

Minutes of the Board meeting of Westray Development Trust (WDT) held Tuesday 4th October 2016 at 7.30pm in the community classroom

Present: Douglas Leslie (DL), John Stout (JS), Peter Needham (PN), George Drever (GD) Chair, Philip Bews (PB), Andrew Seatter (AS), Kayleigh Seatter (KS), Ian Ricketts (IR)

Attending: Janice Rendall (JR), Andy Makin (AM)

1 Welcome & apologies: Apologies received from Bill Turnbull and Edith Costie

2 Minutes of previous board meetings:

3rd May 2016 Proposed IR and seconded PN approved
6th June 2016 Proposed IR and seconded AS approved
5th July 2016 Proposed DL and seconded JS approved

3 Project Evaluation group recommendations:

All applications are scored on five criteria: meet with WDT objectives, need, achievability, cost and impact.

CG01/2016 Westray Fairtrade Group – Fairtrade Island Plaques 2016-2018 – Request £155.68

Westray has been awarded “Fairtrade Island” status until 2018. To this end the group wants to print window plaques for distribution and display by all participating groups, businesses and organisations who have signed the Fairtrade Charter, including WDT.

Total Costs are £194.60 with volunteer time and use of their own funds (£38.92) being used.

The application scored 10 and is therefore referred to the Trust Board for funding consideration.

Recommendation: PEG recommends that this application be awarded £155.68

Decision: The Board accepted the recommendation from PEG

CG02/2016 Hofn Youth Group – Fireworks Display 2016 – Request £600

Hofn youth group, with adult support are planning the annual firework display to run alongside the bonfire at Gill Pier. Some fund raising will be made through donations being offered for hotdogs and soup.

The application scored 10 with some reservations being noted regarding the safety of the bonfire site but accepted that the fireworks display could be organised at an alternative location if needed.

Costs are £720 with volunteers from the Fire Service, EASE Archaeology, Tommy Tulloch, Andy Makin and Edith Costie.

Recommendation: PEG recommends that this application be awarded £600 for the fireworks but sparklers should not be included.

Post PEG meeting note: the owners of the land at Gill Pier are not allowing use of the site on health and safety grounds.

Decision: Subject to a suitable location being identified to hold the bonfire, the Board accepted the funding recommendation from PEG.

CG03/2016 Westray Nursery – Affordable Healthy Snack for Nursery Children in Westray – Request £393.30

Westray Nursery is requesting assistance with the costs of their daily snack of fresh fruit for the children. Each child's family is asked to contribute 50p per day, but this falls well short of the total costs.

The application scored 11 and is therefore referred to the Trust Board for funding consideration. Exceptionally they PEG suggests that a grant at 100% of the costs could be considered.

Recommendation: PEG recommends that this application be awarded £393.30

Decision: The Board accepted the recommendation from PEG.

DG01/2016 Westray Junior High School and Westray Parent Council – Proactive School Budget – Request £6800

The school is requesting a second year of proactive budgeting, having experienced very rewarding first year. The activities are above and beyond the schools budget and what could be funded by the local education authority, but are all life/learning enhancing projects.

Total costs are £8500 with significant volunteer time and fund raising activities.

The application scored 13 and was considered to have very broad ranging outcomes.

Recommendation: PEG recommends that this application be awarded £6800

Decision: The Board accepted the recommendation from PEG.

DG02/2016 Applicant – 3 Year Financial Support Plan – Request £45,000 over 3 years

One director declared an interest in this application and left the room while it was discussed.

This applicant's project cost nearly £40,000 in 2015 to run with an income of nearly £25,000, leaving a shortfall of £15,000. Their request is for the Turbine Fund to cover the predicted annual shortfall for the next 3 years.

The PEG scored the application 5 which is a referral back to the applicant for further information. Specifically the PEG requires information on:

- The direct impact on the community of Westray as they feel that the benefit is mostly for visitors to the island
- The achievability and sustainability of the project, as the accounts show it has been grant dependant for the last 3 years and the application backed up by the accounts doesn't show any signs of it becoming self-sustainable.
- The costs of the funding seem high when compared to the benefit for the community.

