

# **DRAFT Minutes of the Board meeting of Westray Development Trust (WDT) held on Tuesday 1<sup>st</sup> August 2017 at 7.30pm in the community classroom, Westray**

**Present:** Philip Bews (PB), Edith Costie (EC), George Drever (GD) Chair, Douglas Leslie (DL), Ian Ricketts (IR), Andrew Seatter (AS), Kayleigh Seatter (KS)

**Attending:** Eileen Woodhouse (EJW) minutes

**1 Apologies:** Peter Needham (PN), Andy Makin (AM), Janice Rendall (JR), John Stout (JS), William Turnbull (WT)

**2 Minutes of previous Board Meeting:** 4<sup>th</sup> July 2017

Proposed EC, Seconded KS

## **3 Administration & Finance Report**

### 1) Finance; Fundraising Shop

The Board approved a budget of £20,000.00 (excluding VAT) for the fund raising shop.

**Action: EC to request a quotation from Olwen Bews to clean and paint the shop units; to be forwarded to the Board for approval.**

### 6) Financial Year End

Noted that all items for the Annual Report would be required before 18<sup>th</sup> August.

**Action: GD & IR to provide the necessary information to JR.**

### 8) IT Support Contract Renewal

The Board approved the decision to continue with RM Computing for the 2017/2018 year and look at other options for 2018/2019.

### 9) Dates to be noted

Heather Lamont (CCLA) will attend the AGM if we wish her to do so.

**Action: JR to check how much this would cost us.**

## **4 Quarry**

PB declared an interest and left the room. The minutes of this item will be circulated separately.

## **5 Growing Project**

There are concerns that, for various reasons, this project is deviating from the plan submitted to the funders.

**Action: AS & PB to formulate a plan to ensure that the project meets the agreed objectives.**

**Action: GD to request assistance from the Westray Golf Club to cut the vegetation growth in the field.**

**Action: EJW submit the required Completion Notice to OIC Planning Department.**

**Action: EJW obtain Road Services approval for the required notice regarding parking for the fund raising shop (incorporate the necessary funders' acknowledgment notice).**

## **6 Housing Sub Group**

AM has been in touch with Luke Fraser to 'catch-up' with this project. He has received documentation from the Sanday Development Trust which may be of help in completing grant application documentation.

## **7 Links of Noltland (LoN) Sub Group**

PN will chase up people for completed questionnaires.

**Action: EJW resend questionnaire to all Board members.**

**Action: all Board members to completed and return the questionnaire to EJW.**

## **8 Notice Board**

We are required by the Planning Consent for the Growing Project and the Fund Raising Shop to erect an OIC approved notice regarding parking for the fund raising shop at an OIC approved position (at, or close to, the corner of the field bounded by the road and the access track).

The Board agreed that we would have a sign for the car parking made and a sign to acknowledge the funders of the Growing Project made (as required by the funders) to a size that would enable us to benefit from 'deemed consent' for planning regulations to be attached to stabs and sited at a location agreed with OIC. Other options for notices will no longer be considered.

**Action: EJW obtain quotations for suitable sized permanent notices and liaise with OIC to agree a suitable position for the notices.**

## **9 Correspondence**

CCLA – Income Payable and Q2 Report.

For information.

Cloudnet Solutions.

This is part of a wider Broadband issue. Further discussion was held under AOCB.

Les Donaldson – Community Resilience Communications.

Les Donaldson, Civil Contingencies Officer, is seeking support – in the form of a letter of support – from Island communities for a satellite phone to be provided for each Island. The Board approved the request.

**Action: JR send letter of support.**

## **10 AOCB**

AM returned to work, on a phased return basis, on Monday 24<sup>th</sup> July. He is initially taking responsibility for three projects: the Quarry; Housing; and Forward Planning. IR is working with AM to monitor AM's workload and his re-entry to the working environment. The Board are pleased to welcome AM back to work.

AM expressed by way of an email his thanks to the Board for their support and his expectation that he will attend the September Board meeting.

AM's email also covered a number of other topics:

Broadband.

There are a number of 'unknowns' on the issue of reliable broadband for the islands. The Board agreed that AM should attend the forthcoming North Isles Digital Forum meeting in Kirkwall which is on the same day as a meeting he has with Alan Flint on the Forward Planning Project. Attendance at the North Isles Digital Forum would be in a 'for awareness' capacity. Any Director who is available would be welcome to attend both meetings as well. The Board agreed that there is currently insufficient information on the issues to make a decision on whether or not to have Broadband as a formal project.

**Action: AM advise the Board members of the date and details of the meetings in Kirkwall.**

**Action: following the meetings in Kirkwall AM investigate the issues on the provision of Broadband to the North Isles including the solution that Eday is proposing.**

Emerging Leaders Course.

The Board approved AM's request to register for the Emerging Leaders Course and also approved for JR to attend if she would like to.

**Action: AM to advise the Board of the final date of registration for this course.**

**Action: GD discuss this course with JR in the context of her potential training needs.**

Island Gathering.

The Board approved AM's suggestion that we decline the offer to attend.

Alan Flint.

The Board approved the meeting with Alan Flint in Kirkwall.

Screen Machine.

Regional Screen Scotland is planning a return visit of the Screen Machine to the Orkney Islands in November. The Board approved for JR to submit a funding request, as for the last visit, for £150 under the Entertainment Grants Scheme.

**Action: JR to respond to Regional Screen Scotland and submit a funding request which is hereby approved.**

Quarry Project.

The Board gratefully acknowledges all the work that Danny Harcus has put in – and continues to put in – to this project.

**Action: EJW to draft a letter of thanks on behalf of the Board.**

Higher English.

EC has an interest in this topic and was asked to leave the room.

The Trust recently funded six people to register for Higher English Course here on the Island. Three of these people did not complete the course. Two people, one of whom completed the course the other did not, applied for 100% funding of £220. The other four people applied for 50% funding, £110. The Trust paid the full fees directly and received three payments of £110 from three of the four people who had applied for 50% funding. Due to a number of circumstances only one signed funding acceptance form was received (this was from one of the people who did not complete the course). The terms of the funding grant were clear that if the person did not complete the course then the full fee was refundable to the Trust. Refunds to the sum of £550 are due to the Trust.

The process for applying for training funding has been revised and payments are now made only on completion of the course and receipt of the signed acceptance form and relevant payment receipts.

**Action: JR to resend the Grant Acceptance Forms to the five people who did not sign and return them initially, and request repayment of the monies owing under the terms of the Grant from the three people who, under the terms of the Grant, should refund the monies paid out by the Trust.**

Articles of Association.

**Action: DL discuss with AM the reasoning behind his suggestion for amending the Articles of Association of the Trust.**

Aviation Festival and float plane visit.

PN had briefly mentioned a possible visit of a float plane to Westray.

**Action: PN to provide further details – date, support requested of the Board, etc.**

2018 will be the 20<sup>th</sup> anniversary of the WDT.

Board members were asked for suggestions for appropriate ways to mark this anniversary.

The Marquee owned by the Trust and used for the Island Picnic and other community events is in need of a thorough clean; this will need to be done somewhere where there is sufficient space to hang the sections to dry completely before being folded for storage. The Board agreed that it would be useful to engage someone to clean and dry the marquee after each use.

**Action: GD to discuss this with John Harcus.**

AM cannot make a hard wired connection to the office network or the internet.

**Action: AS to check the Ethernet wiring in AM's office.**

## **11 Date of Next Meeting**

Tuesday 5<sup>th</sup> September 2017

The meeting closed at 10.45 pm