

**Minutes of the Board meeting of Westray Development Trust (WDT) held Tuesday 5<sup>th</sup> April 2016 at 7pm in the community classroom, Westray**

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

**Attending:** Janice Rendall (JR) Minutes

**1 Welcome and apologies:** Apologies from Andy Makin (AM), Operations Manager

**2 Minutes of Board meeting on 1<sup>st</sup> March 2016:** Proposed WT, Seconded DL  
No matter's arising

**3 Project Evaluation Group recommendations:**

*A copy of the aims of the Trust is available from the office or on the website.*

Each application is scored from -1 to 3 on five criteria – fit with Trust objectives, need, impact, achievability and costs.

**CG08/2015 Westray Sports Club – North Isles Sports Dance 2016 – request £590**

The club are applying for £590 to go towards the costs of band hire, travel and accommodation for the North Isles Sports Dance. The total cost of the whole sports event is expected to be in the region of £2240 with the band element costing £739.60.

The PEG considers this application to fit with charitable aim 1 of the Trust and scored it a 12 which is a referral to the WDT Board for funding consideration. The application obtained high scores for all five criteria.

**Recommendation: The PEG recommends that this application is awarded funding of £590 which equates to approximately 80% of the costs of the band hire.**

**Decision: The Board approved the funding of this application as per the recommendation from PEG**

**CG09/2015 Westray Fairtrade Group – window stickers – request £108.20**

The group are looking to order 200 vinyl window stickers which will be available for free distribution in Westray. The total cost is £108.20. *'The branding will promote Westray as a whole with evidence showing that the 'Fairtrade Island' award is viewed positively by people. It will promote the whole community in a positive light as well as advertising the Fairtrade concept.'*

The group were asking for funding for the full cost of the stickers but this does not fit with WDT policy.

The PEG considered this application to fit with charitable aim 9 of the Trust and scored it an 11 which is a referral to the WDT Board for funding consideration. The application obtained high scores on four of the five criteria.

**Recommendation: The PEG recommends that this application is awarded funding of £86.56 which is 80% of the costs of the stickers.**

**Decision: The Board approved the funding of this application as per the recommendation from PEG**

**CG10/2015 Westray Senior & Junior Youth Club – Senior & junior Youth Club Equipment – request £387**

The total cost of the equipment is £687 and this includes a laptop, printer, paints, brushes, felt pens/crayons, craft paper, board games, CD player and badminton set. *'It is many years since we have been able to update our equipment and find most of our stuff is outdated and in need of renewal.'*

The youth club have raised £250 by holding a coffee afternoon and also have £50 in their account. This would be their contribution and it would pretty much empty their account although they are planning to hold a retro games night in the Easter holidays.

The PEG considered this application to fit with charitable aims 1, 2 and 6 of the Trust and scored it a 13 which is a referral to the WDT Board for funding consideration. This application obtained high scores for all five criteria.

**Recommendation: The PEG recommends that this application is awarded funding of £549.60 which is 80% of the total cost of the equipment. This would allow the clubs to retain some of the funds they raised for future use.**

**Decision: The Board approved the funding of this application as per the recommendation from PEG**

**CG11/2015 Matthew Hargus – Learning and development visit to Zimbabwe – request £843**

Matthew is going to join Julie Hagan in Zimbabwe for two months. He wishes to consolidate his learning (having studied textiles at HNC level) and will learn from the women engaged in the GoGo Olive project who are from a

totally different social background to him. Matthew wishes to use the knowledge and broader perspective obtained from this trip to pass on his learning to others through presentations and workshops on Westray.

*'The community of Westray have a long standing relationship with the GoGo Olive project and have a sense of belonging to it. My visit and subsequent presentations and workshops with the community will assist with the continuance of this sense of belonging, securing the future of the project for the foreseeable future.'*

Matthew has raised approximately £500 so far to assist with the costs of this study trip and will be holding a fundraising concert in the Graand Owld Byre at which he hopes to raise a further £200. The total cost of the trip is £1553.82.

