

Minutes of Westray Development Trust Board Meeting
Thursday 5th November 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), Alan Long (AL), Clare Lucas (CL), Margo Makin (MM), Isobel Thompson (IT)

1. Apologies: None

2. The WDT Board were joined at the beginning of the meeting by Alan Long from The Long Partnership to present the accounts for the financial year 2019-2020. The consolidated accounts are still to be approved and signed but AL, once again, highlighted the strong and healthy position WDT are in and that the move last year to using Quickbooks has been successful and assisted greatly with the auditing process. The consolidated accounts will be available to members by the AGM on 8th December 2020.

3. Minutes of previous board meeting:

Meeting on 08/10/2020

Proposed – GM; seconded – DL

4. Matters Arising:

IT has spoken to the Westray Golf Club about tournament sponsorship, the trophies are still to be ordered.

AS informed the Board that the backup generator supplied by SSE has been delivered to the Gallohill site.

5. Administration and Finance Officer's Report:

The scheduled Finance subgroup meeting for early this week had been cancelled.

MM provided the Board with a breakdown of the underspends from the CTF and Main accounts for the past couple of years giving a balance of funds readily available for the housing project.

MM recommended the Board continue to keep £10K aside for the Westray Conference as it would be hoped this event could still take place in future; The Board Agreed.

The Board discussed the renewal of the Fuel Grant for winter 2020 and The Board Agreed to grant each eligible household £150. Households will have to apply and provide evidence as per the Fuel Grant of winter 2019.

MM had been looking into the recent government announcements pertaining to the furlough and job retention schemes and has found that WDT would be eligible to apply for the job retention bonus of £1,000 per furloughed worker; The Board Agreed to apply for this funding.

ACTION: MM to apply to the job retention scheme.

ACTION: Staff team to launch the Westray Fuel Grant winter 2020.

6. Project Officer's Report:

COVID19 Supporting Communities Fund & WDT Business grant

- So far, we have had 55 responses to the Community survey, the results have been collated and were discussed under item 7.
- IT requested of HIE that WDT be allowed to use any underspend from the Community Resilience fund for a donation to Westray Foodbank.

- We are still waiting on a new laptop to be provided by RM computing. IT had looked into the purchase of a business sim card but it required the provision of personal information on the Trustees. The Board did not feel that this would be appropriate.

Bayview/housing

- The first draft of the allocations policy for Bayview was discussed and reviewed by the Board and a number of changes were made. The Board Agreed that this could be distributed to members for feedback with the AGM papers once the suggested changes had been made.
- After a discussion with Neil Moir at Islands Housing Fund it was confirmed that, despite previous suggestions otherwise, it would not affect our funding award if WDT were NOT to set up a trading subsidiary to manage Bayview, including the loan from WDT to the trading sub. IT laid out the pros and cons of creating a trading subsidiary and the Board Agreed that it was not worth pursuing this option at the current time if we were not required to.
- The pre-start site meeting was held over Zoom on Wednesday 28th October with Daniel Marcus, Shane Scott, Billy Groundwater and IT. Works are ready to begin when Daniel Marcus Construction is. IT will be taking part in monthly meetings going forward.
- Danny Marcus had asked whether WDT wanted to maintain an outside water source to Bayview. The Board Agreed that this would be a sensible option but requested that it be looked into whether it can be metred. The costs would be included in the general overhead costs of Bayview.
- The Board Agreed that the Housing Subgroup can authorise minor adjustments to the Bayview housing project.

ACTION: IT to update allocations policy. CL to distribute it with the AGM papers.

ACTION: IT to confirm with Danny re: outside water source at Bayview.

Red Telephone Box Trail - NILPS

- Our grant for the renovation of the Midbea telephone kiosk has been claimed from NILPS.
- We are still waiting to hear from the Westray Processors on whether they are amenable to the red kiosk on their land being brought into community use.

Broadband

- HIE's Digital Highlands & Islands team were unable to advise us with CloudNet however they recommended we get in touch with FarrPoint. FarrPoint are a tech consultancy who have worked with HIE previously and are part of the team working on/with the Scottish Government's R100 programme. They have offered to assist us for free, this includes taking part in discussions with CloudNet, reviewing proposals, offering advice and researching alternate solutions if needed. The Board Agreed to take up Farrpoint on their offer of assistance in finding a community broadband solution.

