

DRAFT Minutes of the Board meeting of Westray Development Trust (WDT) held on Tuesday 4th July 2017 at 7.30pm in the community classroom, Westray

Present: Philip Bews (PB), Edith Costie (EC), George Drever (GD) Chair, Andrew Seatter (AS), Kayleigh Seatter (KS), William Turnbull (WT)

Attending: Janice Rendall (JR), Eileen Woodhouse (EJW) minutes

1 Apologies: Douglas Leslie (DL), Peter Needham (PN), Ian Ricketts (IR), John Stout (JS)

2 Minutes of previous Board Meeting: 6th June 2017 Proposed WT, Seconded AS
Minutes of previous Board Meeting: 6th June 2017 – Quarry Project only Proposed EC, Seconded AS

3 Project Evaluation Group (PEG) – recommendations from 20.06.2017

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.

DG07/2016 – this application was referred back to the applicant by the PEG.

CG11/2016 Westray Community Association (WCA) – Acoustic Curtains for Westray Community Hall - The Community Association wishes to purchase curtains to fit to the interior of the hall, which is one of the most widely used facilities in Westray, to improve the acoustics. Total monetary cost of the project is £10,620 of which WCA has been granted £1,168 from the 'Your Island – Your Choice' fund and will contribute £1,200 itself.

This application scored 10 against the criteria and is considered to fit well with a range of the charitable objectives of WDT.

Recommendation: approve funding for the project as per application request = £8,252.

(EC did not vote on this item as she is a member of the WCA.)

Decision: The Board accepted the recommendation from PEG.

CG12/2016 Sandra Otter (Westray Wildlife Images) – Westray Wildlife Photographic Exhibition - Sandra is planning to exhibit some of her wildlife photos in Westray Heritage Centre; these images will also be for sale and the Heritage Trust will receive 25% of the proceeds from any sales. The total cost of the project would be approximately £445; this includes picture production and postage of pictures (£294.95) and production of the photos in the right format/putting together the exhibition (£150- given in volunteer time).

This application scored 10 against the criteria and is considered to fit well with a range of the charitable objectives of WDT, particularly the relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage. The PEG stressed that, because there is an element of personal monetary gain (if the pictures sell), this should be a 'one-off' funding award and that funding for a similar project in future should not be sought from WDT.

Recommendation: approve funding for the project as per application request = £294.95.

The Board did not consider that the estimated costing for volunteer time should be included in the total cost of the project and therefore:

Decision: agreed a grant of £200.00 and accepted the PEG recommendation that this should be a 'one off' award and the applicant should not apply for a grant for a similar project from WDT in the future.

CG13/2016 Ann Kent – Purchase of 2nd hand mobility car - Ann is virtually housebound because the car she currently has is 'not fit for purpose and is on its last legs'. Ann requires a vehicle with wheelchair access that can also accommodate her hoist which must go with her wherever she goes. Ann and her parents have sourced a vehicle in Blackpool; the dealer is prepared to deliver it to Inverness and Ann will have to arrange for someone to go and pick it up.

The total cost of the vehicle including the costs of collecting it from Inverness and tax and insurance is £14,200 of which Ann will be contributing £1,000 from her savings; the family plan to do some local fundraising and hope to raise £1,200 and Ann will enter a finance agreement with the dealer. The dealer is asking for a £4,000 down-payment on the vehicle.

This application scored 12 against the criteria. The PEG considered this application to fit well with the charitable objectives of WDT, especially the relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.

Recommendation: approve funding for the project as per application request = £3,000

Decision: As it recognises the high cost of the vehicle and the personal contribution Ann would have to make the Board agreed to award Ann £4,000 to cover the full cost of the down-payment required by the trader.

CG14/2016 Edgar Thomson – Island Games participation - Edgar has been selected to represent Orkney at football in the Island Games in Sweden. This is a fantastic opportunity for Edgar and he says that hopefully it will inspire the youngsters of the island because it shows you don't have to live on Mainland Orkney to participate at a higher level in sport. The cost of this project is £850 and Edgar didn't specify how much support he required. This application scored 11 against the criteria and is considered to fit well with a range of the charitable objectives of WDT. There was some discussion on the level of funding to recommend and it was felt that, if approved, this application may set a precedent therefore it was decided to recommend 50% of costs.

Recommendation: approve funding for the project of 50% of costs = £425. Stipulate that a condition of the funding is that Edgar attend a training session with the youngsters and tell them about his experience at the Island Games.

Decision: the Board agreed to award Edgar £425 with the condition that he attends at least four training sessions.

CG15/2016 Peter Needham – Provision of shower in bathroom - Peter has received an appointment for a replacement hip (leaves Westray on 4th July) and has spoken with someone on the island who has previously gone through the same operation. They have advised Peter that, whilst he is recovering, he will be unable to bathe in a bath and a walk-in shower would be advisable. Peter has a quote from a local tradesman, to fit a walk-in shower, within the next two weeks. The total cost of the project is £1,422.05 of which Peter will contribute the majority (£1,067.05) himself from his emergency savings.

This application scored 10 against the criteria and is considered to fit well with a range of the charitable objectives of WDT, particularly the relief of those in need by reason of age, ill-health, disability, financial hardship or other disadvantage.

Recommendation: approve funding for the project as per application request = £355.

