

**Minutes of the Board meeting of Westray Development Trust held Tuesday 1<sup>st</sup> March 2016 at 7pm in the community classroom, Westray**

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

**Attending:** Janice Rendall (JR) Administration & Finance Officer, Andy Makin (AM) Operations Manager

**1 Welcome and apologies:** no apologies received

**2 Minutes of Board meeting, Tuesday 2<sup>nd</sup> February 2016:** Proposed PN, seconded IR

**Matters arising:**

Item 4/8: Graduate placement: no decision made on a project, therefore no application was completed and the time has now passed.

Item 4/4: Golf club – the group have held their AGM but have called an EGM to discuss other matters.

**3 Operations Manager's report:**

1/ Quarry – ongoing

2/ Housing – AM had attended the housing conference in Perth and prepared a report which was distributed at the meeting.

3/ Purchase of land in Pierowall – AM had met with the vendor and it was stated that the family were not willing to sell the house but would be willing to sell the land which had been valued at £20,000. The Board agreed to put in a formal offer through the Trust solicitor for £20,000 and that WDT would pay both sets of legal fees given that the vendor would receive no money from the sale. **Action: AM**

4/ Polycrubs – ongoing

5/ Here2Help – following lengthy discussion, the Board agreed that AM should review the current SLA with Age Concern Orkney and investigate the possibility of another agency taking on the service therefore ending the SLA with Age Concern Orkney. If the other agency could offer and were willing to provide a similar service, WDT would sign into an agreement for one year. This would then be reviewed and the possibility of a Trust run service would be investigated. **Action: AM**

6/ Golf Club – discussed under matters arising

7/ Investment policy – work ongoing with a draft policy to the Board in May 2016.

8/ Unpaid invoice – the debtor and AM had worked out a repayment schedule of £75 per month for 8 months and one final payment of £19. The Board accepted this proposal and AM will contact the debtor to confirm. **Action: AM**

9/ Short term loan – the proposal was discussed and it was agreed that AM should work with the applicant to write an application to the Trust for initial assessment by the Financial Sub Group. **Action: AM**

**4 Administration & Finance report:**

Pensions – the outcome of the appeal was that WDT had not complied with its duties within the timescales required and was therefore liable to pay the £400 fixed penalty and to backdate pension contributions to June 2015 at a cost of £701.80 to the employer. It had been confirmed that WDT is now compliant and no further action will be taken.

OSCR monitoring – the annual return had been submitted and had shown up two exceptions; JR had responded to these exceptions and OSCR has accepted the return.

**5 Project development:** further review of the key themes was carried out with discussion on transport, broadband and evening classes.

**6 Correspondence:**

Email regarding the community council road materials scheme – Westray Community Council have decided not to run the scheme this year and as such, WDT have no plans to get involved in such a scheme. Advice from OSCR would seem to say that WDT is at risk of providing too much private benefit in supporting or running this scheme. AM will draft a response to the enquirer stating the Trust's position. **Action: AM**

Learning centre report: for information only.

## **7 AOCB:**

The Trust had previously offered Operations Manager's time to two local groups to assist them in moving forward. However, AM feels that he does not have capacity now to offer this time to the groups (Westray Golf Club 14 hours and Westray Heritage Trust 66 hours). It was agreed by the Board to offer the groups the monetary value of the time and to allow them to engage with a person of their choice.

Finance management training: this will take place on 7<sup>th</sup> June after the Board meeting.

Charity shop facilities: if the purchase of the land goes ahead, it would be seen to be a good opportunity to set up a charity shop on this ground. It was agreed by the Board that AM should investigate the costs of this. **Action: AM**

AM will be attending a webinar on the 21<sup>st</sup> March which includes the Office of the Scottish Charity Regulator, Development Trust Association Scotland, Highlands & Islands Enterprise and Burness Paull.

*KS left the meeting at 9.25pm*

**8 Date of next meeting:** Tuesday 5<sup>th</sup> April 2016 at 7pm in the community classroom, Westray.

*JR & AM left the meeting at 9.35pm*

## **9 WDT Board only:**

Nothing to report

With no further business to discuss the meeting was closed at 9.45pm