

Minutes of Westray Development Trust Board Meeting
Thursday 7th May 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 16/04/2020

Proposed – HB; seconded – GM

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

There were a total of 225 fuel grant applications submitted before the deadline. The Board Agreed to approved a couple of late ones.

MM informed the Board that quickbooks offers the opportunity to scan invoices into the system and that doing this may negate the need for the paper copies to go over to the accountant during the audit period. The Board Agreed that it would make sense to take advantage of this system.

ACTION: MM to action late fuel grants.

ACTION: MM to begin scanning invoices for this financial year.

5. Project Officer's Report

Orkney Scrubs

We are now acting as a collection point for volunteers who are able to sew scrubs/laundry bags for health & social care workers. We have a collection/donation box for fabric outside the office while Margo is there (weekday afternoons) and another box for completed scrubs/laundry bags.

Garden Project

Mark has been making a start on this year's growing season. The other gardeners will be assisting with only one gardener on site at any one time while current restrictions are in place.

Wellbeing Strategy

IT has drafted a MOU to guide the working relationship between WDT and the counsellor. The Board Approved this document.

ACTION: IT to finalise the MOU with the counsellor.

Bargain Box Grant

To offset the impact on local community groups of the closure of the Bargain Box, The Board Agreed to offer groups the opportunity to apply for a £260 grant or groups can submit a community grant application to PEG to secure funding. The Board Approved the Bargain Box grant application form.

ACTION: IT to finalise and publicise the Bargain Box Grant.

Westray Community Radio

IT has begun collaborative work on setting up a community radio podcast. As part of the supporting communities funding application she has asked for funding to buy some microphones, 5 at a cost of £315.90, for use by the community radio but requested that the Board consider buying them should the other funding not be available, The Board Agreed. The Board Agreed that IT could assist with organising the community radio as part of her normal working hours.

ACTION: IT to work with the community to found the Westray Community Radio.

Orkney Science Festival

JB had been approached by organisers of the Orkney Science Festival about overseeing the making of a short film showcasing local Westray businesses. The Board Agreed that JB should look into the logistics of this.

ACTION: JB to liaise with the science festival organisers.

Bayview

JB has received a quote of £7,000 to move the telegraph pole and overhead cables to accommodate the works proposed at Bayview.

RM Computing

WDT have nearly used up the hours included in our contract with our IT support company. RM computing have given a few options on how continuing support can be offered until the new contract is renewed, JB will forward these to the Board for consideration, in the meantime, any IT support provided over and above the contracted hours will be paid for at RM computing's standard rate.

ACTION: JB to forward RM computing's option to the Board.

6. Correspondence

There was no correspondence to discuss.

7. AOCB

- a. **CG07-2019** – CL had received a community grant application which was, unfortunately, retrospective. The Board Confirmed that the application would have to be rejected as grants cannot be awarded retrospectively.

ACTION: CL to inform the applicants of WDT's policy on retrospective applications.

8. Date of Next Meeting

The date of the next meeting has is Thursday 4th June 2020. The meeting will be held via ZOOM.

The staff members attending left the meeting at 19:45.

9. WDT Board only

Nothing to report.

Meeting closed at 20:00.

