



**REWDT Board Meeting,  
Monday 23 March 2026 @ 19:00  
Minutes**

**Present:** Peter Roebuck (Chair), Alison Mainland (Treasurer), Kayleigh Tipper, Eric Shortland, Callum Flaws & Richard Tipper.

**In Attendance:** Lloyd Gudgeon (CDO), Christine Briggs (Project Manager) & Helen Castle (Co Sec/AFO).

- 1. Welcome & Apologies for absence** – Peter welcomed all to the meeting. Apologies from Joy Henderson, Carole Maguire, Lisa Croft & Grant Mainland.
- 2. Christine Briggs** –The Chair invited Christine to share a brief overview of her background. Christine briefly outlined her 30-year career in the NHS, highlighting her most recent roles as a Director for NHS England with responsibility for the Northeast and Yorkshire. Christine reported that her work for the REW DT has included supporting the development of community transport arrangements, including ensuring compliance with Section 19 license standards. As part of the OD Project, she is now working on reviewing the organisation's People/HR policies. Christine noted that she will step down from her role in June 2026 due to a change in her personal financial arrangements and intends to pursue self-employed options going forward. She would be happy to pick up work for REW DT, if required, in that capacity in future. She had circulated various papers prior to the meeting and the board discussed these.

Organisational Development Initiative: HR and people policy review

Christine is reviewing and updating 19 policies, this will include adherence to new laws due to come in soon and will require staff consultation as they may affect things like the way that staff are paid, such as the Progressive Pay Uplift Model proposal.

Guidelines on the development and implementation of a Progressive Uplift Pay Model

This paper outlined an option for the Board to apply different percentage pay uplifts to staff in different pay bands. This approach would not change the overall cost of the annual pay award but would

REWDT Directors: Peter Roebuck (Chair), Grant Mainland, Alison Mainland (Treasurer), Callum Flaws, Carole Maguire, Eric Shortland, Kayleigh Tipper, Richard Tipper Lisa Croft (Vice-Chair), & Mark Hull (Co-opted Director).

allow the distribution to vary. The paper did not address the current year's uplift; its purpose was to set out guidelines—not policy—for future years, with the Board retaining absolute discretion on the determination of the annual pay award. The proposal centred around the introduction of a sliding scale model in which lower paid staff would receive a higher percentage increase, with smaller increases applied to higher paid staff, helping to support those most affected by cost of living pressures.

The Board discussed the advantages and disadvantages of this approach, there being differing views. Members reaffirmed their preference to continue linking the annual increase to December CPI, capped at 3%. Views were mixed on the sliding scale proposal due to the small staff group and relatively narrow pay gap. Kayleigh noted she had previously produced a paper on pay uplifts and agreed to share it with Christine to provide additional context. Peter suggested that, as a Fair Work employer, the Board should share the proposal with staff and seek their feedback before reaching a decision, helping to ensure transparency and understanding. AP1: Kayleigh to send her previous pay paper to Christine. AP2: Lloyd and Christine to share the proposal with staff. AP1: Kayleigh to send her previous pay paper to Christine. AP2: Lloyd and Christine to share the proposal with staff .

#### Job description guidelines

The board were happy to adapt the template and guidelines for future job descriptions.

#### Guidelines for the amendment of a job description post-recruitment

This covers the principles of how to do this fairly. This will be needed for future project management roles and will ensure consistency.

The board are happy for Christine & Lloyd to share with all staff so that full consultation occurs and staff understand any implications.

Christine left the meeting

- 3. Minutes of the Board Meeting held on Saturday 21 February 2026 - The Minutes were approved. Proposed by Callum Flaws & Seconded by Alison Mainland.**

#### 4. Action points (see below) and other matters arising (if not elsewhere on agenda).

13 December 2025

AP5: **Carole** to share the RCA hire agreements with Lloyd. **Ongoing.**

AP8: **Grant & Richard** to complete the Co-op Bank proof of ID ASAP please. **Ongoing.** **Helen** to check with the Co-op Bank as **Richard** has done this, **Grant** to let **Helen** know if he has also submitted the forms.

