

**Minutes of the board meeting of Westray Development Trust (WDT) held Tuesday 6<sup>th</sup> December 2016 at 7.30pm in the community classroom**

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

**Attending:** Janice Rendall (JR) Administration & Finance Officer

**1 Welcome and apologies:** Apologies received from Ian Ricketts (IR), William Turnbull (WT) and Andy Makin (AM) Operations Manager

**2 Minutes of previous board meetings:**

2 <sup>nd</sup> August 2016	Proposed PB, seconded DL
12 <sup>th</sup> September 2016	Proposed DL, seconded PB
4 <sup>th</sup> October 2016	Proposed AS, seconded PN
1 <sup>st</sup> November 2016	Proposed EC, seconded JS

**3 Operations Manager's report:**

1/ Northend: WDT now own the land at Northend and planning has been submitted for the fundraising shop and the growing project. AM has spoken with Danny Harcus regarding combining the groundworks for the two projects and Danny has stated that the work will cost an additional £1,000 to that which he quoted (£10,935). The Board approved this additional expenditure from Trust funds.

3/ Fruit & Veg: AM is to be congratulated for securing over £100,000 in funding for this project. AM is proposing employing a project manager at 10 hours per week for 12 weeks to manage the development phase of the build and the design of the allotments and growing beds etc. This post would be in addition to the two gardener posts already included in the project and would cost an additional £1,040. The Board approved this provided that a suitably qualified person is appointed to the post. The levels of spend within the project costs is out with the staff teams approved authority, this would mean that for each cost, a director would be required to authorise the payments. The Board therefore approved the staff team to authorise and make payments for this project.

4/ Housing study: the report from the Highlands Small Communities Housing Trust was circulated to all directors today, 6<sup>th</sup> December.

6/ Administration: JR and AM have reviewed their workloads and it is noted that each has increased significantly and will continue to do so with the commencement of the growing project, fund raising shop and other projects which will be developed in the near future. AM is therefore proposing that from March 2017, WDT looks to employ an administration assistant/receptionist on a part-time basis (16 hours per week over 4 days) at minimum wage. In reality these costs can be covered by the management charge received from Westray Renewable Energy Ltd (13 hours per week equivalent) with WDT covering the other 3 hours. The Board approved this post.

9/ 'Gateway' house – to be renamed 'Key Worker Accommodation' and considered if there was evidence to suggest the need in the housing study project.

10/ North Isles Landscape Partnership – following a meeting with Alister Brown, AM is asking that a meeting of all partners be called in the New Year to discuss the project going forward. The Board are asking that the North Isles councillors be made aware of the issues surrounding the project too. **Action: AM**

12/ Pierowall Path project: Westray Community Council require Orkney Islands Council to develop a set of design drawings/specifications etc. for the proposed village path with costs coming in at £10,000. WCC hopes to obtain a grant of £5,000 and cover £2,500 from its own funds and is asking that WDT consider underwriting the remaining £2,500 which could in reality be covered with funds from Sustrans if an application submitted is successful. The Board approved this request.

13/ Home Help: JR and AM had met with Eileen Woodhouse from Lightcost in relation to employing her as a home help worker. They both consider her as a good candidate for the job and are therefore proposing that WDT employ her on a zero hours contract in the post. The Board approved this.

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

Finance: it was noted that WDT had received a donation from Westray Renewable Energy Ltd of £350,000 and over £5,000 in interest on the funds banked with Adam & Company.

JR has asked Alan Long for a recommendation on accounting software for WDT as it is becoming clear that a spreadsheet system will not be suitable once all projects get into full swing. She awaits his reply.

Community Turbine Fund: 6 applications have been received in relation to the Higher English course (full course costs grant made available by WDT): Chloe Sandison and Samantha Wood were both awarded full course costs grants of £220 each and Rory Bain, Margo Makin, Edith Costie and Rachael Mehmi were all awarded 50% of the course costs at £110 each.

Westray Community Council was awarded £300 under the entertainment grants scheme to assist with the costs of getting the Salvation Army to the island for the Christmas tree lighting.

#### **Finance Sub Group:**

Bank account options: JR had carried out a comparison on service availability and charges with various banks following advice to separate Trust funds. The FSG was recommending that WDT move all its banking to Triodos Bank which offers all the same services as RBS but at a cheaper rate and gives the opportunity to use dual-authorisation for online transactions. The Board accepted this recommendation and WDT will look to open two Charity Current accounts (one for the day to day running of the Trust and one for the Community Turbine Funds) and a 90 days' notice account for the loan funds.

**Action: JR**

Investments: the FSG was recommending transferring the investment 1/3 (£157,450.38) of the 2017/18 budget into the CCLA Deposit account and then to transfer £750,000 into the CCLA Ethical Investment Fund, retaining £107,450.38 in the Deposit account. The Board accepted this recommendation.

**Action: JR**

Loans policy: following the submission of a loan application, the FSG realised that a review must be carried out with some urgency. Current lending stands at £389k with two potential loans in, totalling £475k and terms of 25 years. It is obvious that WDT funds cannot sustain this level of loan funding and so it was decided to issue a statement regarding loans: 'WDT is currently reviewing its loan policy and as a result will not process loan applications at present'. This decision meant that the loan application which was to be assessed by the FSG at the meeting was declined.

#### **5 Correspondence:**

Learning Centre report: For information only although it was noted that AS liked the term 'Crafternoon'!

#### **6 AOCB:**

Discussion took place in regards to the compound at Gallowhill and the stones from the turbine found. The biofuels site is in the process of being cleared. If the quarry gets the go ahead and the stone is still on site at the time, WDT will look to crush it.

#### **7 Date of next meeting:**

10<sup>th</sup> January 2017 at 7.30pm in the community classroom.

With no further business to discuss, the meeting was closed at 9.15pm.