

Minutes of Westray Development Trust Board Meeting
Thursday 8th October 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: Janice Kirkness (JK), Isobel Thompson (IT)

1. Apologies: Clare Lucas (CL), Margo Makin (MM)

2. Minutes of previous board meeting:

Meeting on 03/09/2020

Proposed – AB; seconded – HB

Meeting on 15/09/2020

Proposed – AB; seconded - HB

3. Matters Arising:

None

4. Administration and Finance Officer's Report

Alan Long doesn't expect to have the final accounts completed before the end of October; this will have an impact on AGM date – this was discussed under item 6 on the agenda.

MM had circulated the Trustee's report prior to the meeting and the Board approved its inclusion in the final accounts.

MM was asking for a Finance Subgroup meeting following the completion of the final accounts; this meeting was set for Tuesday 3rd November at 7pm via Zoom.

The Board agreed to the closure of the office from Wednesday 23rd December 2020 until Wednesday 6th January 2021 for the Christmas period. The office will reopen on Thursday 7th January.

5. Project Officer's Report

COVID19 Community Resilience & WDT Business grant

- The community survey has been printed and distributed.
- The PPE bundles for community groups have been bought and distributed.
- The reusable face masks for school children have been made and are at the school for distribution.
- A donation of £500 has been made to the foodbank and Iain MacDonald (IM) has thanked WDT for this contribution. IM's feedback on current operations was that deliveries are 4 times what they would normally be and that the Westray Food Bank is currently supporting 46 individuals. Based on this feedback, the Board agreed that WDT should keep dialog open with IM and that it would consider further support should it be required particularly around Christmas time.
- IT proposed that WDT should use some of the remaining balance from the Business grant to purchase additional IT equipment for staff to further reduce the need to go into the office during this time. She requested a budget of £1500 which would be used to buy a laptop, desktop printer/scanners and business sim cards – the Board approved this budget.

Bayview/housing

- The grant acceptance for the Rural & Island Housing Fund grant has been submitted, along with a first draft of the allocations policy. The draft policy needs reviewing in relation to the points system, specifically points awarded for children of school age which would not be applicable to the one-bed apartments. It is expected that the funding announcement can be made next week.

- The Board agreed that IT was asking for the correct information and services in regards to the letting agency negotiations. Various organisations were contacted in regards to providing a letting agent's service but most did not or could not offer support. Drever & Heddle were looking to be the most likely service provider.
- The Board agreed for renovation work to commence as soon as Danial Harcus Construction is ready.
- IT will check on conditions in regards to the timeline of setting up the trading sub.

Defibrillator Network

- Work on the Midbea phone box is complete and the defibrillator has been installed.

Bargain Box New Build

- WDT are working towards submitting the building warrant application in early November. The quantity surveying work will also be completed by then and so we will have the budget cost to be able to apply for funding.

Community Garden

- The garden project season is coming to an end with only micro-greens being harvested over the winter. The gardeners will be working together outdoors to prepare outdoor beds for next season.
- The feasibility study for the HIE vertical farming project will be underway soon.
- The garden team will be tidying the Gill picnic area in spring, including planting some raised beds.

Childcare Research

- Information and guidance from the Scottish Childminding Association has been shared with the aim to encourage and inspire someone/several people to set up their own childminding business.

Broadband

- This was discussed under item 8 on the agenda.

Community Business Loans

- The Board agreed that Scottish Communities Finance should manage repayments and interest rates on the current loan.

Home Help Service

- The service is back up and running and has not been impacted by the change in regulations which govern social visits to households, visits for work or charitable purposes are permitted.

WRE Report

- The WRE loan with Triodos bank has been repaid and the Board has actioned JK to contact the legal team to action them to prepare the discharge documents for the security held by the bank.
- The FITS agreement with SSE for Kalisgarth has come in but with the wrong name on it. JK will contact SSE to remedy this. We can claim FITs from the final read submitted to our previous FIT licensee.
- SSE had contacted AS and said that they were sending a backup generator to Westray for the winter due to issues with the undersea cable to Eday. This generator will be sited at Gallowhill, on the turbine site.

6. AGM

IT had received advice back from VAO stating that because the COVID pandemic is unprecedented, the charities regulator would not pursue an organisation for not holding an AGM in line with its governing document. WDTs articles state that the AGM must be held within six months of the end of the financial year but that no more than 15 months should pass between AGMs (this will need to be reviewed as it is contradictory). IT suggested that rather than leaving the AGM until February 2021, which would be 15 months since the last AGM, WDT should look to hold it within the six months from year end, for the reason that 15 months would be nearing the end of the next financial year. The Board agreed that the AGM should be held on December 8th 2020 via Zoom and voting should be carried out via a postal voting system; this would include adoption of the accounts and election of Trustee Directors.

Comments and questions from members will also be invited by post. Alan Long will be asked to provide a report, similar to that he would present at the AGM, to be included in the AGM pack.

ACTION: AS to circulate his contribution for the Annual Report next week

7. Bonfire Night:

The Board agreed that the bonfire and fireworks which would normally be held at the Gill picnic area should be cancelled this year due to the COVID pandemic.

8. Cloudnet:

Correspondence had been received from Cloudnet; the Board agreed that it requires more detailed plans and costings before it can commit to funding. WDT will meet with Cloudnet for further discussions.

ACTION: IT to engage with a representative from Digital Highlands & Islands and ask them to act as an independent advisor.

9. Correspondence:

Letters of thanks from Westray Heritage Trust, Westray Junior High School and Kalisgarth Care Centre were all noted.

10. AOCB:

LP informed the Board that following a meeting with Andrew Golightly, it was looking like Westray Sailing Club would have to re-tender the club shed. This would have an impact on the grant already approved but it was agreed that WSC could request an alteration which would go directly to the WDT Board.

IT is looking for quotes from HR consultants.

The Board agreed to sponsor a Westray Golf Club competition by funding two trophies and two medals, including engravings. Going forward the trophies would be reused by adding engravings but additional engraved medals would be purchased on an annual basis.

ACTION - IT to arrange with Westray Golf Club.

11. Date of next meeting:

Thursday 5th November 2020 at 7pm via Zoom.

The staff left the meeting at 8.25pm.

12. WDT Board only:

- The Board agreed to fund training for Clare Lucas to achieve a Project Fundamentals Qualification (PFQ). The Board also agreed that the Westray Development Trust's training and staff development policy still met requirements. IT to arrange for training with CL. IT to go over the training policy with CL.

- The Board clarified it's the decision regarding staff use of unspent annual leave from the August Board Meeting. - Due to the impacts of COVID-19 the Board has agreed that staff can carry over any unused annual leave from the 2019/2020 period to 2020/2021. The Westray Development Trust annual leave runs from 1st October - 30th September. Staff also have the option to be paid for up to a maximum of 10 days unused annual leave. This is calculated on a pro-rata basis for part-time staff to be proportionally equivalent. For clarity, for a 10 hour per week post, this is calculated as 2 hours per day. For a 25 hour per week post, this is calculated as 5 hours per day.