24 January 2026

AP1: **Grant** to email REWIRED Ltd. directors that Eric is now a REW DT representative director of REWIRED Ltd. (replacing Peter). REWIRED Ltd. will then make a decision regarding who will be the Vice-Chair. **Discharged.** As proposed by Richard & seconded by Peter at the 23-03-2026 meeting.

AP3: **Eric** to inform the person responsible that the directors expect them to make good the stone wall damage as soon as possible. **Ongoing.**

21 February 2026

AP1: Callum asked if the REW DT could have a project that provided residents with solar panels, this could be for a future year's project, **Lloyd** to look into this. **Ongoing.** Lloyd shared that there is a lot of interest in this idea but will mean that properties will need to be tested and technical advice taken to ensure houses are suitable. Lloyd has spoken to THAW, Aquatera and Home Energy Scotland. The idea would be instead of offering a Fuel Grant annually the REW DT could contribute to the costs of installation if external organisations are involved and provide the majority of the costs. Eric suggested we look into covering the turbine site hill with solar panels and get any FITS payments plus sale of electricity provided by these. This could help with post turbine income. Richard suggested that **AP3: Lloyd** research the possibility of offering to fill any cost gap for external organisations fitting solar panels and **REWIRED Ltd.** look into the ideas of solar panels at the turbine site.

AP2: **Lloyd** was asked to investigate if the Egilsay turbine can be fixed and if there are grants available to support this. In which case Egilsay would have an income to help with such applications. **Discharged.**

AP3: **Rachel** to look to find external funding to support the Youth Worker's activities and salary costs for next year's (2027/28) budget. **Ongoing.**

AP4: **The Pier Restaurant Group (via Grant)** for a costed budget to be submitted by them for 2026/27, to include a spending profile for the next 12 months. The board will then be able to approve the budget at the March meeting, and staff will be able to apply for external funding to support the costs. **Ongoing.** This action is partly done; Lloyd has some of the costs and shared these with the board.

AP5: **Lloyd** to ask Davie Campbell for details of the funding package. **Discharged.** Lloyd shared that the Rural Housing fund has increased to

£320,000 reducing the REW DT's contribution to £540,000 for both the Johnston's Road and The Manse 5 properties. If required OIC are offering an interest free loan up to £150,000 for DTs to support project builds.

**AP6: Lloyd & Helen** to arrange a TEAMS meeting with Ryan and **Kayleigh** to discuss the options further, **Lloyd** to also ask Shapinsay how they manage their cafe/restaurant. **Discharged.**

**AP7: Lloyd** to ask local contractors regarding the laying of the laminate flooring at the Taversoe. **Discharged.**

**AP8: Lloyd** to draft the contracts for the couple who will be working at the Taversoe. **Ongoing.** Lloyd shared that the draft contracts are ready, Josh & Tania will be employed by the trading subsidiary not the REW DT, the process is going through now.

**AP9: Lloyd** to finalise the transfer of Eric's land to the REW DT. **Discharged.**

**AP10: Lloyd** to draft a proposal based on the director's discussion for the March board meeting regarding the potential for a Project Manager position which could also include future asset manager's role and other project related duties. **Discharged.**

**AP11: Eric** must inform Helen before 14 March of his Companies House personal code to allow Helen to complete the annual return to Companies House. **Discharged.**

**5. Declaration of Interests** – Peter declared an interest as Frances is a director of The Craffhub who have put in a general grant application. Eric declared an interest as Hannah is looking to extend her contract and Hannah rents one of his properties.

**6. REWIRED Update –**

Productivity at the turbine for the past 3 months:

2025/26	Actual Productivity (kWh)	% Productivity (against 37% target)	% Curtailment (against 7% expectation)
December	331,237	51.12%	8.7%
January	79,182	12.22%	82.7%
February	326,654	50.41%	18.4%

January was particularly frustrating for REWIRED Ltd. After the power cut the island experienced on the 2nd the turbine failed to restart remotely after ice detection, and due to the weather, the team from Enercon were unable to attend. This resulted in the turbine not generating and not heating itself for most of the month. This can cause a build-up of condensation inside the turbine which has already caused a number of problems in the past. SCADA then notified REWIRED of an overheating bearing. When the team finally were able

to attend it was discovered that there was a faulty temperature sensor which was great news since replacing a bearing may have meant a crane visit. The sensor was then replaced but the turbine still would not operate. A faulty PCB in the rotor sub distribution box was discovered which was replaced when the wind eventually dropped enough to allow safe climbing and we were eventually back in business. February certainly was an improvement, but we were hampered for the best part of two days with faults on the ANM system.