The PEG considered this application to fit with charitable aims 2 and 6 of the Trust and scored it a 10 which is a referral to the WDT Board for funding consideration. The application obtained high scores in four of the five criteria. It was clear that there would be a personal benefit from this project.

**Recommendation: The PEG recommends that this application is awarded £843 which is approximately 54% of the total costs.**

**Decision: The Board declined funding this application as per the recommendation from PEG**

The Board decided that this application could not be awarded the full amount of funding requested as it is Trust policy not to fund travel expenses for learning/education courses.

**Decision: The Board agreed to fund £341.42 of the costs of this trip which covers insurance and malaria tablets.**

### **CG12/2015 Go Westray – the setup of a new community interest company – request £900**

The applicants for this project are Hazel Moore and Corinne Curtis. *'The objective of the project is to set up a new community interest company to support, develop and/or implement projects that:*

*-enhance the creative life and cultural heritage of the island;*

*-increase the availability of learning opportunities for Westray residents;*

*-enhance the attraction of Westray to visitors and to existing and new residents;*

*-operate in collaboration with, and support the work of other organisations on Westray which share similar objects.'*

*'We aim to act as a broad umbrella organisation and to plug some of the gaps which are commonly experienced by voluntary groups. In working with businesses and on island-wide promotions, our aim will be to create synergy and maximise benefits for all.'*

The total cost of this project is £1850 including cost of CIC registration, travel and expenses incurred accessing legal and professional advice relating to set up, advertising, website updating and set up of social media and purchase of stationary and basic equipment. There was no breakdown of costs provided.

The PEG considers this application to fit with charitable aims 1, 2, 6, 8 and 9 of the Trust and scored it a 10 which is a referral to the WDT Board for funding consideration. The application obtained high scores in four of the five criteria.

**Recommendation: The PEG recommends that this application is awarded funding of £900 which equates to approximately 49% of the total costs, provided that a full breakdown of the costs is provided. The PEG agreed that it would be acceptable for the staff team to assess these costs and forward the recommendation to the WDT Board.**

*Post meeting note: the staff team received the breakdown of costs; it was noted that the total cost of set up had increased to £3591 and so £900 equates to 25% of these costs. The staff team were satisfied this could go to the Board for funding consideration.*

**Decision: The Board approved the funding of this application as per the recommendation from PEG**

### **CG13/2015 Westray & Papa Westray Tourism Development – 'Vikings!' – request £800**

This is a joint tourism, heritage and community project. This project will include demonstrations, talks and activities aimed at a range of age groups, open to all on the theme of Viking heritage. This project is designed to complement the exhibition planned for the Westray Heritage Centre, which is supported by the OIC Cultural Fund.

The total cost of the project is estimated at £1200 including project design, development and implementation (£400), advance booking/venue/deposits (£250), advertising and marketing (£200), equipment (£150) and printing and distribution (£200).

It is noted that the nominated bank account for the project is c/o WDT which would appear to mean that WDT staff would be expected to facilitate the grant. This is not Trust policy.

The PEG considers this application to fit with charitable aims 1, 2 and 6 of the Trust and scored it a 10 which is a referral to the WDT Board for funding consideration. The application obtained high scores in four of the five criteria.

**Recommendation: The PEG recommends that this application is awarded funding of £800 which equates to approximately 67% of the total costs, but that an alternative organisation be found to facilitate the grant.**

*Post meeting note: the staff team received additional information which included a breakdown of costs that the grant would be used for and confirmation that the grant would be facilitated through the Go Westray CIC and were content that this application could be forwarded to the Trust Board for funding consideration.*

**Decision: The Board approved the funding of this application as per the recommendation from PEG.**

#### **CG14/2015 Westray & Papa Westray Tourism Development – ‘Working Hands: Orkney Craft Festival’ – request £500**

*‘This is a joint project organised through the Westray and Papa Westray Tourism Development Office and the Westray Learning Centre, with the support of the Westray and Papa Westray Tourist Association, Westray and Papa Westray Craft Association, Westray Heritage Trust and Westray Jnr High School and a number of other individuals.’*

The total cost of this project is estimated to be £800 although no breakdown of costs was submitted. No other funds have been raised but it is anticipated that a small door charge will be levied to cover some of the costs.

