

Minutes of the Board meeting of Westray Development Trust (WDT) held Tuesday 5th July 2016 at 7pm in the community classroom

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

Attending: Janice Rendall (JR)

1 Welcome and apologies: Apologies received from William Turnbull (WT) and Kayleigh Seatter (KS). Andy Makin (AM) is on leave.

2 Minutes of previous board meetings:

5th May 2016 – at the request of a Director, there is to be an amendment to these minutes (to be confirmed) and so they were not approved. **Action: JR**

6th June 2016 – one amendment to these minutes: the Learning Centre SLA review – total budget figure should read £12,930.88. With this amendment, the minutes were proposed by IR and seconded by PN

7th June 2016 – proposed DL and seconded PB.

3 PEG recommendations:

Applications are given a score between -1 and 3 for five criteria – meet with Trust objectives, need, impact, achievability and costs.

CG24/2015 First Westray Brownies – County Campfire Request £177.68

The Brownies are going to meet with all the other girl guiding units of Orkney, in Dounby on 11th June 2016 (application was received 5th April 2016).

The aim of the event is to gather all the girls together, showing them that they are part of a bigger organisation. There will be a range of activities, one of which will be led by the First Westray Brownies.

This event will be held during the day with the girls returning home.

The total cost of the event is £222.10 with the £177.68 requested being 80% of the costs. The girls are making a personal contribution of £3 each.

This application scored a 12, scoring high in all five criteria. This is a referral to the Trust board for funding consideration.

Recommendation: The PEG recommends that this application is awarded £177.68.

Decision: The Board accepted the recommendation from PEG and awarded this application £177.68

CG25/2015 Soul Survivor Conference 2016 trip –request £1192.16

16 members from across Orkney will be attending Soul Survivor this year. Soul Survivor is a 6 day Christian conference organised to assist young folk develop their faith and create social friendships for the future. An additional outcome is the confidence that the young folk develop whilst attending and taking part in the activities which although are faith based have a broader positive influence on their lives. This year the conference is being held in Kinross.

The conference is open to all Christian and non-Christian attendees.

Westray is taking 4 young folk to the conference and two supporters.

The total cost of this event is £1,490.20 with the £1192.16 requested being 80% of the costs. The group are making a personal contribution and holding a fundraising quiz night.

This application scored a 10, scoring high in 4 of the five criteria. This is a referral to the Trust Board for funding consideration.

Recommendation: The PEG recommends that this application is awarded £1192.16.

This application prompted a lengthy discussion regarding the Trust funding travel and food expenses for such trips which could be seen as educational; it is the policy of the Trust under the education and training grants scheme not to fund travel expenses. It was also noted that there didn't appear to be a lead applicant, this was clarified as Ruth Hagan.

Decision: The Board rejected the recommendation from PEG on the basis that it can't fund food costs for such trips. Instead, the WDT approved funding of £909.73 which is 80% of the costs of the travel and accommodation costs for the trip.

4 Operations Manager's report:

1/ Land purchase – due to unforeseen circumstances, it is unlikely that WDT will have ownership of the land this summer.

2/ Fruit and vegetable project – the Board approved a budget of £3,000 for the pre-application consultancy work with 50% of the costs coming from the OIC Flexible Businesses Development Grant scheme and 50% from the ring-fenced monies for renewables projects. **Action: AM**

3/ Fund raising shop – the buildings for this have been purchased and transport has been arranged. However, this cannot progress until WDT have proof of land ownership which is unlikely to happen until the autumn.

4/ Path project – AM has started to work with the community council on this project.

5/ Hofn & Pop-up café – feedback on this has been very positive.

6/ Tourism Development Officer post – Hazel's report had been circulated prior to the meeting. It was decided that AM should arrange a meeting with Hazel to discuss the workload and the possibility of being redeployed within WDT. **Action: AM**

7/ Housing study – the consultant will be in Westray during the regatta weekend.

8/ Quarry – an estimate for quarry design and planning was received from Dalgleish Associates Limited (DAL) which included various required, optional and contingency costs. Following lengthy discussion it was decided that the next steps for this project would be:

- Inform the relevant land owners of either our interest in continuing an assessment of that their land has been considered as unsuitable;
- Gain the opinion, regarding the reported quality of stone from potential buyers such as Daniel Marcus Construction who is likely to be our single largest customer;
- Gain the opinion, regarding the potential development and operation of a quarry, of each site from a quarry design company;
- Assess costs and benefits of a potential quarry;
- Gain the opinion of the community once we have this information at hand.

In order to get to the stage where the community can be informed, there will be a further cost of around £20,000. The current budget set aside for this project was £25,000 of which £17,000 has been spent and so the Board agreed to add an extra £15,000 to the budget from the residual funds from this year's gross budget.

9/ Golf club fence: work has started on replacing the fence but has to stop at Historic Environment Scotland's boundary until such time as a Schedule Monument Approval has been obtained.

10/ Broadband – AM awaits a reply from HIE regarding the correspondence between Westray Heritage Trust and BT.

11/ Sports field – this work is ongoing

12/ Minutes of the Board meeting of 5th May 2016 in relation to the monies received from Energy Action Westray. Clarification is sought on the conditions applied by WDT and so a decision was deferred on the amendment of the minutes. **Action: AM**

5 Administration & Finance report: the Board were provided with the budget figures from the previous financial year and the figures from the current financial year. There were no questions raised. It was noted that the total funding awarded within the financial year was £202,934.93. As well as this, WDT paid out loan funding of £329,000.

Funding approved by the staff team this month:

Andy Makin was awarded £480 towards the costs of an Access to Christian Theology course at UHI. JR approved this.

Corinne Curtis had submitted a block application for funding towards a photography workshop and the following people received funding:

Julie Hagan, Skaill Farm - £22.50

Graham Wilson, Midbea School House - £15.00

Kirsty Stout, 1 Skaill Cottage - £15.00

Elizabeth Drever, Burness - £22.50

Margo Makin, Millhouse - £22.50 (approved by JR)

Kayleigh Seatter, Woo - £15.00

Emily Bain, Newbigging - £22.50

Janice Rendall, Trenabie Cottage - £15.00

Christine Harcus, Rosevale - £15.00

Hannah Harcus, Rosevale - £7.50

Total funding awarded was £172.50 with all applications apart from Margo Makin's being approved by AM

6 Correspondence:

All correspondence received was noted and no actions were required.

7 AOCB:

It was requested that Board meetings start at 7.30pm, this was agreed.

Following the business of the meeting in regards to the PEG, it was agreed that the financial sub group should review funding levels and bring a recommendation back to the Board.

Action: FSG

It was noted that the meeting held with Voluntary Action Orkney on 7th June to discuss finance had been very useful.

8 Date of next meeting: Tuesday 2nd August 2016 at 7.30pm in the community classroom

9 WDT Board only: there was nothing to discuss.

With no further business to discuss, the meeting was closed at 9.30pm.