

Board meeting of Westray Development Trust held Monday 2nd June 2014 at 7pm in the community classroom

Present: Daniel Harcus (DH) Chair, Douglas Leslie (DL), Margaret Hutchison (MH), June Harcus (JH), George Drever (GD), Peter Needham (PN), David Seatter (DS)

Attending: Andy Makin (AM) Operations Manager, Janice Rendall (JR) minutes

1. **Welcome & apologies:** apologies from George Costie and Philip Bews

2. **Minutes of board meeting 01/05/2014:** proposed DL, Seconded JH

Matter's arising:

Item 5: AM to meet with Edith Costie next week.

Item 8: AM had done some investigation into investing £500,000 and had found the potential return to be low: RBS offering £2,000 interest on a 12 month account with 3 months notice or £800 on a 12 month account with 1 months notice. Halifax was slightly better offering £5000 on a 12 month account with 1 month notice. The Board decided to leave this for a month to see if David Wilkinson gets back with anything from Aberdeen Asset Management.

3. **PEG report:**

TG16 Westray Processors Ltd – controlling cross contamination

Attendees were Jennifer Leslie, Denise Spurgeon, Mary Ann Rendall, Eileen Rendall and Tim Libicki all of which fit the training grant criteria. Course cost per person £46.25.

Recommendation: approve a training grant (statutory) of 50% of course fees per person i.e. £23 each for the five attendees.

Decision: The Board accepted the recommendation from PEG.

TG17 Westray Heritage Trust – Sage training

DL declared an interest as he is also a director of Westray Heritage Trust.

Attendees are Cynthia Jacobs, Christine Turnbull, Ena Fergus, Alasdair McVicar, and one other all of which fit the training grant criteria. This application was not submitted on an application form and WHT had been asked to resubmit, WHT had done so. DS proposed that a decision be taken on this application at the board meeting rather than taking it back to PEG. The Board agreed. The total cost of the training will be £300 + VAT + a ferry fare for the tutor.

Decision: The Board approved this application.

TG18 Heddle Costie – fork lift driving and safety course

Heddle meets with the training grant criteria. The cost of the course is expected to be £120 + VAT.

Recommendation: approve a training grant of 50% of course fees (excluding VAT, if recoverable) to Heddle Costie.

The Board accepted the recommendation from PEG.

TG19 Hugh Costie – fork lift driving and safety course

Hugh meets with the training grant criteria. The cost of the course is expected to be £120 + VAT.

Recommendation: approve a training grant of 50% of course fees (excluding VAT, if recoverable) to Hugh Costie.

The Board accepted the recommendation from PEG.

TG20 Pierowall Fish – controlling cross contamination

Attendees were Kevin and Ann Rendall who both meet with training grant criteria. The cost of the course was £46.25 per person.

Recommendation: approve a training grant (statutory) of 50% of the course fees per person i.e. £23 each for the two attendees.

Decision: The Board accepted the recommendation from PEG.

TG21 Sheena Costie – driving lessons

Sheena meets with training grant criteria

Recommendation: approve a grant to Sheena Costie under the driving lessons scheme i.e. 50% of the costs of lessons up to a maximum of 10 lessons (£150 maximum).

Decision: The Board accepted the recommendation from PEG.

TG22 Ann Rendall – First Aid at Work

Ann meets with training grant criteria. It is a legal requirement for someone to have first aid skills in the workplace. It is expected that this course will take place on Westray. The cost quoted on this application is £82.

Recommendation: approve a training grant (statutory) of 50% of course fees to Ann Rendall. The amount will be dependent on where the course is delivered.

Decision: The Board accepted the recommendation from PEG.

44/2013 Westray Junior High School – sponsorship of football strips

This could fit under charitable aim g) other schemes of a charitable nature. If sponsorship is not given, school funds would be used to pay for the strips which may take away from other schemes throughout the school. This will be a worthwhile sponsorship as the Trust logo will be on the strip. The total cost is £347.10 with WDT being asked for 50%, £173.55.

Recommendation: approve sponsorship of £173.55 to Westray Junior High School ensuring that the strip shows the WDT logo.

Decision: The Board accepted the recommendation from PEG.

49/2013 Westray Sailing Club – sponsorship of presentation plaque for 3 years and accommodation costs for Cullivoe Jarl Squad for 1 year.

MH & PN declared an interest.

The regatta is an integral part of the local calendar regularly bringing in over 200 visitors to the island. If successful, WSC would use the WDT logo on the presentation plaques. The cost of the plaques is £1066.96.

Recommendation: approve funding to Westray Sailing Club for sponsorship of the presentation plaque (for the next three years). This would be under the small grants scheme and would be £1066.96 (total); the WDT logo should be included on the plaques. The PEG also recommends approval of a grant towards the accommodation costs for the Cullivoe Jarl Squad; this would be under the entertainment events budget and would cost £400.

Decision: The Board accepted the recommendation from PEG.