The event will comprise a range of craft and skill based activities including traditional skills which it is hoped will provide opportunities for recording information for the Westray archive.

It is noted that the nominated bank account for the project is c/o WDT which would appear to mean that WDT staff would be expected to facilitate the grant. This is not Trust policy.

The PEG considers this application to fit with charitable aims 1, 2 and 6 of the Trust but scored it a 6 which is a referral back to the applicant. This was mainly due to the lack of information on the costs and the need to find another group to facilitate the grant. The application only scored highly in 2 out of the five criteria.

**Recommendation: The PEG recommended that this application is awarded funding of £500 provided that a full breakdown of the costs is provided and that an alternative organisation is found to facilitate the grant.**

*Post meeting note: the staff team received the full breakdown of costs and the request for funding has reduced to £180. Confirmation was also received that the grant would be facilitated through the Go Westray CIC. The staff team were satisfied that this application could go to the Board for funding consideration after rescoring it a 10.*

**Decision: The Board approved the funding of this application as per the recommendation from PEG and the staff team (£180).**

#### **CG15/2015 Westray Rugby Football Club – Rugby posts – request £1137**

Three quotes have been received and the club have gone for the lowest quote at £1422 including VAT and delivery.

There is currently no budget within the county for rugby development and therefore OIC will not provide the equipment. Westray RFC have decided to submit a team into the remerging second tier, Intra Orkney rugby league.

The PEG considered this application to fit with charitable aims 1 and 2 of the Trust and scored it a 10 which is a referral to the WDT Board for funding consideration. The application obtained high scores for all five criteria.

**Recommendation: The PEG recommends that this application is awarded £1137 which equates to 80% of the total costs of the equipment.**

**Decision: The Board approved the funding of this application as per the recommendation from PEG**

#### **CG16/2015 Westray Rugby Football Club – 20<sup>th</sup> Anniversary Celebrations**

Westray will be fielding a team in the intra-county league starting in September 2016 and as such needs to raise funds. 2016 marks the 20<sup>th</sup> anniversary of Westray RFC and a 10s tournament, veterans game and anniversary dinner-dance will be held to mark the occasion and to raise funds.

The total costs of the event is expected to be £1090 including hall hire, band and food.

The PEG considered this application to fit with charitable aims 1 and 6 of the Trust and scored it a 10 which is a referral to the WDT Board for funding consideration. The application obtained high scores in all five criteria.

**Recommendation: The PEG recommends that this application is awarded £870 which equates to approximately 80% of the total cost of the project.**

**Decision: The Board approved the funding of this application as per the recommendation from PEG**

#### **CG17/2015 Westray Darts – travel to Parish Cup final – request anything**

Westray have got through to the final of the Parish Cup darts and have to travel to the Mainland to take part at the Murray Arms. The final will take place on Saturday the 19<sup>th</sup> March in the afternoon and won't finish until after the last ferry has left to come to Westray. Therefore the team are looking to hire a boat to take them back to Westray in the evening (at least two participants have to get back to check on calving cows). The cost of the boat is £120 per hour and could take up to three hours.

The PEG considered this application to fit with charitable aims 1 and 6 of the Trust and scored it a 10 which is a referral to the WDT Board for funding consideration. The application scored highly in all five criteria.

**Recommendation:** The PEG recommends that this application is awarded up to £288 which equates to 80% of the total costs. The final amount will be dependent on the length of the journey from Kirkwall to Westray and the charge from the boat hirer.

**Decision:** The Board approved the funding of this application as per the recommendation from PEG. Confirmation of actual costs is required.

