

Minutes of the Board meeting of Westray Development Trust (WDT) held Thursday 15th January 2015 at 7pm in the community classroom

Present: Danny Harcus (DH) Chair, Peter Needham (PN), Bill Turnbull (BT), David Seatter (DS), Douglas Leslie (DL), Geordie Drever (GD), Philip Bews (PB) arrived at 7.40pm

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

1. Welcome and apologies: DH welcomed everyone to the meeting explaining that it had been postponed from Tuesday due to the poor weather.

2. Minutes of board meeting held 2nd December 2014: Proposed BT and seconded PN

3. PEG report:

DH explained that he would have to declare an interest in two items in this report.

SP08/2014 Healthy Living Centre – purchase of resistance machine (leg press)

The equipment in the gym is very varied but there are limited resistance machines with only multi-gym and free weights available to use. Resistance training is becoming increasingly popular as the benefits of using weights as part of a workout is very apparent if done regularly. WHLC is looking to purchase a leg press which is an exercise that is currently not on offer to gym users. OIC does not have the funds in its budget to purchase this. This request is for £2638.08 and the WHLC staff and members will arrange transport and installation to reduce costs. The Westray gym user numbers are much higher than all the other Orkney gyms (excluding Picky) and this machine had been requested by members.

Recommendation: approve funding for the purchase of this machine but only up to 80% (i.e. £2110). Include the condition that gym users must raise the remaining 20%.

The question was raised why WDT was being asked to fund this piece of equipment when it would appear that OIC funds the purchase of equipment for the Pickaquooy Centre in Kirkwall.

Decision: The Board did not agree with the recommendation from PEG. Instead AM will make contact with OIC requesting that it funds 50% of the costs.

SMG06/2014 Parent Council – Scottish Crofting Federation course for S1 and S2 pupils

The parent council are asking WDT to subsidise one of the SCF courses for S1 and S2 pupils who aren't otherwise eligible for training grants (under 16 and in full time education). This is a great opportunity for these pupils to have a whole day with a skilled tutor learning skills outside the usual curriculum. The total cost is £40 per person for 11 participants and the request is for 50% of this i.e. £220.

Recommendation: approve the funding for the requested amount of £220.

Decision: The Board accepted the recommendation from PEG.

STG22/2014 Westray Processors Ltd – Oil heating engineer course for Nigel Spurgeon

This is for OFTEC 105E, 101 and 60A Certificates – Oil heating technician 4 day course, Inverness college UHI registration and certification for commission, servicing, installation and plant operation of oil firing equipment. Total cost is £300 for course fees plus £300 for assessment. By obtaining this qualification it will ensure that the new boiler system at WP Ltd is serviced to the standards required without having to employ contractors off island which is expensive. This course will qualify WPs engineer who is the apprentices mentor and as a result will be able to make sure the apprentice is trained correctly at the factory.

Recommendation: approve funding for the course to the value of £300 (50%).

Decision: The Board accepted the recommendation from PEG.

STG23/2014 Training grant for pesticides training

This course has already taken place but due to a misunderstanding, this application was not submitted at the same time as previous applications for this course. The applicant fits the training grant criteria but does not qualify for ILA.

Recommendation: approve 50% of the costs of this training £190.05 and include in the award letter the following: WDT would not normally fund retrospectively but due to the misunderstanding will make an exception in this case.

Decision: The Board did not accept the recommendation from PEG. This application will be declined on the basis that it is retrospective.

The Board took the decision in October 2014 not to fund anything retrospectively.

WDT will include in the 'What's on' publication a statement regarding retrospective applications.

Action JR

TG08/2014 to TG11/2014 and TG13/2014 Various applicants – Scottish Crofting Federation courses

These courses do not qualify for ILA

TG08 Christine Turnbull, Waal Cottage- one course @ £36 (grant award £18) – fits with training grant criteria

TG09 Sarah Tarry, Beachway – two courses @ £40 (grant award £40) – fits with training grant criteria

TG10 Sheila Russell, Balaclava – six courses @ £40 (grant award £120) – fits with training grant criteria

TG11 Georgina Low, Whitelett – one course @ £36 (grant award £18) – fits with training grant criteria

TG13 Hazel Moore, Midbea – two courses @ £40 (grant award £40) – fits with training grant criteria

TG14 Clare Lucas, Sandyhall – three courses @ £40 (grant award £60) – fits with training grant criteria

Recommendation: all applicants meet with training grant criteria and therefore PEG recommends awarding training grants to the value of 50% of total fees to be confirmed on production of receipts.

Decision: The Board accepted the recommendation from PEG.

TG12/2014 Training grant application for Drivers CPC

The applicant gave their reason for doing this course as to be able to carry on driving for work. They confirmed that they are resident on Westray and are working. They also confirmed that they had applied for ILA but did not say whether they were eligible for it. The cost of the course is not known but has been estimated at £500.

