

Minutes of the Board meeting of Westray Development Trust held on Tuesday 1st July at 7pm in the community classroom

Present: Peter Needham (PN), Margaret Hutchison (MH), Daniel H Marcus (DH) Chair, George Drever (GD), George Costie (GC), David Seatter (DS)

Attending: Janice Rendall (JR) Minute secretary

1 Welcome: DH welcomed everyone to the meeting. Apologies were received from Douglas Leslie, June H Marcus, Philip Bews and Andy Makin (AM)

2 Minutes of board meeting 2nd June 2014: Proposed PN seconded MH

3 PEG report:

50/2013 Senior Youth club – fireworks for bonfire night

The group were asking for £650 to purchase fireworks for the public fireworks and bonfire event on 5th November. This event has been held successfully for the last two years with soup and sandwiches being served; donations received for the soup and sandwiches are donated to charity.

Recommendation: approve funding the purchase of fireworks up to a maximum of £500 including VAT.

Decision: The board accepted the recommendation from PEG

51/2013 Westray Heritage Trust – upgrade and backup system for the heritage centre computers

PN declared an interest in this as he had submitted the application.

The Trust is requesting £2989 to upgrade and backup the system as recommended by D&D IT (£1428), purchase a laptop (to allow the accounts to be done off site if space is not available in the centre (£666)), purchase an all in one desktop to replace the aged one containing the Peece Neems information (£499) and purchase Microsoft Office software (£396). This backup system will give security in case of breakdown and ensure the island's heritage remains secure.

Recommendation: Approve full funding of £2989 with a degree of flexibility either way to take into consideration price changes at time of purchase.

Decision: The remaining board members accepted the recommendation from PEG

EEG01/2014 (52/2013) Island Picnic – sponsorship of inflatables

The event this year is being held to raise funds for the Shetland and Orkney MS Research project. The event is for all the family and attracts visitors. The inflatables always prove to be popular. The cost of hire is £150 with freight costs at £47.28.

Recommendation: Approve funding of £197.28 for the hire and carriage of the inflatables. WDT should be acknowledged in all publicity surrounding the event and the logo should be displayed at the event.

Decision: The Board accepted the recommendation from PEG

53/2013 Purchase of a marquee for community use

This application was submitted from the Trust office by Andy following on from an enquiry from a group for funding to purchase a marquee. The item would be held by the Trust and loaned to community groups and hired out for private functions. The application was for a high quality, heavy cotton marquee, 6m by 9m which would cost £4285 including VAT with carriage of £250.

Recommendation: Approve the purchase of a marquee for community use. It will be managed by the Trust office.

Decision: After some discussion, it was decided to approve this application but to investigate another kind of material as concern was raised over the durability of the heavy cotton should it get wet. JR will circulate information on another type of material.

54/2013 2014 Bisgeos Run/Walk

The request for funding is as follows: band hire and travel and accommodation costs £630, raffle tickets £150, race certificates £50, photobooks £300, race equipment including race numbers and start sign (which will be used for future events) £800.

The PEG decided to split this into two applications: the first would be a small grant of £1300 for the raffle tickets, certificates, photobooks and race equipment.

The event costs £4480 with cost recovery of around 60% from entrance fees and dance admissions. The remainder of the costs are covered by donations and grants. The event takes over 150 hours of volunteer time.

The event has been running since 2005 and has so far raised over £53,000 for local charities. The proceeds from this year's event are going to the Shetland and Orkney MS Research Project.

This fits with goal a) and g) of WDT in that it is promoting a healthy lifestyle for the competitors and their families. It would also fit with goal f) in that it brings a lot of visitors to the island for the weekend who require accommodation and dining as well as spending money in the shops. They will also spread the word to others about the island and event.

Recommendation: approve funding of £1300 for the items listed. The Trust logo should be displayed on all promotional materials, the raffle tickets and the race equipment to show support to the event.

Decision: The Board accepted the recommendation from PEG.

EEG02/2014 – 2014 Bisgeos Run/Walk – band hire, travel and accommodation

The second part of the application from the Bisgeos Run organising committee is the hire of the band for the dance held on the evening of the event and the travel and accommodation for them. This will fit under the entertainment events grant scheme and comes within the maximum award amount of £1000.

Recommendation: Approve funding for the band hire and travel and accommodation of £630 maximum (as requested in application).

Decision: The Board accepted the recommendation from PEG.

4 Operations Manager report:

- a) Burness Paull have confirmed that they will send a partner to the EGM in August. This will cost £1750 + VAT plus travel and accommodation expenses.
- b) Tourism Development Officer: a more detailed package to be developed and submitted to PEG. **Action: AM**
- c) Staff financial authorisation arrangements: it was decided not to implement this at present.
- d) Hofn: within AMs report he stated that there are three things which currently need addressing:
 1. There is a need for an additional illuminated emergency exit sign;
 2. Could a ramp be installed for this entrance (i.e. the emergency exit on the east side);
 3. Could the Trust purchase some curtains/blinds to darken the room when they are watching films on the projector?

The first two items were considered to be ok as the building has just been recently passed as up to standard.

Item 3: prices will be required before committal is given.

Action: AM

Housing seminar: it is looking likely that this will be held on 11th August in Kirkwall and the Board have confirmed they'd like AM to attend.

Investments: there may be a savings account available through RBS which would pay 1.5% interest. JR will contact Lorraine Harvey to discuss this. **Action: JR**

- e) EEDA nine house project survey: it was decided to leave this until another meeting to allow for amendments and further discussion.

Lighthouse – the Board do not wish to register an interest in purchasing the lighthouse should it come up for sale.

Student placements – the Board require more information before a decision can be made.

5 WDT/WRE Service provision contract:

Following on from the last board meeting, the approved document was sent to David Stephenson as Chair of WRE Ltd. He replied that the document was not acceptable to the company. Further correspondence followed resulting in a meeting between David and DH at which David agreed to produce a document that he felt was acceptable to WRE Ltd. This proposed document had been sent to DH.

In the meantime, a Board meeting of WRE Ltd has been held and WDT directors were circulated with the minutes from this meeting. In the minute it states that WRE Ltd await a response from DH on the proposed document.

After some discussion, it was agreed that WDT would amend only the start date and the hourly charge rate for the service provision on the original document and send to Elizabeth Drever as WRE Company Secretary for circulation to the full Board of WRE. It was agreed that the start date of the contract will be the date of acceptance by the Board of WRE Ltd and the hourly rate will be £25 based on the market rate for this type of service provision. **Action: JR**

6 Finance and Admin Report:

The report and financial information was circulated to the Board members for their information. There is a need to develop a grant application form for grants which do not fall into the small grant category. AM & JR should develop this and take it to the next board meeting for approval. **Action: AM/JR**

7 AOCB:

Development Trust Association Scotland are coming to Kirkwall in August and are proposing to hold an event for Trusts regarding the relationship between the trading subsidiary and the charitable Trust. AM and JR will attend this event along with PN.

The Long Partnership have sent the letter of engagement and other related paperwork regarding the end of year and audit. JR will check this and get DH to sign it. **Action: JR**

8 Date of next meeting: Tuesday 22nd July 2014 at 7pm in the community classroom.

JR left the meeting at 9.05pm

9 WDT Board only: there was nothing to minute from this part of the meeting.

The meeting closed at 9.20 pm.