



**REWDT Board Meeting,
Saturday 5th September @ 09:30
Minutes**

Present: Lisa Croft (Vice-Chair, acting as Chair for this meeting), Alison Mainland (Treasurer), Grant Mainland, Martin Douglas, Julie Gibson, Kayleigh Tipper, Mark Hull & Carole Maguire.

In Attendance: Ellie Roberts (Grants Administrator/Workshop Co-ordinator)

1. **Welcome & Apologies for absence** – Lisa welcomed all to the meeting. Apologies from Joy Henderson, Peter Roebuck and Callum Flaws.

2. **Review Agenda**

Everyone agreed to the reviewed agenda. Due to recent events and the subsequent amendments made to the agenda, it was noted that the purpose of this meeting had changed from a workshop to a board meeting.

3. **Agree Ground Rules & Use of the 'Car Park'**

Lisa spoke about the importance of collaboration in this meeting, the need for full and frank discussions, working together and sharing out tasks. Lisa explained the use of the 'car park' for topics which come up during discussions that can be 'parked' and discussed at the end of the meeting to ensure the meeting stays on track.

4. **Sharing Information with Staff**

Lisa reminded those present about the commitment to share information with staff, including this agenda. All agreed to this. **API: Lisa & Grant** to share agenda and minutes from meeting with staff at the next staff meeting.

5. **Current Roles**

Lisa (Vice-Chair) acting as Chair for this meeting. Lisa suggested that they elect a new chair at the end of this meeting. All agreed.

6. Taversoe

Lisa & Grant shared that an REWDT employee had agreed to co-ordinate Taversoe bookings and operations in the short-term, stepping into cover the daily tasks Peter had been covering and to ensure that the existing Taversoe bookings could be honoured. Grant would provide cover when needed and carry out a handover beforehand, to ensure continuity of operations and continuity for staff. Other directors offered support with this if needed.

Lisa spoke about the proposal to close the Taversoe for the winter season from October 4th to allow outstanding work to take place. Lisa shared that there was a booking in mid-October that would be affected by this and so a decision needed to be taken on whether to close on Oct 4th and if so, what to do about the existing booking to ensure we do not let the client down. After discussion, the board agreed to close for the winter season on 4th October and ask the tour operator to reassign the booking in mid-October.

Martin shared that as he already corresponds with the Tour Operator on a regular basis, he was happy to contact them and inform them of this. All agreed. **AP2: Martin** to contact Tour Operator and inform them we are closing for the winter season on October 4th to allow outstanding work on the Taversoe to take place, and to ask them to reassign the mid-October booking to another location.

Lisa spoke about the future bookings in the Taversoe for the 2027 season. After discussion, it was agreed that the public booking system would remain closed as the Board agreed to take no new bookings for 2027 until future operations of Tav decided and then Martin can relay that decision to our booking partners.

It was agreed that Martin would speak to the regular Tour Operator to gain clarity about next year's Taversoe allocations. All agreed. **AP3: Martin** to speak to Tour Operator and ask for details of allocations to The Taversoe for 2027.

Carole raised the issue of whether to keep The Taversoe. After discussion, it was agreed that we needed to go to out to the island for them to make a decision. All agreed on this. It was agreed that we need to consult the island but that we also needed to protect the asset

now, regardless of whatever future decision was taken. Carole noted that there was still planning permission with the property for another 3 years and that selling the asset should be one of the options given to the community. It was agreed that a separate meeting would need to be held about the future of the Taversoe. Lisa asked if 2 or 3 board members could take the lead on this. Martin, Grant and Carole offered to carry out this work. All agreed. **AP4: Martin, Grant & Carole** to gather information and produce an options paper for the future of The Taversoe, to be discussed at a future meeting with a view to then going out to share the information with the community and consulting them on the available options.

Carole asked about another tour group provider who had been good clients of The Taversoe but had poor experiences earlier this summer. Carole asked if they were being kept informed. Martin shared that he already works closely with this group too and can update them accordingly. **AP5: Martin** to contact tour group provider and update them about the situation with the Taversoe.

