

**Minutes of Westray Development Trust Board Meeting**  
**Thursday 14<sup>th</sup> January 2021 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), Coilla Drake (CD), Steven Drever (SD), Gill McEwen (GM), Louis Pottinger (LP) (Chair), Andrew Seatter (AS), David Stephenson (DS).

**Attending:** Margo Makin (MM), Isobel Thompson (IT), Clare Walker (CW).

**1. Apologies:** Douglas Leslie (DL), Janice Kirkness (JK).

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

Meeting on 03/12/2020  
Meeting on 08/12/2020

Proposed – GM; seconded – HB  
Proposed – AB; seconded - GM

**3. Matters Arising:**

Any matters arising were covered later in the meeting.

**4. Administration and Finance Officer's Report:**

MM estimated that it would cost £260 to supply the school with hand sanitiser and handwash from Scrubbingtons. The Board Agreed for MM to go ahead and place an order.

A date for the finance subgroup still needs to be set, this was done later in the meeting once the reorganisation of the subgroups was finalised during item 7.

Over 200 fuel grant applications have been received and the deadline has now passed, MM is working towards processing these.

The latest gift aid payment from WRE of £100k is being kept in the main bank account for now, to cover housing costs. MM is waiting to hear from Triodos about setting up a separate account to handle all transactions relating to the housing project.

**ACTION: MM to order supplies for WJHS.**

**5. Project Officer's Report:**

**Covid-19**

There is still over £11,000 in the Covid-19 business grant and there is potentially another similar grant expected for level 4 Covid-19 areas, however the Scottish Islands Team are pushing for this to be made available to the Islands too.

Orkney Ferries (OF) responded to the letter WDT sent at the end of last year sharing what the results of the Westray Covid survey highlighted. This was discussed further in item 10. a.

**Bayview/housing**

The overlap between the Sailing Club and Bayview building warrants has been resolved by the Sailing Club altering their plans to move the shed further up. The shed wall will mark the boundary between Bayview land and the area leased by the Sailing Club.

As the works have begun at Bayview we were required to switch insurers. We have been refunded and a new policy has been established to cover the property during renovations. The VAT applicable to the project has been reduced to 5% for the renovation works, which will be a significant cost saving. Neil Moir has confirmed we are able to claim for applicable costs already incurred for the project prior to the September 2020 grant date.

IT has yet to hear back from RMP, the company engaged to carry out the sound tests for Bayview, but this is being chased up.

A number of members of the community have expressed an interest in reusing some of the materials being removed from Bayview, e.g. floorboards, The Board Agreed that anything which is not being reused in the renovation works could be offered to the community on a first come first served basis, in exchange for a donation to the Bargain Box pot. This will be advertised in the Auk Talk and on social media.

### **NILPS Red Phone Box Trail**

Westray Processors have responded to confirm they are happy for the Gill Pier telephone kiosk to be adopted, renovated, and brought into community use. Although BT have the kiosk listed as available for adoption Orkney Islands Council (OIC) have been contacted to ensure that the kiosk is not listed as their property, to ensure no issues at a later date.

Once confirmation has been received from OIC, WDT can consider adopting the kiosks at Gill Pier, Pierowall, and Mossbrae. IT and CW will review community suggestions, considering feasibility, and discuss these ideas further with the North Isle Landscape Partnership Scheme (NILPS).

**ACTION: IT and CW to produce an outline proposal for the Board for the next Board meeting.**

### **AOCB**

IT and CW both attended a free 'Charity Trading' webinar. IT also took part in training on 'Generating Income' and 'Using Video for Social Media'.

Both MM and CW are booked to take part in 'Data Protection' training online in March.

MM contacted Simon Hall to discuss the proposal of supplying fresh fruit for primary students, as suggested by a community member in the covid-19 survey, he has responded to confirm that P1-3 already receive free fruit and has connected us with the school catering manager at OIC to discuss further.