Recommendation: Refer back to the applicant requesting more information on the impact, achievability and cost value for a resubmission at next PEG meeting.

Decision: The Board accepted the recommendation from PEG. WDT will write to the applicant asking for further information before a funding decision can be made.

4 Operations Manager's report:

1/ Land purchase – WDT can expect ownership within the next few weeks after its offer of £21,000 was accepted by the vendor.

2/ Fundraising shop – it is anticipated that this could be up and running sometime in the winter now that the issue with the land has been resolved.

Relating to points 1 & 2: the application to the Scottish Land Fund (SLF) for £22,800, to cover land purchase and fees, is now at stage two of the process with an answer expected on 17th November.

3/ Fruit & Vegetable project: the final costs of this project are expected to be in the region of £130,000. AM is attempting to raise enough grant funding to completely offset any Trust costs for this project. Potential funders are Highlands & Island Enterprise (H&IE), SLF, LEADER and Good Food Scotland with the remaining funding coming from the sale of the goods produced.

4/ Tourism Development Officer: From the 1st October, this post will be wholly under WDT's umbrella meaning that the Trust will be responsible for 60% of the costs for the remaining three months of the post (the remaining 40% will continue to be funded by H&IE). In this time, Hazel will take on dealing with the North Isles Landscape Partnership to see if she can access funds for Westray projects.

5/ Housing study: some information on the findings of this study will be available at the AGM although the final report is expected after this date.

6/ Quarry: PB declared an interest and left the room. AM gave an update on the visit from the quarry designed, Dalgleish Associates. The quarry design and figures on cost of production and sales will be available to members at the AGM.

7/ Golf course fence: this was also discussed while PB was out of the room as he is the contractor. This had temporarily stopped while clarification was sought on the requirements of Historic Environment Scotland (HES). It was noted that an archaeologist should be on site whilst the work is taking place and EASE Archaeology have been given this task with any costs incurred being covered by HES.

8/ Sports Field: this was discussed under agenda item 5.

9/ Hofn refurbishment: taking longer than anticipated because of difficulties getting 20+ chairs delivered to Orkney. A good meeting had been held with members and parents, with no significant issues being expressed.

10/ Flexible working: this item was for information of the Board only.

11/ Fire service work: the fire service will require AM to attend training amounting to 10 days. He was asking for clarification on whether the Board required him to take annual leave during these periods or if it was content for him to work back the hours. It was agreed that he would be required to work back the hours used and if this was looking unmanageable, annual leave should then be taken to cover the remainder.

12/ Financial Sub Group: this was discussed under agenda item 6.

13/ Potential Directors meeting: had been held on 28th September. Only existing Trust directors and staff had attended.

5 Administration & Finance Officer's report:

The Board were provided an update on funding awarded by the staff team since the new financial year started in July:

Education & Training grants:

Andrew Penn - Food Hygiene course £45

Westray Learning Centre – First Aid courses for: Erin Scott, Nina Wilson, and Amy Booth £73.50

Peter Brown – Discovering woven tapestry £135

Rosina Reeves – Quilting £17.50

Entertainment grants:

Tourism Development Officer – Westray Connections presents 'The Chair' £300.00

Janice Rendall AFO WDT/ Regional Screen Scotland – Screen machine visit £180.00

Sports Field

The Board was provided with information on costs of insurance and maintenance of the sports field and asked if it would be content for this project to proceed to the next stage. It was agreed that JR should contact OIC regarding the availability of funding and lease terms/asset transfer possibility.

Action: JR

Accountants

It was agreed that the Board would propose The Long Partnership as accountants/auditors for this financial year.

6 Finance Sub Group report:

The Board discussed the proposed new finance model and agreed that it would be implemented. This would be presented to the membership at the AGM.

7 Correspondence:

Learning Centre report: it was agreed by email that there would be 100% funding available to participants of the Higher English course. To date there have been no applicants.

8 AOCB:

AGM – June Harcus will be asked if she would be willing to provide the refreshments at the AGM

Action: JR

9 Date of next meeting: Tuesday 1st November following the AGM.

With no further business to discuss, the meeting was closed at 9.35pm