Grant shared the immediate issues that needed to be resolved to ensure smooth running of the Taversoe until 4th October. Short-term, interim staff will need to be added to the payroll as a priority as soon as Helen is back from Leave. **AP6: Lisa** to ask Helen to prioritise adding the two staff members to the payroll and to discuss this with the two staff members and come back to the board if either of them has an issue with the timescales for this.

Lisa shared that the Taversoe staff need help in the kitchen immediately, on a very short-term basis. There are guests coming in on Sunday. There had been 2 offers of help in the kitchen from local people and they can start immediately. **AP7: Lisa** to discuss this with Trish and agree on the most suitable candidate and check on food hygiene certificates and other requirements.

Grant shared that the Taversoe interim, short-term staff members would need to have their short-term contracts extended. After discussion, all agreed to an extension of short-term contracts for Taversoe interim staff members until 4th October, to ensure the continuation of service. Kayleigh commented that she thought that

they could run on the same contracts with written confirmation to each of them of the intention to extend their contracts further with all terms and conditions remaining the same. Lisa volunteered to contact Peter and Shani regarding the existing contracts and sort extensions to these temporary contracts, as appropriate. **AP8: Lisa** to contact Peter & Shani with regards to the existing Taversoe contracts and how these can be extended.

Grant offered to contact the two members of staff in writing to confirm the intent to extend their contracts. All Agreed. **AP9: Grant** to send a 'letter of intent' to the two members of Taversoe staff, to inform them of the intention to extend their contracts further, with all existing terms and conditions remaining.

Grant raised the issue of the contract for the existing member of REWDT staff who was covering Taversoe duties, as she had taken on extra duties. Kayleigh commented that she is an existing employee and these can be classed as being assigned other duties. Lisa spoke about the addendum to contract that Peter had put in place for another employee and Lisa said she would review this and see if this is something we needed in place in this instance. **AP10: Lisa** to review a copy of the addendum to contract and liaise with Grant regarding this.

Julie commented that this demonstrated the need for regular HR support. Julie also felt this demonstrated the need for a repository of documents that the board can access, Lisa added this to the 'Car Park' to be discussed at the end of the meeting. Lisa shared that REWDT had already contracted a local consultant to support with some HR needs. Martin asked if this person had measurable experience in this field. Lisa confirmed that she had and shared some of this experience. Mark shared that for longer term HR needs, including vacancies and contracts, he would recommend speaking to VAO and DTAS to obtain help with this, as they had helped in the past and that Helen would be aware of the details. All agreed that in the short-term this could be handled internally due to being extremely urgent but that external help would be considered for longer-term needs. **AP11: Lisa** to discuss with Helen the previous external HR assistance REWDT have sought from HIE or DTAS, and her experiences with this.

7. Police Investigation Update

Lisa shared that CID have asked for permission to access the previous CDO's REWDT inbox. Lisa shared that the board had been advised that they need to seek legal advice on this, as CID may need a warrant to access these due to GDPR.

Martin asked that a second board member be added to any correspondence from the investigators so that it isn't a single-centric role. Martin offered to be the second contact. Grant proposed that Martin is the second contact and to be copied in on all communications and updates from the investigation. Julie seconded. All agreed. **AP12: Martin** to discuss with Peter and request that he becomes the joint contact with Peter for any correspondence regarding the investigation.

8. Legal Update

Lisa shared her disappointment in the updates that had been provided by the legal representatives so far. Martin agreed and proposed that a request is put to the legal team for an update that can be shared with the community. Grant shared that he thought we needed to put an update out to the public again as a priority. All agreed this needed urgent action. **AP13: Lisa** to contact the REWDT legal representatives to ask them for an update that can be shared with the community.

9. HIE Offer of Support

Lisa shared HIE's offer of support in a Governance Review. Kayleigh shared that a review had been done about 6 years ago, that it was very positive. Mark shared that groups like DTAS can be extremely supportive with this too. After discussion, it was agreed that before the offer is accepted, there should be greater clarity about exactly what support is being offered and by whom. **AP14: Lisa** to contact HIE for clarity about what support they are offering.