Decision: The Board recognises the urgency of this project and the large personal contribution Peter has to make to this and therefore agreed to award him £400

CG16/2016 Westray Sailing Club (WSC) – Sail training and Westray Regatta 2017 - The regatta has been a fixture in the Westray calendar for a lot of years and is the biggest regatta in Orkney, regularly seeing 40+ boats taking part (some from as far away as Shetland). Westray Sailing Club has around 30 members from the age of 12 upwards. The junior age range is 12 to 16 and they get training every Saturday from the middle of June until late August. This year WSC are getting instructors out from Kirkwall to train the juniors, providing training from Tuesday 25th to Friday 28th July.

The regatta weekend is one of the busiest weekends in the Westray events calendar with hundreds of visitors to the island. This has a positive impact on local businesses including the shops, hotel and accommodation providers.

The total costs of the sail training and regatta this year are estimated to be £6,045 and WSC expects to get an income of approximately £4,000.

This application scored 14 against the criteria and is considered to fit well with a range of the charitable objectives of WDT.

Recommendation: approve funding for the project as per application request = £2,000

(EC and WT did not vote on this item as they are members of the WSC.)

Decision: the Board accepted the recommendation from PEG.

4 Growing Project

AS and PB had met with Mark Dickinson (MD) on 13th June and MD had been asked to provide a report on what he thought could be grown and what we could achieve against the plan submitted to LEADER, but he has not yet submitted this report. Malcolm Cinnamond (MC) has handed in his notice.

There was a discussion on future growing options and development of the outside space.

Action: AS and PB meet with MC on Friday afternoon and also with MD.

This is only if needed.

5 Housing Sub Group

The Housing sub group (comprising PN and IR) submitted an expression of interest form to the Rural and Islands Housing Fund on 9th June. It was then invited to apply to the Islands Housing Fund for feasibility funding and was provided with an application form which has been partially completed and is now with Luke Fraser for comments. As both PN and IR are unavailable for the next couple of weeks there will be no further progress on this project until later in July.

6 Links of Noltland (LoN) Sub Group

The LoN sub group has set up a Steering Group comprising PN, IR, WT, Graeme Wilson, Hazel Moore, Stephen Hagan, Elizabeth Drever, and possibly one more. There was discussion, and some concerns raised, about the composition of the Steering Group.

One completed questionnaire has been received.

7 Administration and Finance Report

Fund Raising Shop – total expenditure to date on this project (both incurred and committed) is £16,737. Reclaimable VAT is around £2,700. The Board agreed that £6,000 would be taken from the Energy Action Westray (EAW) funds (ring fenced for renewables projects) and the rest would be met from WDT funds.

Bruce Liddle (BL) has advised that he will be able to install the heating system in the next couple of weeks.

GD had been advised by Steven Gibson (SG) that the best paint to use on the exterior of the units would be a satin finish military vehicle paint.

Action: EC to request a quotation from BL to repair the flashings on the units and make weatherproof the former emergency exit door.

Action: EJW to contact SG for contact details for the suggested paint and obtain quotation for supply and carriage.

Communication – the Board agreed to the suggestion that ‘Westray Development Trust’ be set up as a ‘person’ on the Westray Facebook page.

Food Miles Project – WDT had received a quote from Daniel Marcus Construction for the installation of an electricity cable from the Hofn to the small greenhouse and it was approved by the Directors through email. The Board agreed that the cost (£1,286.75 + VAT) of this would be paid for with funds from the renewables budget.

Fees for Higher English Course – some people did not complete this course and the grant should be returned.

Action: JR look into the possible recovery of fees paid to those who did not complete the course.

Andy Makin (AM) has submitted a further Fit Note for four weeks. JR needs some essential input from AM and the Board agreed that in this instance it would be acceptable for JR to contact AM.

Action: JR to contact AM.

7c) Budget Review – June 2017

The Board accepted the proposed budget figures for the financial year 2017/2018 including the reduction of the Home Help Service budget from £5,000 previously to £2,100 and the reduction of the Höfn budget from £6,800 previously to £4,840 (which takes account of the fact that there is now no paid caretaker).

8 Notice Board

There was discussion on the need for a notice board and the best position for siting a notice board.

Action: EJW check with OIC the cost of obtaining planning permission for a free-standing notice board.

9 Future Strategy Workshop Report

Following discussion on the draft report the Board agreed to the following amendments:

- i. should the replacement of the wind turbine be the responsibility of WDT or WRE? WRE would not be able to do anything for two years;
- ii. remove the reference to Links of Noltland Project in the ‘Opportunities’ section.

Action: JR Amend the draft report as discussed and return to Ewan McLellan.

Action: JR arrange a meeting with Alan Flint to progress this strategy document when he is next in the area.

10 Correspondence

A letter had been received from Sarah Jones (SJ) Head Teacher of Westray JH School concerning the provision of Highers at the School. Following a lively discussion it was agreed that as the application to part fund Highers at the School this year had already been turned down there was nothing that could be done at present.

Action: JR respond to letter advising that the school could apply for funding for next year.

Action: JR check with OIC if their agreement to allow Westray JH School to offer Highers this year is a one-off concession or part of a pilot project.

11 AOCB

2018 will be the 20th anniversary of the WDT. Board members were asked for suggestions for appropriate ways to mark this anniversary.

WT reported that the WDT marquee is currently stored in the locker at the turbine site and that it is in the same condition as it was when the Golf Club received it from the previous borrowers. The Golf Club had decided against using it due to weather considerations. Normally the roof of the marquee is in three sections which are linked together in the set-up process to provide a waterproof roof. WT suspects that the sections had not been un-linked following the last dismantling. The marquee has been booked by the Island Picnic group for the regatta weekend.

12 Date of Next Meeting

Tuesday 1st August.

KS left the meeting at 21:05

JR and EJW left the meeting at 22:35