

**Minutes of Westray Development Trust Board Meeting**  
**Thursday 2nd July 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), Gill McEwen (GM), Andrew Seatter (AS) (Chair).

**Attending:** Clare Lucas (CL), Margo Makin (MM), Isobel Thompson (IT), Janice Rendall (JR).

**1. Apologies:** Douglas Leslie (DL), Louis Pottinger (LP).

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

Meeting on 04/06/2020

Proposed – GM; seconded – HB

**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**

The signatories for access to the CCLA account require updating so MM will be sending out forms for those Trustees and staff to become signatories. MM has requested that the money previously deposited into CCLA (£220K) be withdrawn leaving £250K from the Gift Aid payment in the CCLA account. There has been an approximate underspend this financial year of £110K in the main account and £72K in the CTF.

A ZOOM meeting with AL to discuss close of account is still to be arranged.

MM requested that the finance subgroup meet at some point to decide what to do with this year's underspend.

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

**ACTION: MM to organise a finance subgroup meeting and arrange for the signatories for the CCLA account be updated.**

**5. Project Officer's Report**

**COVID-19 Community Resilience**

IT will be submitting another Supporting Communities Grant application for the July to September period which will include funding support for many local initiatives to benefit the community during the COVID-19 pandemic.

**Bayview**

IT and HSCHT have received some feedback from Rural Housing Fund regarding WDT's application. The new funding projection indicates that we may only get funding of £303K instead of the originally proposed figure of £440K. The feedback suggested that this was for a number of reasons which chiefly suggest that WDT is being penalised for the way in which it has secured long term funds for safeguarding the future of the Trust. The Board Agreed that it should challenge the conclusions put forward by the Rural Housing Fund and that a further meeting should be arranged to discuss the outcomes of this challenge.

**ACTION: IT to reply to HSCHT's new funding proposal and arrange a Board meeting once a response has been received.**

LP joined the meeting.

### **WDT Business Support Grant**

After contacting VAO, IT can confirm that WDT will be unable to develop a Business Support Grant due to the restrictions within charity law preventing WDT from assisting businesses in a direct, financial manner. There are, however, other funds being made available through other organisations to assist businesses with COVID-19 associated costs such as PPE.

### **Living Wage Employer Status**

IT proposed that WDT become accredited Living Wage employers, this would obligate the Trust to pay its staff National Living Wage (which it already does) and ensure that any contracted staff are also paid National Living Wage when carrying out work on behalf of WDT. Accreditation would allow, among other things, WDT to use the National Living Wage Employer logo. The Board Agreed to pay the £60 annual accreditation fee.

**ACTION: IT to organise WDT's accreditation for becoming a National Living Wage Employer.**

### **Recovery of the Tourism Industry**

IT has found a training course which aims to help manage the sustainable recovery of the tourism industry after COVID-19. The course fees are £100 per person, IT proposed that WDT offer to fund a place on the course for two members of the Westray and Papa Westray Tourist Association to attend, plus travel and accommodation expenses. The Board Agreed that this could be of benefit to the island economy and agree to fund the course plus expenses provided the Tourist Association are willing to share the knowledge gained.

**ACTION: IT to approach the Tourist Association.**

### **WRE Report**

There was nothing to report.

## **6. Planned re-opening of the Bargain Box and Hofn**

The Hofn will be unable to open until at least Phase 3 of the governments route map out of lockdown. As a youth centre and community space it is one of the premises which must remain closed during Phase 2.

Phase 2 guidance states that street access retail units can open providing protective measures are strictly adhered to. This means that the Bargain Box could potentially open, however, after discussion of how this could be done safely, The Board Agreed that, at present, WDT are unable to adequately ensure the safety of workers and customers using the Bargain Box under the current social distancing legislation so the Bargain Box will remain closed. This will be reviewed at the next Board meeting.

IT spoke to VAO about the opening of the WDT office, VAO confirmed that the office would be able to open during Phase 3 provided staff can maintain social distancing and that if staff can work from home this should be done. It was felt that it would be possible to adhere to restrictions while opening the office and this could be done in a number of ways including staggering working times and using PPE.

**ACTION: CL to update the parents of the children who would attend the Hofn of the need to keep the premises closed.**

## **7. Care in Westray**

A request had been received for financial support on an interim basis for a member of the community who has been stricken by illness but has, unfortunately, fallen through the cracks in the care system due to the COVID-19 situation. The Board Agreed that these were exceptional circumstances and to grant 80% of the costs involved up to £500. As this money would normally be provided by the state and should be backdated to cover this interim period, there will be a grant condition that, should the money to pay for this care be backdated, that WDT be reimbursed.

### **Long-term care in Westray**

IT had done some initial research into several ways in which WDT could help with the current shortage of community care provision in Westray. It was felt that the best way forward was for feedback to be requested from the islands residents to gauge the level of interest in educational help being offered to anyone wanting to become employed in the care sector.

**ACTION: IT to correspond with the community members current care providers.**

### **8. Correspondence**

There was no correspondence to discuss.

### **9. AOCB**

There was no other business to discuss.

### **10. Date of Next Meeting**

The date of the next meeting is Thursday 6<sup>th</sup> August 2020. The meeting will be held via ZOOM.

The staff members attending left the meeting at 21:30.

### **11. WDT Board only**

A handwritten signature in black ink, appearing to be 'M. M. M.', written in a cursive style.