**CG18/2015 Westray Sailing Club – hand crimping tool – request £267.44**

The sailing club skiffs and training craft require their rigging to be replaced every 5 years which can be a costly exercise if the rigging needs to be sent away to be manufactured. A cost saving exercise would be for the club to do it themselves but it would require an additional piece of equipment – hand crimping tool.

The total cost of this project is £702.05 which includes the hand crimping tool, rigging wire and ferrules.

The PEG considered this application to fit with aims 1, 2 and 6 of the Trust and scored it a 10 which is a referral to the WDT Board for funding consideration. The application obtained high scores in all five criteria.

**Recommendation:** The PEG recommends that this application is awarded £267.44 which equates to 80% of the costs of the hand crimping tool.

**Decision:** The Board approved the funding of this application as per the recommendation from PEG

**CG19/2015 Westray Swimming Fund – replacement leisure equipment for swimming pool – request £2057.95**

The club need to replace various pieces of equipment at the pool and purchase new items such as flippers, toys, floats etc. and equipment for swim club. None of the equipment required can be funded through OIC or Westray Community Association.

It was noted that the total cost of the equipment was stated as £2057.95 and the request was for funding of £2057.95 but that the applicant had stated they would be able to put in their own funds too.

The PEG considers this application to fit with aim 1 of the Trust but scored it a 9 which is a referral back to the applicant. This was due to the confusion over the total costs and the requested funds and also, there was no breakdown of costs. The application scored highly in four of the five criteria.

**Recommendation:** The PEG recommends that this application is awarded 80% of the total costs which requires clarification from the applicant. The PEG were content that if the applicant provided a breakdown of costs and clarification of the required funding, the staff team could deal with this and forward the recommendation to the WDT Board.

*Post meeting note: the confirmed costs were received and were £1954.58. The staff team were content that this application should be forwarded to the WDT Board for funding consideration. The recommendation is to award funds of 80% of the costs which would be £1,563.66.*

**Decision:** The Board approved the funding of this application as per the recommendation from PEG and the staff team (£1,563.66).

**CG20/2015 Westray Community Council – Rapness kirk yard: Car parking area – request £4500**

WCC wishes to improve the access road and increase the present parking area at the Rapness kirk yard. There was only evidence of one quote having been received. It also appeared that WCC are requesting the full amount of £4500 as that was the stated cost and the requested amount of funding although the following statement was submitted on the form: *‘Westray Community Council is presently progressing a few large projects, such as a pavement through the village, therefore although they can provide a contribution towards this project the funds are limited due to such projects.’*

It should be noted that OIC does not have a statutory obligation to provide parking facilities at kirk yards.

The PEG considered this application to fit with charitable aims 1, 6 and 8 of the Trust and scored it a 10 which is a referral to the WDT Board for funding consideration. The project scored highly in four of the five criteria.

**Recommendation:** The PEG recommends that this application is awarded 80% of the total costs. A second quote for the works is required and clarification on whether there is any applicant contribution should be sought. The PEG were content that if the applicant provided the second quote and clarification on own contribution, the staff team could deal with this and forward the recommendation to the WDT Board.

*Post meeting note: correspondence from the Clerk to WCC stated that they would be unlikely to source another quote before the deadline of 31<sup>st</sup> March. The staff team had discussed the need to source a second quote given that this work had gone out to tender and WCC had only had one expression of interest and decided that this should be forwarded to the WDT Board for funding consideration based on the one quote with costs confirmed at £4,500, therefore maximum funding award of £3,600.*

**Decision:** The Board approved the funding of this application as per the recommendation from PEG. Some form of signage stating support from WDT should be displayed at the area.

### **CG21/2015 Applicant – Community Public Access Defibrillators – request £4000/£475**

A single person was the lead applicant but there was no local group involvement. The proposal was to site three defibrillators throughout the island; at the school, the care centre and the Old Kirk which could be used by any member of the public as required. The proposed pieces of equipment would not require people to be trained but there is a piece of equipment available should people be more comfortable in using the equipment having been shown how it works. There hasn't been any effort to fundraise for these pieces of equipment.