ACTION: CL to arrange meeting with Cloudnet and Farrpoint.

Community Business Loans

- IT is arranging for a stronger legal agreement to be replace our current agreement to cover any future loans. The content will not diverge from what the Board has already approved. This will require Board signatory's signature.

Home Help Service

- We have a new service user and have advertised that we have capacity for more.
- CL is now administrating the Home Help service.
- WDT did not have a clearly defined Home Help policy so IT has drafted one, included in the Board Papers. The Board Approved this policy.

WRE Report

A FITS payment of over £400 has been received for the Hofn turbine. No word has yet been received about the repairs needed for the Hofn turbine.

As the Triodos loans are now all fully paid off, Triodos can release the security it holds on the turbine. JK has engaged with Lows to ask them to prepare all the documents required.

Attempts to move JK's email address over to google, in line with WDT's other addresses is ongoing.

The suggested date for the WRE AGM is 26th November at 7pm.

ACTION: JK to chase Orkney Renewables re: turbine repair.

ACTION: JK to arrange WRE AGM.

7. Covid-19 Survey Results:

The Board review the survey results and agreed that they could be shared with other relevant organisations. The Board Agreed to write a letter to Orkney Ferries highlighting the multiple issues encountered by Westray residents in the hope that it will spur some remedial action.

Another outcome of the survey was the possibility that WDT could do more to promote health and wellbeing for the students of WJHS. The Board Agreed to contact Simon Hall to discuss this further.

ACTION: IT to contact Orkney Ferries.

ACTION: IT to liaise with WJHS on possible ways to expand WDT's current contribution to the school in line with it's charitable objectives.

8. AGM:

The annual report and AGM pack letter are almost ready to be sent out. The Board Agreed the agenda for the AGM which can be included in the AGM papers.

Using a method of random selection, LP, DL and GM will be resigning from the Board at the AGM and standing for re-election. The Board Agreed that votes can be counted by IT and Jake Hutchison (for independent verification) on the night of the AGM.

ACTION: CL to send out AGM pack letter and annual report early next week.

ACTION: LP, DL and GM to submit Trustee Application Forms.

9. HR Consultant:

Our current contract with AdHoc HR has come to an end so IT is exploring other companies which may be able to provide HR support on an Adhoc basis. VAO will no longer be offering HR advice as part of their services.

10. Höfn:

Due to the size of the Höfn and the need for social distancing, if the Höfn were to re-open for youth sessions, numbers would need to be restricted and the sessions supervised so The Board Agreed that the Höfn should remain closed.

11. Compulsory Fire Alarms:

The Board discussed the possibility of offering some assistance to homeowners required to conform to upcoming legislation regarding the installation of fire and other safety alarms systems in every home. It is unclear whether a scheme along these lines would meet approval from the charity regulator. The Board Agreed that it would be useful to contact VAO for further guidance.

ACTION: IT to contact VAO.

12. Correspondence:

There was no correspondence to consider.

13. AOCB:

- a. Membership application had been received from Mary and Paul Weitzen, James Hill and Norman Rendall.
- b. Trustee Applications had been received from Coilla Drake and Steven Drever. These applicants will be standing alongside David Stephenson at the AGM.
- c. **CG03-2020** – An application had been received from the Community Council for funding towards the purchase of festive lighting for Pierowall village. The Board Agreed to award funding of £1,183.84.
- d. AB requested that the Board consider holding a Christmas week for the Bargain Box in the Höfn. It was theorised that a one way system could be adopted using the fire exit and numbers could be restricted with the use of signage on the floor to ensure social distances are maintained. The Board Agreed for IT to draw up a risk assessment.

ACTION: CL to inform the Community Council of the Board's decision.

ACTION: IT to do a risk assessment for Christmas week in the Höfn.

14. Date of Next Meeting:

The date of the next WDT Board meeting will be Thursday 3rd December 2020 at 7pm via Zoom.

Staff left the meeting at 22.15.

