

Minutes of Westray Development Trust Board Meeting
Thursday 3rd September 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: Clare Lucas (CL), Janice Kirkness (JK), Margo Makin (MM).

1. Apologies: Isobel Thompson (IT).

2. Minutes of previous board meeting:

Meeting on 06/08/2020

Proposed – GM; seconded – DL

3. Matters Arising:

The CCLA signatories have now been changed and are up to date.

4. Administration and Finance Officer's Report

The accounts are still being audited, MM will inform the Board of when Alan Long is able to organise a meeting to approve the accounts.

There are still underspends in the CTF, the Board Agreed to keep the money in the CTF for the time being. A meeting of the finance subgroup will be arranged once the accounts have been approved.

The furlough scheme comes to an end in October, the Board Agreed to continue to pay the wages of those staff currently on the scheme and still unable to return to work.

5. Project Officer's Report

OIC Business Support Grant

There is £15,010 remaining on the COVID-19 grant which WDT received and several ways to spend this were discussed. The Board Agreed to ring fence some of the money to allow for the purchase of further small bottles of hand sanitiser for the school children. The Board Agreed that IT should look into making a donation to the Westray Foodbank as well as commissioning the making of reusable masks for the school children.

The Board Agreed that the additional supplies required by the Bargain Box and Home Help service to comply with risk assessments should also come out of this fund.

ACTION: CL to contact the Foodbank and source reusable facemasks.

Bayview/housing

The Rural & Islands Housing Fund has offered us a grant of £380,000 towards the Bayview project. This is the equivalent of £95,000 per unit, according to Luke Fraser (OIC) who emailed to congratulate us, we are the new Orkney record as previously the highest achieved was £90,000 per unit. This is above the Rural & Islands Housing Fund's standard offer for a project such as hours which would be £75,000 per unit. The Board Agreed to increase WDT funding for the project to £210K, which equates to a further £65K.

Red Telephone Box Trail - NILPS

The Board Agreed that further information is required from NILPS as to what they propose to use the phone boxes for, but that, should the proposals be satisfactory to both WDT and the land owners, that WDT would be willing to work collaboratively to bring them phone boxes back into use.

ACTION: IT to request further information from NILPS.

Bargain Box

Karl Cooper has been to Westray to conduct the needed topographical survey. Once Shane Scott has the completed report from him he will be in touch with the requested time scale.

IT sent a risk assessment based on the Bargain Box volunteer plans to VAO for approval, if these are satisfactory it is hoped that measures can be put in place to allow the reopening of the Bargain Box.

Community Garden

The gardeners are still working in the garden at separate times of the day to ensure social distancing.

IT has informed HIE that WDT would like to take part in the feasibility study for HIE's proposed vertical gardening project.

Childcare Project

IT approached two of the island's current and previous childcare providers to get a greater understanding of the ongoing need for childcare in Westray. The consensus was that there is a definite need for more provision and looking to childcare models used in other communities might provide a possible way forward. The Board Agreed that it would be best to put this idea on the back burner until the workload from other projects had lessened but that it would be worth revisiting.

Broadband

The R100 voucher scheme, which we had been advised to wait for when researching broadband solutions last year, has been launched. We have put out word through Auk Talk and social media that if anyone has issues with this programme, they should let WDT know so feedback can be collated and passed onto Scottish ministers and the Scottish Islands Team.

It was suggested that now would be a good time to get back in contact with Cloudnet to discuss the implications of the voucher scheme.

ACTION: CL to contact Cloudnet.

AOCB

- IT created a risk assessment for the Home Help scheme which has been approved by VAO. The Board Agreed that it wasn't necessary for them to see the risk assessments before they were implemented as they had been looked over by VAO already.

WRE Report

JK submitted a claim to the administrators dealing with Solarplicity for just over £1400 but they have come back and said we should be able to claim outstanding FITs from the new licensee.

The Höfn turbine has broken down and is awaiting a new part, this should arrive in a couple of weeks.

6. AGM

The reports which have been completed for inclusion into this year's annual report were read and approved. Due to the current restrictions associated with covid-19, it is unlikely WDT will be able to hold the AGM in the same way as previous years. Various options were discussed including the possibility of holding a virtual AGM. It was felt this would exclude many of the membership, who may not have access to platforms such as Zoom from attending, therefore, a virtual AGM will be a last resort. The Board Agreed to have the AGM packs ready for distribution at the same time as previous years but that a decision on whether to push back the date of the AGM to the end of November will be made at next month's Board meeting. This will still give the member the required notice period. It was decided that confirmation from a legal advisor on what WDT's constitutional obligations were regarding the latest possible date to hold the AGM and whether a postal vote for trustees would be acceptable.

ACTION: CL to compile the annual report and AGM packs.

ACTION: IT to seek legal advice.

7. Garden Project

IT provided the Board with a draft development plan document for the garden project, focusing on the aims and objectives of the project. This document will be used to inform the vertical growing project with HIE.

8. Correspondence

During the course of contacting non-profit organisations to offer assistance with the purchase of hand sanitiser, a request was received for help with other forms of PPE as this is also putting an additional financial pressure on those organisations. The Board Agreed that offering a one off 'PPE bundle' to the island's non-profit organisations would be an appropriate use of the business support grant.

ACTION: CL to source PPE for those organisations requiring it.

9. Date of Next Meeting

The date of the next meeting is Thursday 8th October 2020. The meeting will be held via ZOOM.

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

10. WDT Board only

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