The PEG considered this application to fit with charitable aims 7 and 8 of the Trust but only scored it a 7 which is a referral back to the applicant. Therefore, the PEG made no funding recommendation on this application but instead require this application to come from a community group rather than an individual; evidence of support from the surgery and a study of appropriate sites for these machines.

### **CG22/2015 The Bisgeos Run 2016 – The Bisgeos Run 2016 – request £1719.90**

This year, the funds raised by this event will be donated to the Orkney Blide Trust. The total cost of the project is £1719.90 which includes band hire and travel, food, raffle tickets, advertising, photobooks and miscellaneous expenses (card, safety pins, cable ties etc.).

The PEG considered this application to fit with charitable aims 1 and 9 of the Trust and scored it an 11 which is a referral to the WDT Board for funding consideration. The application scored highly in all five criteria.

**Recommendation: The PEG recommends that this application is awarded £1375 which equates to approximately 80% of the total stated costs, as per Trust policy.**

**Decision: The Board approved the funding of this application as per the recommendation from PEG.**

The Financial Sub Group were tasked with reviewing the Trust policy on funding to groups/events which would be donating all profits to charity. This policy review will be taken back to the Board at the next meeting. **Action: FSG**

### **DG13/2015 Westray Golf Club (Open) – Long term planning project – request £36060 over five years £10,485 yr. 1**

September 2015 saw the 10<sup>th</sup> anniversary of Westray Development Trust's ownership and Westray Golf Club's management of the Westray Golf course. During this time, it has evolved from a rabbit hole strewn field to a playable course with a growing reputation. Westray Golf Club has resolved to address the issue of an under developed structure and business model and the funds requested will enable the club to operate the course productively as they move towards financial independence.

The club provided a five year financial forecast which showed that the overall costs of running the course for the next five years will be £89,723. They are requesting £36,050 on a sliding scale over the next five years starting with £10,485 this year, followed by two years of £8,000, one year at £5,000 and the final year at £4,565. They predict that their income will increase as the publicity of the course increases thus meaning that the reliance on grant funding should decrease.

The PEG considered this application to fit with charitable aims 1, 2, 3 and 6 of the Trust and scored it a 10 which is a referral to the Trust Board for funding consideration. The application scored highly in four of the five criteria.

**Recommendation: The PEG recommends that this application is awarded funding of £10,485 for year one which should be payable over two financial years (due to budget constraints). In financial year 2015/16, £6,485 would be paid and in 2016/17, £4,000 would be paid. Westray Golf Club should review their financial forecast at their AGM and submit it to the Trust office along with an end of year report to allow a decision to be made on continuing funding. This process should be repeated each year.**

*Post meeting note: on review of the Development Grants budget, it was noted that there is sufficient funds to cover the full request for year 1 of £10,485 and therefore, the recommendation would be to award the full amount requested.*

**WT declared an interest in this and left the room.**

**Decision: The Board approved the funding of this application as per the recommendation from PEG, which is the full amount for year one (£10,485) in 2015/16 financial year.**

### **DG14/2015 WDT in partnership with Westray Community Association – Westray Events and Information coordinator – request £923.20**

*'This project would see the existing booking service which is currently funded by the Community Association, being extended by developing a partnership and annual grant from the Development Trust, to employ a Westray Events and Information Coordinator.*

*The person would be responsible for gathering island event information and promoting it across numerous mediums, including a new island diary and booring system which is planned to sit within the new Westray webpage.'*

The PEG considered this application to fit with charitable aims 1, 8 and 9 of the Trust and scored it an 11 which is a referral to the WDT Board for funding consideration. The application scored highly in all five criteria.

**Recommendation:** The PEG recommends that this application is awarded £923.20 which equates to 65% of the total first year costs. This project should be reviewed early in 2017 before continuing funding is awarded. From year two, funding will be £623.20 per annum.

