt to the ongoing COVID-19 restrictions. More research is required into whether WDT would be able to set up this kind of fund, including consulting VAO and what costs might be involved.

ACTION: IT to contact VAO.

8. Date of Next Meeting

The date of the next meeting has is Thursday 2nd July 2020. The meeting will be held via ZOOM.

The staff members attending left the meeting at 20:15.

9. WDT Board only

Nothing to report.

Meeting closed at 20:30.

A large, stylized handwritten signature in black ink, consisting of several overlapping loops and lines, positioned horizontally across the middle of the page.