### **WRE Report**

JK has sent emails to both Andy Crumley at SHEPD about the grid connection and to our contact at SSE regarding the payment schedule but have heard nothing back from either.

DS enquired as to the reasoning behind the extension of the grid connection, LP clarified that it was offered to the trust to make the grid connection contract endless at no cost to ourselves. DS pointed out that it would be worth calculating how much income the current turbine at Gallohill generates out with the FITs payments, to help inform future decisions on replacing the turbine at the end of its life.

We received almost £85,000 in December for FITs to September 2020.

**ACTION: JK to calculate generation estimates for the Gallohill turbine.**

## **6. Höfn Turbine Repair**

The Höfn Turbine requires further repairs. Orkney Renewables have invoiced WDT for works completed so far which amount to more than £3,000, however they are still unsure of why the turbine isn't working. JK has requested that they halt further works until the Board has had a chance to review what has been done so far.

As a new head was put on the turbine in recent years it would be helpful to know what the warranty covered, what the projected lifespan of the turbine was and how much income it generates. AS also questioned the invoice for a new inverter, given that the newly installed inverter does not seem to have solved the problem, therefore, the old inverter could still be functioning.

**ACTION: JK to make further enquiries with Orkney Renewables.**

## **7. Subgroups**

The following subgroups and their members were confirmed:

- Finance – DL, GM, AS.
- PEG – HB, AB

- Housing – AB, DL, GM, LP.
- Quarry – Geordie Drever, Daniel Marcus, DL, DS.
- Garden – CD, SD, DS.
- Bargain Box – HB, AB.
- Broadband – CD, GM, DS.

## **8. Finance Tender**

It was decided that the finance subgroup will discuss the creation of a finance tender document at the next finance subgroup meeting, arranged for Thursday 21<sup>st</sup> January. IT has spoken with VAO who have an expert who will be able to assist the Board to draw this up and LP will speak to the WRE Board so that they can also have input into the tender.

**ACTION: MM to organise the finance subgroup meeting.**

**ACTION: LP to speak to WRE**

DS left the meeting due to technical issues.

## **9. Webhosting Services**

WDT is required to look for a new webhosting service provider, due to the retirement of Phil Hellewell at the end of this year. CW has been in touch with two companies recommended by Phil and have had quotes from both companies. The Board Agreed to engage Orcadia to take on the webhosting of the WDT website, including the re-development of the current WDT website.

**ACTION: CW to inform Orcadia of the Board's decision.**

CD left the meeting.

## **10. Correspondence**

- IT had received a response to her letter to OF relaying the feedback offered from the Westray community through the WDT survey. OF have agreed that a condensed version of this letter can be published in the Auk Talk.

It was felt that, given the tone of the response, that a further reply be sent to Andrew Blake (Ferry Services Manager), the OF Board of Directors and Liam McArthur. GM agreed to create a draft and circulate this to the WDT Board for approval.

**ACTION: IT to publish the letter in Auk Talk. GM to draft a response to OF.**

## **11. AOCB**

- The Board Agreed to collaborate with the Community Council on a project to provide funding for the haulage and scrapping of cars on the island. It was decided to offer match funding of £1,000 but with the proviso that applicants wishing to scrap cars through the scheme make a contribution of £11 per car. It was felt that this would still make it affordable for people to do while also enabling a greater number of cars to be scrapped through the scheme.
- This was covered during item 4.
- IT has been corresponding with GoWestray about the renewal of the learning centre contract. The Board Agreed that they would like a clearer outline from GoWestray on the potential online learning opportunities it could organise if a renewal of the contract was offered.

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

**ACTION: IT to communicate with GoWestray regarding the learning centre contract.**

**12. Date of Next Meeting**

The date of the next Board Meeting will be Thursday 4<sup>th</sup> February 2021 at 7.00pm via Zoom.

MM, IT and CW left the meeting.

**13. WDT Board Only**

The meeting closed at 21:15.

*L. Y. Pearce*