

**Minutes of the Board meeting of Westray Development Trust (WDT) held Tuesday 24<sup>th</sup> January 2017 at 7.30pm in the community classroom**

**Present:** George Drever (GD) Chair, Peter Needham (PN), Douglas Leslie (DL), Philip Bews (PB), William Turnbull (WT), Edith Costie (EC), John Stout (JS)

**Attending:** Andy Makin (AM) Operations Manager, Janice Rendall (JR)

**1 Welcome and apologies:** Apologies receive from Andrew Seatter (AS), Ian Ricketts (IR), and Kayleigh Seatter (KS)

**2 Minutes from 6<sup>th</sup> December 2016:** Proposed PN, Seconded PB

**3 Project Evaluation Group recommendations:**

*Each application is given a score of between -1 and 3 on each of five criteria: objectives, need, impact, achievability and costs and the total score determines what action is taken. Less than 4 is an automatic rejection; between 5 and 9 is a referral back to the applicant for further information; and between 10 and 15 is a referral to the WDT Board for funding consideration.*

**CG04/2016 Mrs Chrissie Drever – Replacement covers and foam for chair**

The total cost of the replacement parts is £931.25 and an application to the Royal Artillery Association (RAA) for £631.25 has been submitted, a decision on this funding won't be available for a little while.

This application scored highly on all five criteria with a total overall score of 10 and therefore:

**Recommendation: underwrite the costs of the replacement parts up to 80% (£745) with actual contribution dependant on funding decision from the RAA.**

**Decision: The Board accepted the recommendation from PEG.**

**CG05/2016 Westray Church of Scotland and Baptist Kirk Inter-kirk fund – Island-wide Christmas card**

The total costs of producing and distributing the cards are £270 and the inter-kirk group will contribute £54 to these costs.

This application scored highly on all five criteria and therefore:

**Recommendation: approve funding of 80% of costs (£216) for the Christmas card.**

**Decision: The Board accepted the recommendation from PEG.**

**CG06/2016 Application scored 2 and was therefore rejected by PEG and WDT Board.**

**CG07/2016 Westray Junior High School – France Trip**

The school are proposing to take 19 pupils, currently P7-S4, to France for a 6 day trip in September 2017. They will be accompanied by four staff. They will spend one day in Paris, 2 days at the WW1 battlefields in Ypres and the Somme, and one day at Euro Disney. They will also need to stay overnight in Edinburgh.

This trip would have educational benefits for 19 pupils, aged 11 to 17.

Total costs for the trip are £24,896. Parental contribution to the trip is £250 each pupil and the school contribution is £25 per pupil (total £5,225). The school also hopes to raise £4,500 through the Christmas Post, Jumble Sale, Bingo, coffee afternoon and soup and sandwich lunches and an application to the Westray and Papay Community Councils.

This application scored an 8 which is a referral back to the applicant for further information:

The PEG required clarification of pupils attending the trip, an itinerary of the trip and the links to the current curriculum and a cost comparison (i.e. would there be cheaper alternatives to the tour company, is there an alternative to flights from Orkney to Edinburgh etc.). In order for this to be re-scored in the New Year and to give a recommendation to the WDT, the PEG would require this information early in January.

*Following receipt of the additional information, PEG reassessed the application by email and recommended awarding funding of 60% of tour costs which equates to £12,052.*

**Decision: The Board accepted the recommendation from PEG. This was carried out by email prior to the meeting and PB declared an interest.**

**CG08/2016 Applicant – Permanent Roofing of Bronze Age Sauna Replica, Grobust**

This application scored a 10 which is a referral to the WDT Board for funding consideration however, before any funding recommendation can be made, the PEG required the following to be clarified:

Confirmation of land ownership and permissions (e.g. planning), maintenance responsibility, insurance requirement, group buy-in and Historic Environment Scotland's stance. PEG also queried whether volunteer time could be used instead of 'hired labour' to bring project costs down.

***The information requested had not been returned before the Board meeting and therefore this application will be deferred until the next funding round.***

#### **DG02/2016 Applicant – 3 year financial support plan**

This application was originally assessed at the September PEG meeting with further information being requested. The information submitted by the applicant came in the form of the documents that had been submitted to another body for another purpose and the PEG regarded this as insufficient in terms of a business plan. It was also noted that the requested 3 year projected cash flow had not been submitted, despite the applicant having been provided with a template.

Upon re-scoring of this application, the outcome was a score of 4 which is a rejection and therefore there is no further recommendation from PEG.

*A further request had been received from the applicant which was discussed at the end of the meeting (see item 7).*

#### **4 Operations Manager's report:**

**1/** Northend – the contractor requires the site to be cleared and it had been suggested that it be rotovated however, following discussion at the Board, it was decided to mow the grass and WDT will get a loan of the mower from the golf club.