The REW DT board were happy for Turbine Manager to approach the REWIRED Ltd. board to ask permission to arrange for the track repairs to be completed before the summer.

The Turbine Manager has succeeded in securing a good price (£86.49/MWh) for the period from October 2026 to March 2027. The plan is to monitor the situation very closely and perhaps secure another deal as when appropriate. This may be particularly beneficial due to the alteration to the way FiT is to be calculated (from RPI to CPI) going forward.

Following on from the recent repowering event held by CES in Glasgow, it would appear that there are a few more options from different companies regarding decommissioning. Hopefully, this should help all CPO members who are still to have their planning extended to complete the process and extend the life of their turbines.

## **7. Grants.**

7.1 G25 11G – The Parent Council – Hoy Trip £1,790.00 requested. Approved at 80% of the application requested costs.

7.2 G25 12G – Egilsay Summer Events Group – Summer Dance £1,000 towards costs. The board felt that the group should apply for a Community Group Grant first (as this is up to £1,000) and then if further funding is required apply for the balance from other funding sources (including the REW DT General Grants). A General Grant would only be approved if other funding has been secured and any payments must be supported by invoices or receipts from the event.

7.3 G25 13G – The Craffhub SCIO – Site access and safety improvements £5,000. The project total quotes are £45,259.20, the board approved this DT contribution of £5,000.00.

## **8. CDO`s Report /Projects**

8.1. Affordable Housing – Rendalls are back on the Johnstons Road site completing the services connections. The joiners will be arriving soon, and Lloyd will share the anticipated completed timescales once he has had an update from Rendalls. OIC have requested special

drainage to be added to the Building Warrant work and the OIC Roads Department are asking for improvements to the junction to the main road from The Manse to be included in the planning documents. This has been done, and the application has been re-submitted.

8.2. The Taversoe - We have recruited a couple to be full-time managers of the Taversoe for 18 months. Josh and Tania will start work on 1st April. Scholes have advised us that we should manage them via a wholly owned trading subsidiary. This is being set up now, with its own Board of 5 people (2 from the Trust Board and 3 from the wider community, although the Articles will show that there will be up to 7 directors 3 from REW DT & 4 from the wider community). The directors approved at the meeting are Grant Mainland, Lisa Croft, Zoe Flaws, Chris Jacques & Tim Wood. A discussion took place as associated the selection of board members and lessons learned from the CBS. Following feedback from the CBS we have increased the number of directors from 5 to 7 to allow for interest from the community which will be offered at the AGM. It will become VAT registered in due course, once VAT thresholds are met, and will employ Josh and Tania. Directors agreed that when the REW DT holds its AGM in June, any resident who is a member and wishes to become a director of the trading subsidiary will get the opportunity to put themselves forward.

The Taversoe will be open to guest wef 01 May 2026 and the week before to residents.

The Trust agreed previously to provide start-up funds for the new company. The board discussed the options and agreed this will be via an interest free loan as Scholes advised that a loan is simpler to administer, the directors will work with Lloyd to define the terms. The subsidiary accounts will be shared monthly with the two boards to ensure any financial concerns are addressed in a timely manner.

Work has started to replace the carpet in the bar and lounge and to bring the electrical cupboard housing the RCD up to modern standards. The Environmental Health officer at OIC was very helpful with advice on phasing improvements to the kitchen so that it can operate this summer. The first phase work on the kitchen will be completed during April.

Lloyd shared that the REW DT continues to get requests for financial recompense from a previous potential tenant at the Taversoe, the board discussed this again and agreed their previous decisions still stand.