10. Funding - The Orkney Fund Offer of Grant

Julie Gibson shared with the board that she thought the Place Plan was extremely important, as it would work in tandem with the Harbour Plan, which would help address harbour issues, including replacement ferries. The sustainability of services and island resilience

should be something that is focused on. Mark Hull shared that Place Plans were being carried out throughout Orkney, working with OIC planning department and Community Councils. Mark asked if anyone had asked the Community Council if they wanted to take the lead on this. Julie agreed that it would be important to work with the Community Council and it would also give us links to how people feel in the community. Carole informed the board that the REWGCC had discussed the Place Plan and that while they were happy to support it, and agreed it was essential, that they felt that REWDT should lead on it due to limited resources and time within REWGCC. Mark shared that he was pleased that we had consulted REWGCC. Grant suggested we speak to Egilsay and Wyre to gather their views. Mark agreed with this and added that if REWDT lead on it, they would need to get the REW community involved and added that we would likely contract this out to a third party to do the Place Plan funding work. Mark offered to contact the funder and clarify how much funding was being offered. All agreed to delegate responsibility of whether we accept the Place Plan funding to Mark, once he has looked into this further. **AP15: Mark** to contact Place Plan Funder regarding funding amount awarded, and to contact Egilsay and Wyre to ask if they want to be involved.

11. Staffing

Lisa explained that we now have a vacant CDO role and a vacant Admin Support role and that the current staff were under increasing pressure because of this situation. Grant shared that he attended the staff meeting on Wednesday 2nd September, to discuss the staffing issues, to identify the gaps in staffing, and what this means operationally. Grant read a short letter from a staff member which thanked Peter for his support as her line manager recently. Lisa commented that it was not sustainable for the Chair to continue to be the staff's line manager.

The board discussed the fact that the Shani's contract runs out on 13th September, and a decision would need to be taken on whether to renew this contract. After discussion it was agreed that this contract would not be renewed after 13th September. Alison commented that if we do not renew this contract, we would need to take urgent action so that the staff were not left without anybody. Grant shared that he was happy to support the staff more in the interim. Martin asked if we

should draft a letter of thanks to Shani for her help so far. Julie offered to draft the letter of thanks to Shani. All agreed. **AP16: Julie** to write letter of thanks to Shani.

Grant then shared the information about staff structure in REWDT and the current gaps. The immediate roles that need to be filled are a Trust Manager type role and an Office Administrator role. Lisa spoke about the consultant's report regarding the CDO/Trust Manager role, which the consultant had undertaken a few weeks ago, and was ready to action. Lisa also shared that a contract was already in place for this. Staff had been consulted in this process. After discussion, the board agreed that in the short-term a Transitional Operations Support Manager was needed as a matter of urgency, on a full-time basis working in Rousay, and an advert should be drawn up and shared next week. A salary was discussed and a salary range agreed. **AP17: Lisa** to discuss the Transitional Operations Manager role with consultant and ask them to produce a job advert for the role to be advertised as soon as possible. Mark commented that this would give the board time for the HIE work to be carried out before creating a longer-term post.

The board discussed that the Office Administrator role is vital to ensure the continuation of operations in REWDT, and to support existing staff members. After some discussion, it was agreed that this role should be a permanent, full-time, office-based role, to be a continuous presence for the REW community and cover office co-ordination, reception, front-of-house duties, admin support, communication, and transport co-ordination. Lisa spoke about salary for the role and Kayleigh mentioned recent job adverts in Orkney for a similar role. A salary range was agreed by the board for this role. Julie mentioned that existing staff's salaries should also be reviewed to sure that they align with this salary. Martin asked if a young apprentice would suit the role but after discussion it was agreed that this level of support needed would not suit an apprentice for this role but that this could be considered for future roles. **AP18: Lisa** to discuss the Office Administrator role with the consultant and ask them to produce a job advert for this role as a matter of urgency. **AP19: Grant** to work with **Lisa** on conducting a review of existing staff salary.