Recommendation: decline this application on the basis that there is not enough information. It is unclear whether the applicant will be receiving ILA, it is unclear whether this is legally required for the applicants work and the course costs are not confirmed.

If the applicant is eligible for ILA, this would take the estimated cost of the course down to £300 of which WDT could potentially fund 50% i.e. £150. Therefore, if this course is legally required to allow the applicant to continue in their work, their employer should be the applicant and WDT would consider the funding under the statutory training grant scheme.

Decision: The Board accepted the recommendation from PEG.

DH declared an interest in the following two items and left the room.

LP02/2014 Westray Community council – Chapel of Rest

This is a request for £14,000 to convert the former bus garage into Chapel of Rest facilities including a coffin storage area, family area and vestibule. The main garage door will be redeveloped into an entrance way with three darkened windows and the ceiling will be lowered. WCC will contribute £1700 and they are negotiating with OIC and John Corse for other contributions. WDT has already pledged £6000 towards this project and therefore WCC is asking for a further £14,000 which, if other funding materialises, could be reduced to £10,000. WCC will cover the running costs of this facility. The PEG noted that this fits with charitable aim 8 of the Trust.

Recommendation: approve the full funding of £14,000 for this project in addition to the £6000 already pledged.

Decision: The Board accepted the recommendation from PEG.

SP09/2014 Westray Baptist Kirk – purchase of projector and computer

This equipment will benefit the church on a weekly basis for worship and the use of DVDs when required. It will also be available for community events such as the nativity play, Harvest thanksgiving and Easter and Christmas services. It will be available for other suitable community events. The total cost will be £3745 maximum and the church will contribute £1245 of this. Therefore they are asking for £2500 from WDT.

Recommendation: approve the funding for the full amount requested of £2500.

Decision: The Board accepted the recommendation from PEG.

4. Operations Manager report:

1. Pierowall Hotel: Alison Drever requested that they include in their advert for the hotel a statement that there may be possible support from WDT for anyone wishing to buy the premises. The Board agreed. **Action AM**

4. Micro-grid project: AM will provide an update following a telephone meeting 16th January. **Action AM**

5. Quarry: The WDT board made the decision previously to develop a quarry provided a suitable site could be found and the costs were reasonable. As there is someone looking into this privately, it makes it difficult for WDT to progress until the intentions of this private developer are known although there may be potential for WDT to

provide support. WDT request a decision on the private development for the next board meeting if possible.

Action AM

10. Horshader Development Trust: it may be beneficial for a group from Westray to visit the Western Isles to see projects being developed there. AM should contact them and bring information back for the next meeting.

Action AM

5. Finance & Admin report:

Discussion took place on the small projects budget with the suggestion that the WHT and WGC funding be moved into the larger project fund as the total cost was above the £10,000 threshold. The finance sub group will look into this and take recommendations back to the next board meeting.

Action FSG

Pensions: The Board agreed to purchase the Sage pensions module to assist in the auto enrolment of employees into a pension scheme.

6. Project evaluation and funding processes review: this is being handled by the finance sub group.

7. Correspondence:

Westray Heritage Trust year two funding: the board agreed that the year one report was sufficient to allow the year two funding to be released.

Learning Centre year one report: some discussion took place regarding training grants and ILAs. It was agreed that this be reviewed by the FSG and recommendations be taken back to the next board meeting. **Action FSG**

8. AOCB:

Electronic devices for board meetings: given the costs of the current process (circa £560/ year) and the costs of purchasing the electronic devices, it was agreed to continue as is i.e. circulating via email and printing for the meeting.

Factory turbine: the turbine had collapsed in the wind on Friday morning. Adam Sharp has provided an isolation certificate which needs to be signed. The Board require figures on replacing the turbine like for like etc. before making a decision on what happens next.

Action AM

Contact will be made with the owners of the existing Eoltec turbines to see whether they wish to purchase the turbine for spares and then it will go out to the wider public. The Board agreed that the buyer remove the turbine from the site.

Action AM

Regarding the insurance; WDT were covered for liability but decided upon receiving the renewal document not to proceed with the micro generators insurance because breakdown wasn't covered and the insurers wouldn't provide insurance without a maintenance contract in place and no one was willing to provide a maintenance contract at that time.

Forward planning/brainstorming subgroup: following some discussion, it was decided to put a piece in the 'What's on' suggesting the possibility of holding another Westray Conference and asking the community to come up with areas that could be included.

Action AM

The Board discussed the Hofn insurance and decided that it should be checked to ensure that it covers the present needs of the Hofn.

Action AM

The heater in the Hofn toilet was identified as needing repaired.

9. Date of next meeting: Tuesday 10th February 2015 at 7pm in the community classroom.

JR and AM left the meeting at 9.30pm

10. WDT Board only - review of the meeting:

There was nothing to minute in this part of the meeting.

Meeting closed at 9.40pm