**Decision:** The Board approved the funding of this application as per the recommendation from PEG.

#### **IB01/2015 Friends of Kalisgarth – Kalisgarth Community Garden Project – request £83,674.50**

There is no official application form for the investment budget but the group had submitted an excellent presentation folder which contained two quotes, letters of support, project management costs and other relevant information. The total cost of the project is £83,674.50 including hard landscaping (£73,018), plants and transportation £6,672 and project management (£3,984.50). There is also a huge volunteer effort in planting labour which was not given a monetary value in the information pack.

It was noted that there had been fundraising carried out which had made £4,668.67 and that there had already been items paid for using these funds including a shed, garden designer visit and expenses, works to create a dropped kerb at shed, works to the shed, bill of quantities x 2 and project management costs; the total of these things being £2,346.56.

The PEG considered this application to fit with aims 1, 6, 7, 8 and 9 of the Trust and scored it a 15 which is a referral to the WDT Board for funding consideration.

**Recommendation:** The PEG recommends that this application is awarded £83,674.50 which is the full costs and that the funding be paid over two financial years (due to budget constraints). Funding will be released upon production of invoices.

**KS left the room while this application was discussed.**

**Decision:** The Board approved the funding of this application as per the recommendation from PEG.

#### **Tender assessment:**

The Highlands Small Communities Housing Trust had tendered for the housing consultation project as set out in the brief. They were the only interested party.

The PEG scored the tender a 10 which is a referral to WDT for potential approval. However, it was noted that the quote was £900 over the maximum budget in the tender brief. It was assumed this was a VAT issue but the issue is to be clarified.

**Recommendation:** Approve the HSCHT as the contractor to carry out the housing consultation provided clarification is sought on the over budget estimate.

*Post meeting note: AM had contacted the HSCHT seeking clarification of costs and had received a revised tender of £7250 + VAT*

**Decision:** The Board approved HSCHT as the consultant for this project as per the recommendation from PEG.

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

1/ Housing: as per item 3, the tender for the consultation was approved.

4/ Charity shop: The Board agreed to the purchase of two refurbished units (which fit together is possible). AM should confirm haulage costs, groundworks costs, planning costs etc. for the next Board meeting. **Action: AM**

5/ Fruit & Veg project: the Board agreed to the planning fee of £802. The Board also approved WDT to match fund the project with LEADER in principle but that AM should try and source funding from elsewhere e.g. Big Lottery, Climate Challenge fund. **Action: AM**

6/ WDT Home Help scheme: The Board agreed that the service users would be charged £5 per hour for the service.

9/ Finance Sub group meeting: the proposed date may not be suitable. JR will liaise with the group to fund a mutually suitable time. **Action: JR**

10/PVG/Disclosure: following some discussion, it was agreed that IR and AM should sort this when AM is back off leave. **Action: IR/AM**

**5 Administration & Finance report:** this was provided for information only

**6 Tourism Development Officer's report:** this was provided for information only

#### **7 Correspondence:**

7a) PhD Research meeting: it was agreed that IR and DL would meet with Fiona Cunningham and propose 7.30pm on the 18<sup>th</sup> April as the time. Danny Marcus would also be invited to attend as he'd met with Fiona last time she was here.

7b) Learning centre report: this was provided for information only.

7c) Letter from Friends of Kalisgarth re development on land in front of Kalisgarth: GD read the letter from the group which raised concerns over development of the land in relation to the community garden project at Kalisgarth. It was noted that any planned current development would not encroach on the view from Kalisgarth.

**8 AOCB:**

WT updated the Board that WGC had put out invitations to tender for fence repairs at the course.

**9 Date of next meeting:** Tuesday 3<sup>rd</sup> May 2016 at 7pm in the community classroom.

*JR left the meeting at 9.55pm*

**10 WDT Board only:**

Nothing to report.