8.3. Pier Restaurant – Richard asked how the ring-fenced money in the budget was being used, this has covered the costs of the removal of

contamination from the oil leak during COVID. Lloyd shared the 2019 refurbishment ideas (three options shared previously with the board by Stuart). Peter added that the recent improvements to heating in the building was all funded by CLLD external funding. The plan is to restore the building to meet current regulations and get the Pier Restaurant open again as soon as possible, this will include installing a disabled toilet, a few changes to make the space more usable and to bring the kitchen up to the current specifications. Then to go out to tender for a small business to run it. Peter has been working with the community and Alison said it is good this is progressing; Callum added the concept has been proven by recent events and activities and now is the time to see how the business can work. **AP4: Lloyd** to ensure the Pier Restaurant costed budget and plan is with the board ASAP including any contingency costs. The plan is to open initially this summer, offering soup and sandwiches and coffee and cake etc. with the new kitchen to be installed during the winter 2026/27. The Taversoe will be working with the Pier Restaurant. OIC Environmental Health Officer advised on the Pier kitchen. As a result, the Steering Group now have a plan to remove the old work benches, cupboards, fridges and shelves. The walls will then be painted and surfaced and the floor patched (where needed). New stainless steel work surfaces, racks and cupboards will be installed, along with smaller fridges and freezers and a dish washer. The Steering Group is costing this work to inform the Board.

There was an additional community event in the Pier Restaurant in February (a darts match) which was very well received and resulted in a number of unsolicited comments and thanks.

The staff have re-organised their working hours at the Cabin and as a result we have removed some of the pressure on space. This means that for the time being we will not have to convert the meeting room into office space. We will keep an eye on this. Due to the current lack of Wi-Fi signals in some parts of Rousay the Cabin Room is being left unlocked to allow residents to use the office guest Wi-Fi. Other isles have the same issues and are looking to purchase a system to cover this type of event in the future **AP5: Lloyd** to get a quote for the Wi-Fi system for the board to consider at the next board meeting. Lloyd has plans to clean and tidy the garage space so it can be used for archive storage and general storage, including the E-bikes.

#### 8.4. Community Transport –

SSEN still do not have a wayleave to install a new electricity supply to the Cabin and the new EV charger, so the new charger is still not available for use. **AP6: Peter** to speak to Robert to get the SSEN way leave agreed. The old charger is still working but continues to have occasional problems. Chris Jaques has recently sourced some

specialist monitoring equipment to see if he can diagnose the source of the problems. EV charger monitoring equipment went in today.

Helen was successful in her application to OIC for £10,000 (maximum allowed) to support the Transport Project for the next 12 months. OIC acknowledged the excellent and high scoring application from REWDT.

We currently have 3 main drivers and 2 back-up drivers, so the recruitment drive seems to have worked well.

The new E-bikes, including a trike, are ready for delivery. All the existing e-bikes are out with local residents. At least two people who hired one of our e-bikes last year have gone on to buy one for themselves.

8.5. Waterfront Development - The purchase of the 2 remaining plots has now been completed. Over the coming 12 months we can conduct a series of consultations with the community and neighbours to follow up on what people want us to use the land for. This will start the process of developing a working plan for the area. **AP7: Peter** to get Shed no. 3's meter reading to Helen by Wednesday 01 April.

8.6. Trumland Estate - So far, we have raised some funds for capital costs associated with the plans for Windbreck, but we are still needing to raise revenue funds. We have a 3-year funding application submitted to the Lottery which, if successful, will cover over 50% of staff costs associated with the project alongside £30,000 of capital costs.

Hannah's staff funding runs out in June. The Board approve a contingency to fully fund her role for 3 additional months should the external funding applications fail, to allow Hannah to finish her current projects.

The licence to use Norman's Shed has been used as a template for the use of the Boathouse, which is currently being used by a local resident to store a kayak.

The CLLD funding for access to the boathouse ends on 30 April, if not used this £6,000 will be lost. The land comes with previous to purchase, access rights which the resident is not prepared to share or allow this access to be used by the REW DT to allow the community safer access to the boathouse.

