

Minutes of Westray Development Trust Board Meeting
Thursday 3rd December 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) (Chair).

Attending: Janice Kirkness (JK), Clare Lucas (CL), Margo Makin (MM), Isobel Thompson (IT)

1. Apologies: Andrew Seatter (AS)

2. Minutes of previous board meeting:

Meeting on 05/11/2020

Proposed – GM; seconded – HB

3. Matters Arising:

- The furlough scheme was extended, therefore, there was no need to apply for the job retention bonus.
- The winter 2020 fuel grant has been launched.
- The WDT sponsored Golf trophies have arrived and have been handed over to Westray Golf Club.
- IT updated the allocations policy for Bayview and this was circulated to members in the AGM pack letter along with a feedback form.
- MM has contacted WJHS about the possibility of providing funding for more healthy snacks but has not heard back as yet.
- IT confirmed to Danny Harcus that the Board would like to keep an external water supply at Bayview, independent of the flats.

4. Administration and Finance Officer's Report:

The audited accounts have not yet arrived from The Long Partnership but it is hoped that they will be finished in time for the AGM on Tuesday 8th December.

MM proposed that the Finance Subgroup meet in the New Year to discuss updated the financial delegation policy. If the policy were clarified and updated this may make the accounts audit easier next year.

A small clerical error meant that the last VAT return was wrong, resulting in WDT being asked to pay £137. AL advised that this should be paid in the meantime and it could be rectified and claimed back in the next period.

MM has already received many fuel grants and has had to field a lot of questions relating to them. IT has compiled an FAQ document to go on the WDT website which should answer some of the queries people have.

MM also received a letter from a Westray resident enquiring about whether, as they are to move house in the near future, their fuel grant could be suspended until their energy account has been set up in the new property. The Board advised that the resident should be given the furl grant now and they could transfer the balance to their new account.

ACTION: MM to organise Finance Subgroup meeting in the New Year.

5. Project Officer's Report:

Covid-19

There is still over £11,000 in the Covid-19 business grant. MM suggested that we donate moisturising hand soap and antibacterial hand sanitiser to the School. Frequent hand washing or use of hand sanitiser dries skin which can become sore or cracked, the cold winter weather also affects this. Donating the moisturising hand soap and sanitiser would help reduce the risk of this for the school children. The Board Agreed that MM should contact the school to see if this would be of interest and to find out how much they think they may need and to come back to the Board with this information.

IT presented the Board with a draft letter to Orkney Ferries relating to them the feedback received from WDT's community covid-19 survey, which The Board Approved.

ACTION: MM to contact the school re: 'Scrubbington's hand sanitiser

ACTION: IT to send approved letter to OF.

Bayview/housing

Work to get the new service connections to Bayview are ongoing. IT is liaising closely with Shane Scott, Billy Groundwater and Danny Harcus.

Our Building Warrant and the Sailing Club's Building Warrant currently overlap slightly. Shane Scott and Allan Reid (Sailing Club's architect) have resolved this by altering the Sailing Shed plans to move further up. Shane has sent all the information and suggested changes to the Sailing Club plans.

The insurer has been informed that the renovation works have begun at Bayview.

A condition of the Bayview Building Warrant is successfully passing a sound insulation compliance test. Previously the Board also discussed arranging for an early test (design review at this change to gauge what could be done to increase chances of passing the sound test near to the end of renovations. If we fail that sound test, remedial works would be costly. The Board Agreed to instruct RMP to conduct both the required sound insulation compliance test and the additional early test as per RMP's quote.

ACTION: IT to contact RMP and confirm their instruction.

Bargain Box New Build

Despite delays in completing the building warrant due to other work going on for the Housing Project, it is still expected that this will be submitted before the Christmas break.

Bargain Box Christmas Week

The bargain box raised £657 during Christmas week. The Board Agreed to distribute 100% of the proceeds to the pot rather than taking the usual 10% for WDT's running costs.

IT asked the Board if the covid-19 bargain box grant could now be closed as it is no longer applicable now that the bargain box is open again, the Board Agreed.

ACTION: IT to officially close the Covid-19 bargain box grant.

Broadband

The Broadband sub-group met via Zoom with CloudNet and Farrpoint. Following advice from Farrpoint it was agreed that we would wait until BT announced their plans for Westray (expected in February) before discussing potential options with CloudNet further.

Public Bins

IT had received word from OIC that, due to severely restricted budgets, they would be unable to fund the purchase of additional litter bins for Westray. However, if WDT were able to purchase and take responsibility for the maintenance of additional bins OIC would incorporate them into the normal refuse collection providing they were situated along the current collection route. The Board Agreed that IT should explore the potential costs involved and draft a potential agreement between WDT and OIC.

ACTION: IT to research bin options and draft an initial agreement between WDT and OIC.

Connecting Scotland

Connecting Scotland have launched Phase 2 of their initiative to increase the availability of digital equipment to vulnerable groups. This phase is focused on low income families. Despite WDT being contacted to see if we could disseminate this fund in the community, it was agreed that WDT do not have the means nor qualification to make such assessments, however, WJHS may be able to help with this.

ACTION: IT to forward details of the Connecting Scotland fund to WJHS.

AS joined the meeting at 19:40 and took over the duty of Chair from LP.

WRE Report

Orkney Renewables have the inverter in their workshop and it's functioning but they're not convinced it's not faulty. They're hoping to be out next week to fit replacement parts to the Höfn turbine and see if they can find out the issue but we may need to contact our insurance provider.

The Board of WRE decided that it will start paying Gift Aid to WDT on a quarterly basis. WRE will pay £100K per quarter with the balancing payment for the year paid in March each year.

6. AGM:

There have been 10 attendance confirmations from WDT members for the AGM.

7. Correspondence:

A letter from Stronsay Waste Matters (an offshoot of Stronsay Development Trust) had been received, inviting WDT to join a proposed action group for the North Isles, tackling waste management issues. The Board Agreed that it would be worthwhile being involved in initial discussions but expressed reservations about how applicable they may be considering Westray's current, council provided, waste management options.

ACTION: IT to reply to Stronsay Waste Matters.

8. AOCB:

- a. A request for support for a Community Council led scrap car scheme had been received, however, the Board requested some further information before it could discuss the scheme fully.
- b. The Board Agreed to engage the services of Judith Fenton as HR consultant.
- c. It was highlighted that there may be areas of the population on Westray who are still unaware of the work of the Trust. The Board Agreed to contact VAO about options for disseminating this information more directly.

ACTION: CL to request more information from the Community Council about the scrap car scheme.

ACTION: IT to contact Judith Fenton and VAO.

9. Date of Next Meeting:

The date of the next WDT Board meeting will be Tuesday 8th December 2020 immediately proceeding the WDT AGM via Zoom. This will be a short meeting to appoint office bearers.

The date of the next full Board Meeting will be Thursday 14th January 2021 at 7.00pm via Zoom.

The meeting closed at 20:20.



