

Minutes of Westray Development Trust Board Meeting
Thursday 16th April 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), Janice Kirkness (JK), Clare Lucas (CL), Margo Makin (MM), Isobel Thompson (IT).

1. Apologies: Alan Flint (AF).

2. Minutes of previous board meeting:

Meeting on 05/03/2020

Proposed – HB; seconded – DL

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 had more than 160 fuel grant applications in so far. These are being processed in line with social distancing measures.

Some members of the garden and Höfn staff team have been furloughed under the government's job retention scheme which is due to open for claims on 20th April.

The Board Agreed that the Höfn should remain closed while social distancing measures are still in effect and while the school remains closed.

5. Project Officer's Report

Bayview

IT informed the Board that the funding application to the Rural & Islands Housing fund was in and we are awaiting a decision. The funding scheme has a deadline of March 2021 for work to be completed, however, in a recent meeting with Liam McArthur, he expressed his view that there will probably be some leeway in this deadline given that work cannot start during the current lockdown restrictions and WDT's housing project will not be the only one affected in this way.

Community Business Loan Scheme

AS suggested that the finance subgroup investigate more thoroughly the issues which were encountered during the recent set up of a new business loan with SCF before a decision is made as to whether SCF continue to manage future loans. In the meantime the Board Agreed to have SCF continue to manage this latest loan.

ACTION: IT to inform SCF of the Board's decision.

Projects on Hold

Projects on hold include; public bins, Library Bus, beach cleans and the Westray Conference. These were all current projects which WDT was either organising or assisting other organisations with and it is hoped these can be restarted in the future.

WDT Covid-19 Community Response

Offers of additional support have been made locally, including to Westray Surgery and Foodbank and these groups will get in touch if they are in need of extra support. WDT continues to keep the website up to date with new information.

A government funding scheme to allow local groups to claim back any additional costs to their organisation directly associated with covid-19 has been launched and is looking for an organisation to administer this funding locally. The Board Agreed that, providing it was within the staff teams practical ability to manage the fund, WDT could provide this central role.

ACTION: IT to contact the government funding team.

Auk Talk

AS had received a request from the producers of the Auk Talk for WDT to fund the production cost of a series of special editions to go out to every household. The Board Agreed and set a budget of £500. IT pointed out that this cost would probably be eligible for the government funding scheme.

ACTION: AS to inform Ailsa Seatter of the Board's decision.

Community PPE

A suggestion was raised locally that WDT could bulk buy masks but it was not thought to be completely clear whether this would be a good use of funds or not. Westray Surgery is not currently experiencing supply issues and is able to provide PPE for local carers. It was felt that the cost, options and suitability of buying masks should be looked into further. IT agreed to speak to David Mazza at the surgery for further advice and JB would look into sourcing a supply of masks should it be needed.

ACTION: IT to speak to Westray Surgery.

ACTION: JB to source a supply of masks.

WRE Report

JK informed the Board that Willie Bain had approved another £30K payment towards WRE's gift aid payment.

6. PEG

CG04-2019 Westray Sailing Club – Sailing Club shed

It was felt that the Board required a more accurate figure for how much funding the sailing club required before making a decision on their grant application.

CG05-2019 Westray Auk Club – Food and Entertainment

The Board Agreed with PEG's recommendation to award the Auk Club with £2,000 of funding towards their project.

CG06-2019 Westray Community Association – Events and Information Coordinator

The Board Agreed to award funding of £1,000 for the post of Events and Information Coordinator.

The Community Association had also provided an end of project review for their previous grant award for the same post as per the terms and conditions on the grant. The Board Agreed that this review was satisfactory and the grant money could be paid.

ACTION: CL to inform the grant applicants of the Board's decisions.

7. Correspondence

There was no correspondence to discuss.

8. AOCB

There was no other business to discuss.

9. Date of Next Meeting

The date of the next meeting has is Thursday 7th May 2020. The meeting will be held via ZOOM.

The staff members attending left the meeting at 20:00.

10. WDT Board only

The Board discussed how to manage the staff teams holiday entitlement during the covid-19 crisis and agreed that staff could carry over all their remaining holiday in September or carry some over and cash in some (up to a maximum of 10 days can be cashed in).

The Board Agreed to the changes to the Wellbeing Strategy and the Counselling Request Procedure.

Meeting closed at 20:30.

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