**2/** Groundworks for growing project and fund raising shop: clarification of the costs is being sought from the contractor as there is some confusion. The contractor had originally been asked to provide two quotes, one for each job. They were then asked if it would be possible to combine the two jobs into one quote and they had agreed to this and provided a combined quote of just below £12,000. However, during further discussion, it was noted that the contractor said the cost would be the combined total of the original two quotes. Therefore, AM is in conversation with them to agree a contract for both the growing project and fundraising shop.

**3/** Growing project: no further update. However, AM was proposing to offer two supported posts to folk who have physical, mental or educational needs. These posts would be fully grant funded along with funds to cover the costs of a supporter/supervisor/carer. Following discussion, it was agreed that AM should continue to work on this proposal and come back to the board with a fully worked up proposal. **Action: AM**

**4/** Housing report: the Board approved the report received from the Highlands Small Communities Housing Trust provided AM sorts the typos etc. A working group will be set up to take forward the housing project – PN and IR along with AM will be this working group. IR will attend the housing conference in Perth at the end of February.

**5/** Quarry: Initial screening has been submitted to Orkney Islands Council. The design company has been asked to contact both land owners to start formal negotiations. Burness Paull will be undertaking the legal aspects of this project for WDT.

EASE Archaeology has agreed to carry out the archaeological study for WDT. There will be a cost of between £700 and £800 for this and the Board approved this expenditure.

**6/** Trust compound is now clear and Willie McEwen has vacated the plot.

**7/** Community Services building project is ongoing.

**8/** Legal representation: it was agreed that WDT would change to Burness Paull for legal services provision in the future.

**9/** RBS Non-executive Director: Alan Flint will be attending the meeting on 7<sup>th</sup> February.

**10/** Chapel of Rest: following discussion with John Corse, AM was asking for a budget of £1,000 maximum to provide soft furnishings for the chapel of rest. The Board approved this expenditure.

**11/** AM has ordered the new furniture etc. for the Hofn

**12/** JS agreed to sit on the interview panel for the Admin Assistant post.

## **5 Administration & Finance Officer's report:**

The Board approved JR signing up for a 30 day free trial of Sage One accounts to see if it will be suitable for WDT.

Funding: the following grants were awarded by the staff team this month:

Theresa Sandison – driving lessons - £150 maximum

Stefan Muir – driving lessons - £150 maximum

Graeme Wilson – Brewlab Professional brewing course - £500

Colin Risbridger- Scottish Universities Science School - £12.50

## **6 Correspondence:**

Orkney Fisheries Local Action Group: a letter was received from Amy Esslemont regarding funding that was available to support the development of the local fisheries sector and communities. The Board agreed that Westray Processors should be contacted in regard to this and they should investigate whether or not they are eligible for the funding.

Physiotherapy and massage clinic – this proposal does not fit the criteria of WDT as it is a private business from out with Westray however, the enquirer will be contacted and offered the use of the Hofn should they wish to pursue this.

## **7 AOCB:**

Loans: AM proposed that WDT apply for a graduate placement which would see a graduate from a business school being employed by WDT for a period of one year during which time they would be tasked with developing a social impact calculator in terms of loans. If successful, this person would be closely supervised (IR has offered his time) and would report to the Finance Sub Group. Highlands & Islands Enterprise has offered to support WDT throughout the application process. The Board required costings and tasked AM in this.

*Post meeting note: a graduate would cost anywhere between £16,500 and £24,000 per year, however if WDT was successful in its application, it would be awarded 70% of the costs meaning its contribution would be reduced to between £4,950 and £7,200.*

DL left the meeting at 8.55pm

Letter from Westray Heritage Trust: following the rejection of the application to PEG, WHT wrote to WDT asking if it would consider donating £7,500 (six months running costs) to the Heritage trust to enable it to continue with its operations whilst a full review of the organisation is carried out. Following lengthy discussion, it was agreed that the letter that was sent following the initial PEG assessment of the original application be re-issued to WHT (because the information required was unchanged). WDT had also provided WHT with support from the Operations Manager previously of which there were 66 hours remaining; WDT will offer WHT the opportunity to get the equivalent in funding (£1,080) to enable them to employ someone to carry out the review of the organisation and to produce a business plan. It was also agreed that if, following the review, WHT would still require the £7,500; WDT **may** consider donating this providing WHT can prove it would be taking steps to give an increase in income (this six months funding would cover the tourist season).

It was also noted that in the letter it was stated WHT is legally bound to retain £10,000 to cover costs of redundancy etc. should organisation be wound up; the Board require proof that this is the case.

**8 Date of next meeting:** Tuesday 7<sup>th</sup> February at 7.30pm in the community classroom which will be a meeting with Alan Flint from RBS. The next full Board meeting will be Tuesday 7<sup>th</sup> March 2017.

With no further business to discuss, the meeting was closed at 9.20pm.