

Minutes of Westray Development Trust Board Meeting
Thursday 5th March 2020 at 19:30 in the Community Classroom

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

Attending: Julian Barnett (JB), Janice Kirkness (JK), Clare Lucas (CL), Margo Makin (MM).

1. Apologies: Alan Flint (AF), Isobel Thomson (IT).

2. Minutes of previous board meeting:

Meeting on 06/02/2020

Proposed – AB; seconded – DL

3. Matters Arising:

LP confirmed that, although the planned meeting with NILPS did not take place, the sailing club were hoping to receive up to 85% funding for their shed from another source. They had also received a revised quote and will possibly put in an application to PEG for funding.

JB has negotiated a slightly reduced quote for the Quantity Surveying for the Bargain Box building project. The Board Approved this new quote.

JB has drafted a tender document for a new accountancy service and is having this reviewed before approval by the Board.

ACTION: JB to organise quantity surveyor.

4. Administration and Finance Officer's Report

The Board reviewed the outcomes of the recent finance subgroup meeting and the Board Agreed to carry forward the recommendations.

MM provided some example reports which can be generated through Quickbooks for the Board to think about how they would like the finance sheets to be presented.

The Board Agreed to change the meeting time to 19:00 for future Board meetings.

The accounts have now been submitted to OSCR by The Long Partnership.

MM received an email from Heather Lamont at CCLA who confirmed that the recent global coronavirus should not adversely affect WDT's long term investments.

5. Project Officer's Report

Bargain Box

As the building work is going to have an impact on the area where the community garden is, JB proposed that the Board consider using the opportunity to landscape the land to provide a more community friendly space which could compliment the community feel that it is hoped the new Bargain Box building will retain.

Garden

A rough budget for the garden project has been drafted based on expenditure from last year. This is still a tentative estimate as it is still not clear what ongoing running costs will be. There are a couple of experiments ongoing to see if the income from the project can be increased.

Housing Funding Appraisal

IT had had a response from VAO regarding the potential for granting funds to people looking to self-build and they concluded that, as the proposal currently stands, 'this would not be a good use of Development Trust money as the risks associated with this scheme would be too great for various reasons.'

Other funding options are available through OIC and the Scottish Government and more information is required before the viability of a grant scheme can be confirmed.

ACTION: JB to request more information.

Community Business Loans

The Board Agreed to the inclusion of an optional capital payment holiday into the business loans policy, the length of which would be negotiated on a case by case basis.

ACTION: IT to implement policy change.

Defibrillator network

The recent defib familiarisation sessions have proved popular and been well met and more are planned later in the year.

Höfn

MM is temporarily covering the currently vacant Youth Support post which will be advertised soon. It was suggested that there wasn't a need for potential applicants to submit a CV but could instead fill in an application form. A more comprehensive overview of what the role would entail, to be included in the job advert, might encourage more applicants.

The current Youth Support workers are undergoing child protection training.

A letter has been sent to parents of the children currently using the Höfn highlighting recent damage to the Höfn and equipment which was not reported to staff. It was reiterated that accidents need to be reported and wilful vandalism will not be tolerated. If the current trend continues it may be necessary to close the Höfn temporarily.

ACTION: IT to make changes to the job advertisement for the vacant Youth Support post.

Sailing Club

LP still has a few signatures to get from the sailing club members before the lease agreement is sent back to Lows. NILPS have confirmed that they are covering the fees for the lease.

Public Bins

IT is currently petitioning OIC for the installation of more public bins on the island. OIC have agreed to consider the possibility of installing more bins if they are on the current waste collection route. The public were asked to suggest location where it was felt bins would be most needed and these locations have been passed on to OIC.

Beach Cleans

The charity organisation Surfers against Sewage can provide free insurance to cover organised beach cleans as well as free gloves for participants. The Board Agreed that IT can organise regular beach cleans with the assistance of staff and trustees.

Library Van Collaboration

IT has not yet received confirmation from Westray Community Council about whether they might be willing to help fund an additional visit to Westray by the library van. The van is currently being repaired but it is still hoped that once the repairs are complete the van might be able to make an extra 3 visits this year if they were funded.

Quarry Project

JB has approached two companies about providing quotes for extraction at the quarry but, as yet, has had nothing back.

WRE Report

JK provided a summary of WRE's recent activities including LP's appointment to the Board of Directors.

6. Bayview

AS left the room while this item was discussed.

JB had attended a lettings workshop in Kirkwall hosted by Luke Fraser where he was able to get an idea of the sort of criteria WDT would need to establish for the lettings policy for Bayview. This policy will need to be discussed in-depth at a separate meeting. The actual letting of Bayview would be conducted by a local lettings agency rather than directly through WDT and they may be able to assist with formulating a suitable lettings policy.

The tenders for Bayview have been received and compiled by Billy Groundwater for assessment by the Board. After consideration of the candidates the Board Agreed to award the contract to Daniel Harcus Construction providing assurances can be made that the work would be completed within the deadline specified by The Rural and Islands Housing Fund.

As funding has not been officially secured for the works to Bayview it was asked whether WDT would be able to go ahead with the project without funding. It was decided that if funding cannot be sought for more than half of the build costs the Board would need to devise other options.

AS returned to the meeting.

ACTION: JB to discuss the tender with Danny Harcus.

7. Cloudnet

CL had spoken to Chessa at HIE about the status of the government's plans for rolling out Fibre Broadband across Scotland and highlighted Westray's perceived access to fibre broadband through the connections available within Pierowall and the potential this might have to Westray's priority within any government funding schemes. Chessa confirmed that the situation with Westray's fibre broadband was understood so the island would not miss out on any schemes. Chessa also advised that the expectation was that a new round of voucher funding may become available later in the year so community groups like WDT looking into their own digital connectivity improvement project should hang fire for a few months until confirmation from the government has been received either way.

The option of purchasing 4G routers for the home was also raised as a cheaper way to improve the connectivity on the island and the Board Agreed that it would be worth purchasing one of these routers and trialling it in several properties around the island to measure its performance.

ACTION: JB to organise purchase of 4G router.

8. Correspondence

- a. WDT had received a request from the Westray Playgroup which was due to be discussed, however the request was withdrawn just before the meeting.

9. AOCB

- a. The Board Approved a membership application from Keith Kent.
- b. JB raised some recent problems the staff team have encountered arising from emails not being replied to and asked for a commitment from the Board and staff to reply to important correspondence. To assist the Board to manage their workload from the Trust, JB proposed that WDT purchase tablets which can be used by the Board to access emails, read Board papers and other documents and review the status of ongoing projects using specific project management software on a dedicated device. This would help the Trustees and staff to better balance home/Trust life and reduce the need for printed documents. The Board Agreed that this could be explored and asked for quotes for how much it would cost.

ACTION: CL to inform Keith Kent of his membership approval.

ACTION: JB to price up tablet computers.

10. Date of Next Meeting

The date of the next meeting has been provisionally arranged for Tuesday 7th April at 19:00 but may change due to various commitments during this period.

ACTION: CL to book the community classroom.

The staff members attending left the meeting at 21:15.

11. WDT Board only

The Board discussed IT's proposed wellbeing strategy and will feedback their recommendations to IT. GM and HB will be contacting staff to organise individual informal welfare chats to kick start the Trusts plans for optimising the wellbeing of staff and Trustees alike.

Meeting closed at 21:45.

A large, stylized handwritten signature in dark ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.