12. Continuity of Operations Plan when Chair, Vice-Chair, and CDO are off island.

It was agreed that a Chair is necessary to lead and co-ordinate the board. Martin suggested a Chair and a Co-Chair to share the duties. Lisa shared that she was pleased with the way tasks had been shared out today and that if that continued, she would be happy to be Chair. Grant stated that he was happy to be more involved too. Julie proposed that Lisa is voted as Chair and Grant as Vice-Chair. Carole seconded. The board voted to elect Lisa as Chair and Grant as Vice-Chair.

It was discussed that the staff would need support if the Chair and Vice-Chair are away and the board agreed to arrange this.

AP20: Grant and Lisa to attend the staff meeting on Wednesday 9th September to run through outputs and discuss line manager cover.

Alison confirmed she is on Rousay to support with banking operations throughout September.

Lisa shared that one of the REWDT drivers had offered to help with transport co-ordination in the very short-term. All agreed that this offer should be taken up. **AP21: Lisa** to contact the REWDT driver and see if they can assist with the transport co-ordination in the short-term.

13. Repairing Relationships with the Community

The board discussed that they felt there should be a public meeting about The Taversoe as soon as possible. Grant shared that, at the staff meeting, the staff had supported a community meeting too. The board agreed it was the correct course of action to take. The board agreed that they would need to seek legal advice on holding the public meeting, and what they are allowed to say, in order that the investigation is not compromised.

Lisa asked for confirmation that the minutes of the previous board meetings were on the website. It was confirmed that they were on the website, up until June 2026. Mark asked if the minutes could be printed out and put in the noticeboards and on the boat like they used to be. **AP22: Lisa** to discuss putting a copy of the minutes into noticeboards and on the boat with Helen.

Kayleigh asked if the Taversoe Catering Report could be published before the meeting. Lisa confirmed that an Executive Summary had been compiled, which could be shared with the public and she would check if this could be published without affecting the investigation. **AP23: Lisa** to check if the Executive Summary Catering report can be shared publicly.

The board discussed whether an independent third party should be asked to chair the public meeting. Mark suggested talking with VAO about supporting this. The board discussed if the meeting should be recorded. It was agreed that the meeting should be recorded but that everyone in attendance would need to be made aware it was being recorded. **AP24: Lisa** to contact legal representatives about availability to attend a meeting and to advise us what we can legally answer. Lisa to also check with them about recording the meeting. Lisa to contact VAO about providing an independent person to lead the meeting.

It was agreed that once the meeting date is decided, boat and bus transport should be arranged to accommodate Egilsay, Wyre and those unable to drive to the meeting and that this should be advertised as soon as possible. **AP25: Lisa** to draft a notice about the public meeting and send to the legal representatives to check.

Carole agreed to be the contact for any queries regarding transport or similar in regard to the meeting. Carole reminded the board to book the Green Room at the school with RCA.

14. AOB

Pier Restaurant – Carole reminded the board that a Memorandum of Intent needed to be drafted and sent to the group organising and running events in the Pier Restaurant. **AP26: Lisa** to ask consultant CDO to draft a Memorandum of Intent for the Pier Restaurant Group before 13th September.

Carole also shared that Carey currently has accounts for the Pier Restaurant and needed to know who to send these to. After discussion, it was agreed these should be sent to Helen on her return

from leave. **AP27: Lisa** to discuss this with Helen on her return from Leave and ask Helen to contact Carey.

Grant shared with the board that work needed to be done in the Pier Restaurant to enable it to function longer term and that the group had requested approval to go out for quotes for the work. Carole shared that the Pier Restaurant is currently running on Special Licences until the kitchen work is complete and that she felt that this work must be completed as soon as possible so that an application for a permanent licence could be submitted. All agreed that this should be approved. **AP28: Grant** to inform the Pier Restaurant Group that approval to go out for quotes for the work in the Pier has been granted.

Grant Query

A recent grant query from a business was discussed by the board. The board discussed that there were significant challenges in granting funding to a business and it must match our Charitable Aims, which is challenging to justify to OSCR when the applicant is a business. **AP29: Carole** to feedback to community member.

Central Repository of Documents

Julie asked if there could be a central repository for important documents that the board were able to access, for governance purposes. Lisa shared that this was something the consultant was going to work on but now perhaps the IT consultant should be contacted and this matter discussed with them. **AP30: Ellie** to contact the IT consultant to follow up on this and ask for a director training session on this.