8.7. Website Development - We have a partial quote for updating the website. This is for £1,020.00 and covers upgrading the Grants page, making it easier for staff to load and delete items and photos, and the addition of an events calendar. There may also be some costs if James has to spend a few hours on it with training and supporting staff in the use of the new features.

Data Security: Guidance from our IT support is that using personal email addresses for Trust business is not prohibited, but it does represent a potential weakness in the Trust's data security, and it also leaves the Director concerned open to being liable for that data breach. Directors were informed of this risk, those using their personal email accounts instead of their REWDT accounts will need to accept the personal and institutional risk of a data breach if they continue in this way. The Communications Policy will be amended to show this. Directors who keep REW DT board papers and other documents on their home computers/tablets will need to delete these once read to avoid any potential data breaches.

Staff are continuing to be asked to use their personal mobiles for work, requiring apps from Scottish Government and our Banks to be downloaded to allow the business of the REW DT to continue. Our IT specialist did not think this would cause any data breach issues and is financially cheaper for the REW DT than providing staff with work smart phones. Peter thanks all staff for using their personal mobiles in their work for the REW DT.

Future potential REW DT costs – Lloyd shared these future costings for his replacement and other staff costs for next year after he retires.

## **9. Administration, Finance & Office**

9.1. **No Membership forms received.**

9.2. **Finance – No additional questions re the budget spreadsheet.**

## **10. AOB**

10.1 Eric asked why the School Wi-Fi does not reach the gym area? Lloyd asked if the School is listed as a Resilience Hub? The directors were not sure of the answer to these questions. **AP8: Eric** to contact Carey re Wi-Fi connections at the School, use of these in the gym and if the School is a resilience, Hub.

10.2 Kayleigh raised that the Newsletter has Grant as Vice-Chair, **Helen** to ask the member of staff who produces this to change this to Lisa, and that the board would like all future Newsletters to be in the house style.

10.3 Eric asked when the Taversoe subsidiary new directors will meet, Lloyd will share all paperwork first, then submit documents to Companies House and once personal codes for new directors are collected and they are uploaded to Companies House a meeting will be called.

## **Next Two Board Meetings, at The Pier Cabin –**

- Monday 04 May @ 19:00
- Monday 17 July @ 19:00

AGM will be held on Saturday 20 June 2026, Roadshow opening at 09:30 and AGM meeting starting at 11:00, held at Rousay School.

## Summary of Action Points.

### 13 December 2025

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**AP8: Grant & Richard** to complete the Co-op Bank proof of ID ASAP please. **Ongoing.** **Helen** to check with the Co-op Bank as **Richard** has done this, **Grant** to let **Helen** know if he has also submitted the forms.

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### 23 March 2026

- AP1: Kayleigh to send her previous pay paper to Christine.
- AP2: Lloyd and Christine to share the proposal with staff
- AP3: **Lloyd** research the possibility of offering to fill any cost gap for external organisations fitting solar panels to REW properties and **REWIRED Ltd.** look into the ideas of solar panels at the turbine site.
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- AP7: **Peter** to get Shed no. 3's meter reading to Helen by Wednesday 01 April.
- AP8: **Eric** to contact Carey re Wi-Fi connections at the School, use of these in the gym and if the School is a resilience, Hub.

#### Acronym List

AFO	Admin & Finance Officer
TM	Turbine Manager
Co Sec	Company Secretary
CDO	Community Development Officer
REW DT	Rousay, Egilsay & Wyre Development Trust
DT	Development Trust
NILPS	North Isles Landscape Partnership Scheme
OIC	Orkney Islands Council
OHAL	Orkney Housing Association Ltd.
SLF	Scottish Land Fund
BLF	Big Lottery Fund
OSCR	Office of the Scottish Charities Regulator
REWGCC	Rousay, Egilsay, Wyre & Gairsay Community Council
REWIRED	Rousay, Egilsay & Wyre Islands Renewable Energy Development
CPO	Community Power Orkney
SNH	Scottish Natural Heritage
HIE	Highlands and Islands Enterprise
FCA	Financial Conduct Society
CBS	Community Benefit Society
CTA	Community Transport Association
CiN	Children in Need
RCA	Rousay Community Association