

Minutes of Westray Development Trust Board Meeting
Thursday 4th February 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), Douglas Leslie (DL), Louis Pottinger (LP) (Chair), Andrew Seatter (AS), David Stephenson (DS).

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

1. Apologies: Janice Kirkness (JK), Gill McEwen (GM).

2. Minutes of previous board meeting:

Meeting on 14/01/2021

Proposed – HB; seconded – AB

3. Matters Arising:

MM has placed the order for hand wash and sanitiser with Scrubbingtons.

LP has spoken to WB, Chair of WRE, and he can confirm that WRE are happy to move forward with the tender for accountancy services.

CW had informed the Community Council (CC) of the Board's decision to help fund the scrap car scheme, but has had nothing further as yet. CW noted that, since the CC approached WDT for funding, the price of scrap has increased to the point that Orkney Aggregates are currently not charging a gate fee and this may have a knock on effect on whether the scheme goes forward.

After review, the Board Agreed not to send the previously drafted response to recent correspondence from Orkney Ferries.

4. Administration and Finance Officer's Report:

The finance sheets reflect an increase in outgoing grants due to the fuel grants. Alan Long has added some additional categories on Quickbooks to allow MM to differentiate between funding streams for the Housing project.

The finance sub group met on 21st January 2021 to discuss the finance tender and Financial Scheme of Delegation. It was agreed that MM, IT and JK would work towards producing a draft of both documents to present to the subgroup in two weeks' time, ready for final assessment by the WDT Board at the next Board Meeting.

Triodos have confirmed that, due to Covid-19, they aren't currently opening any new business bank accounts.

ACTION: MM, IT and JK to produce drafts of the finance tender and Financial Scheme of Delegation document.

5. Operation's Report:

Covid-19

The Board discussed ideas for how to use the remaining £11,695 in the Covid-19 Business Grant. DS suggested that the grant application tabled for item 11 a. might be an eligible project while AS pointed out that some costs of the learning centre project may also be suitable. This was discussed further in item 11 a/d.

Bayview/housing

JK has submitted the first grant claim to the Islands Housing Fund for £61,534.15.

The sound test consultants (RMP) have made a number of recommendations to better sound proof Bayview, these are being discussed among the housing subgroup and contractors.

The phone and water connection applications have been submitted.

NILPS Red Phone Box Trail

Orkney Islands Council (OIC) have confirmed that they do not own the Gill Pier telephone kiosk. IT and CW aim to submit this project for review in March.

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

Bargain Box

AB shared plans to extend the Bargain Box pop up week for another week.

Community Garden

The Highland's and Island Enterprise Feasibility study has been extended until March/April. Work is in progress on a plan for the coming season as well as an operational document to give the project focus going forward.

DL raised the question of whether the project could source more from local businesses when making purchases for the garden project. While the project endeavours to source locally this has not always been possible in the past. The Board reiterated its commitment to source project supplies as locally as possible.

Quarry

There is a Quarry subgroup meeting scheduled for Wednesday 10th February 2021.

Public Bins

OIC have said that they will need to approve the locations for the bins before formally agreeing to take on the servicing of them. The Board Agreed to purchase and install the bins with a budget of £1,500 subject to written confirmation from OIC that they agree with the locations and agree to service the bins. The locations to be put forward are Sand O Gill, Kelp Green, Bay of Swartmill and Backarass Carpark and Peter Miller's shop, it is hoped to get approval for 5 bins.

ACTION: IT to propose bin locations to OIC roads department

ACTION : IT to identify relevant landowners for permissions.

2021 Highlands and Islands Renewable Energy Awards

WDT has been submitted to the category of Best Community Project and is an award finalist. The awards will be held virtually on Thursday 25th February 2021.

GoWestray

Hazel at GoWestray has confirmed that she will be able to organise some learning opportunities based online and a quote of 50% of the usual annual fee to cover the period February 2021 - June 2021.

The Board reviewed the learning centre contract and Agreed the following; contract renewal until June 30th 2021; Hazel's quote of 50% of the usual annual fee; a £600 budget - insurance (previously agreed), video call software subscription (e.g. ZOOM) and underwriting courses have been added as eligible budget uses; a further budget of £700 is available for the purchase of tablets for the learning centre. These and other WDT owned Learning Centre devices can be loaned out to residents to help them access the online learning opportunities. See item 11 d.