With Shani's contract not being renewed, the board discussed how to deal with any emails they may receive regarding REWDT work. **AP31: Lisa** to follow up with Peter and Shani about the inboxes.

Grant mentioned the same with the other two employees who had resigned from their roles. **AP32: Grant** to check with Peter regarding the status of the two ex-employee's REWDT equipment and arrange for secure return of both of these.

Window breakage

The board discussed the window in the Pier office which was recently smashed. This has been reported to the Police. Robert is measuring for a new window. The board discussed the fact that this had been upsetting for some staff. The board discussed the placement of CCTV around the buildings, and it was agreed this should be investigated further. **AP33: Martin and Grant** to assess the current CCTV and how to extend this to the Pier Cabin and discuss this with staff.

Co-opting of board members

The board discussed the proposal to co-opt members of the community with certain skill sets onto the board. The board agreed that, at this time, the board should stay as it is, as they did not want to co-opt community members onto the board who hadn't been elected by the community, and to also allow for co-opting later, after the Governance Review, if necessary.

Summary of Action Points.

5 September 2026

AP1: Lisa & Grant to share agenda and minutes from meeting with staff at the next staff meeting.

AP2: Martin to contact Tour Operator and inform them we are closing for the winter season on October 4th to allow outstanding work on the Taversoe to take place, and to ask them to reassign the mid-October booking to another location

AP3: Martin to speak to Tour Operator and ask for details of allocations to The Taversoe for 2027.

AP4: Martin, Grant & Carole to gather information and produce an options paper for the future of The Taversoe, to be discussed at a future meeting with a view to then going out to share the information with the community and consulting them on the available options.

AP5: Martin to contact tour group provider and update them about the situation with the Taversoe.

AP6: Lisa to ask Helen to prioritise adding the two staff members to the payroll and to discuss this with the two staff members and come back to the board if either of them has an issue with the timescales for this.

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AP8: Lisa to contact Peter & Shani with regards to the existing Taversoe contracts and how these can be extended.

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AP10: Lisa to review a copy of the addendum to contract and liaise with Grant regarding this.

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AP16: Julie to write letter of thanks to Shani.

AP17: Lisa to discuss the Transitional Operations Manager role with consultant and ask them to produce a job advert for the role to be advertised as soon as possible. Mark commented that this would give the board time for the HIE work to be carried out before creating a longer-term post.

AP18: Lisa to discuss the Office Administrator role with the consultant and ask them to produce a job advert for this role as a matter of urgency.

AP19: Grant to work with Lisa on conducting a review of existing staff salary.

AP20: Grant and Lisa to attend the staff meeting on Wednesday 9th September to run through outputs and discuss line manager cover.

AP21: Lisa to contact the REWDT driver and see if they can assist with the transport co-ordination in the short-term.

AP22: Lisa to discuss putting a copy of the minutes into noticeboards and on the boat with Helen.

AP23: Lisa to check if the Executive Summary Catering report can be shared publicly.

AP24: Lisa to contact legal representatives about availability to attend a meeting and to advise us what we can legally answer. Lisa to also check with them about recording the meeting. Lisa to contact VAO about providing an independent person to lead the meeting.

AP25: Lisa to draft a notice about the public meeting and send to the legal representatives to check.

AP26: Lisa to ask consultant CDO to draft a Memorandum of Intent for the Pier Restaurant Group before 13th September.

AP27: Lisa to discuss this with Helen on her return from Leave and ask Helen to contact Carey.

AP28: Grant to inform the Pier Restaurant Group that approval to go our for quotes for the work in the Pier has been granted.

AP29: Carole to feedback to community member.

AP30: **Ellie** to contact the IT consultant to follow up on this and ask for a director training session on this.

AP31: **Lisa** to follow up with Peter and Shani about the inboxes.

AP32: **Grant** to check with Peter regarding the status of the two ex-employee's REWDT equipment and arrange for secure return of both of these.

AP33: **Martin and Grant** to assess the current CCTV and how to extend this to the Pier Cabin and discuss this with staff.

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