ACTION: IT to inform GoWestray of the Board's decision to renew the learning centre contract until end of June 2021.

WRE Report

JK joined the meeting.

JK has had a response from Orkney Renewables to say that the new inverter hadn't been tested when the invoice was sent so they were unaware the problem had persisted. There will be no charge for their next visit to assess the turbine which will hopefully be next week. Norman also confirmed that the head of the turbine has a 5 year warranty from date of installation.

JK has spoken to Ofgem about the accreditation process for FITs to better inform a decision on replacing the turbine. Based on average income figures over the past 11 years, JK has concluded that WRE would only receive an approximate disposable income of £72K per year if we renewed the turbine without a FITs agreement. This suggests that it may not be financially viable to replace the turbine without a FITs accreditation. There is the possibility of a new scheme but more detail is needed before it is clear whether this would be suitable. More information needs to be gathered on how the end of life process is dealt with by Enercon and whether replacement will enable the FITs to continue. Once the Trust has established the financial viability of replacing the turbine it can decide whether or not to pursue feasibility of other large scale renewable income generation projects.

ACTION: JK to engage with Enercon and research the smart energy scheme.

JK left the meeting.

6. Housing Project

The standard security for the Housing project has been completed by Burness Paull. The Island Housing Fund requires the acceptance of this document to have a separate minute to their specified format. The WDT Board meeting was paused to allow a meeting to adopt the standard security to take place. The Board Agreed to approve the standard security document.

7. Website

WDT's application to Highlands and Islands Enterprise for funding towards the development of the WDT website was successful. The Board Agreed to accept the terms and conditions of the £1,260 grant as well as Orcadia Design's quote for the work and an overall budget of £2,500 (including £1,260 of funding). The staff team are to work with Orcadia Design on content and layout.

ACTION: DL to sign grant acceptance paperwork

ACTION: CW and IT to inform Orcadia of the Board's decision and work with them on developing the new website

GM joined the meeting.

8. Trustees Training

Role's and Responsibilities Training to be organised for the new trustees, provisionally for Tuesday 16th February 2021.

ACTION: IT to organise training.

9. Membership Drive

In order to ensure that news and information, including how to become a member of WDT, reaches as many households as possible, the Board Agreed to mail a membership pack to non-members to raise awareness of the Trust and to hopefully increase membership. The pack is to include a copy of the latest annual report, a membership form and an introductory letter from the Chair.

ACTION: CW to print and mail membership packs to non-member households.

10. Correspondence

There was no correspondence to discuss.

11. AOCB

- a. **CG04-2020 Energy Action Westray Funds and PEG recommendation.** The school submitted a grant application to the Community Turbine Fund for the purchase of refurbished tablets and laptops for primary school pupils, as well as a weather station and hot compost bin. The application also requested some

funding from the renewable projects fund, a legacy fund from Energy Action Westray for use for green projects. The application was recommended for funding by PEG, having scored 12. The Board discussed the different elements of the application and concluded that using some of the covid-19 business grant to buy the laptops would be a suitable use of this fund (£1,980) while the cost of the hotbin would fall within the remit of the EAW funds (£194.98). Should the other funding streams that the school have applied to fail, the Board Agreed to fund the outstanding project costs from the Community Turbine Fund.

- b. **DG01-2017 WHT Accounts and Grant Approval.** WHT submitted their annual accounts and a forward planning forecast as per their funding grant conditions. The Board approved these and agreed to awarded year 4 funding of £6,000.
- c. **Membership Application.** Trevor Byers is now a member of WDT.
- d. **GoWestray covid-19 business grant.** It was raised that the learning centre costs (half a year fees and expenses budget, plus extra for digital devices) agreed earlier in the meet could be met using a portion of the covid-19 business grant. The Board Agreed.
- e. IT proposed a further possible use for the covid-19 business grant may be to arrange for some stock drone footage of the island and the community. The Board Agreed that IT could look into this further.

ACTION: CW to inform WJHS and WHT of the Boards decision.

ACTION: IT to look into the possibility of drone footage for discussion at the next Board meeting.

12. Date of Next Meeting

The date of the next Board Meeting will be Thursday 4th March 2021 at 7.00pm via Zoom.

The meeting closed at 21:00.