4. Operations manager report:

Staff delegation of authority: this was a proposal to give staff delegated levels of authority for bill payments. At present, it requires three signatures to allow a bill to be paid; under this proposal the AFO would have the authority to pay a bill to nominated organisations (Utilities Company etc) up to the value of £250. If the value exceeds this, the operations manager has the authority up to £500 and anything over that will go to the full board for approval. Expenses would be approved at the board meeting on production of an expenses/travel request form, this authorisation would be sufficient to allow the AFO to make payment on production of the claim form.

Decision: The Board agreed to the proposal, with the condition of a review in 6 months. A letter of authority detailing the payees will be produced and presented to the Board for approval. Action: AM/JR

Learning centre (this also covers item 5 on the agenda): AM had drawn up a draft service level agreement for use between Corinne Curtis and WDT for the learning centre. The proposal is to increase the hours from 7 per week to 10 and extend the contract for 12 months as opposed to the 6 agreed at the last board meeting. Some discussion was held regarding the post and it was agreed that 12 months would allow better coordination of courses over the winter and allow businesses to arrange training for their staff easier.

Decision: The Board agreed to the 12 month extension of the post with the proposed service level agreement being used.

Action: AM

Utilities Company development: AM provided the board with information on various options on progressing this idea. It was felt that the more suitable option would be Community Utility company switch which is where utilities companies bid to be the single provider for the island, this will need a whole island or majority buy in. The Board asked Andy to do more work on this and bring 1 or 2 options back to the next board meeting.

Action: AM

WDT/WRE Service agreement (this also covers item 6 on the agenda): AM had provided a draft SLA to the Board setting out the terms and conditions of the service provided to WRE by WDT. There needs to be a few changes to spelling and grammar and the Board want to change 'AFO time' to 'staff time'.

Decision: With the changes outlined, the Board approved this document to be sent to WRE Ltd. Any changes proposed have to come back to the Board for approval.

Fire service training: this will take place from 1st December and last for two weeks. **Approved**

Prince2 Project management training: cost to WDT will be £810 **Approved**

Server: now in the office and working. If Directors want to be connected, they should contact the office.

Buildings Preservation Trust of Westray is asking if WDT wishes to take on its work as it is being forced by Companies House to fold or develop a new directorship.

Decision: The Board do not wish to take on the work of BPToW and therefore the remaining funds should be transferred to Westray Heritage Trust.

Business and Tourism project manager: AM had been in discussions with Chessa at Highlands & Island enterprise and also with the Tourist Association. It was felt there needed to be someone to take on a role to promote Westray as a tourist destination and also to assist businesses. HIE would be keen to come on board with this and would look to contribute around 35% of the costs over two years which would be around £54,000. 5% of these costs could be recovered from businesses buying into the promotion scheme and WDT could fund the rest. It is proposed that this could be a full time post.

Action: AM – draw up a job description and take to the next board meeting.

Social media use: AM had posted on Facebook (under WDT name) asking whether the community thought it would be a good idea for the Trust to use Facebook to communicate. The majority of responders agree that it would be a good idea with only 1 person being against the use.

Decision: The Board agreed to leave it one more month to gauge more public opinion.

Westray Processors feasibility study: Colin Clark is asking for more funding to do some extra work on this project.

Decision: The Board decided that he should determine whether or not WP Ltd wants him to carry out this extra work and if so, an application from Westray Processors should be put through the PEG process.

Chitin: AM should continue to work on this but not make it a priority.

5. **Learning Centre:** covered under item 4

6. **WDT/WRE Service Provision contract:** covered under item 4

7. **Finance and Admin report:**

Entertainment events policy statement:

"Under the charitable aim of 'To provide in the interest of social welfare, facilities for recreation and other leisure time occupation available to the public at large in Westray with a view to improving their conditions of life'; the Board of Westray Development Trust have made available funding of £4,000 per year to groups who wish to put on events which bring acts to the island or to enable groups to bring across items of equipment for events. The Board recognises that the cost of travelling to the island (and freight costs) could be seen as prohibitive if the group who wishes to put on the event would have to make a full cost recovery; and therefore the group can apply for funding of up to a maximum of £1,000 per event which should be used for the travel and accommodation costs of travelling acts (or for freight costs, if equipment is being brought across).

If the event being held is to raise funds for other charities off the island, this must be stated in the application to the Trust. Members of the community of Westray must have benefited personally from these charities.

There will be two funding rounds per year; the first will open on July 1st and close on September 30th. This funding round will be for events to be held from January to June the following year. The second funding round will open January 1st and close on March 31st and will cover events from 1st July to 31st December that year.

Funding will be dependent on the number of applications in each round and how the event fits with criteria so there is no guarantee that all applicants will receive funding or that they will receive the sum applied for."

Decision: The Board agreed to issue this policy statement. It will go in the 'What's on, Aff, Been in Westray' publication this month.

Action: JR

Laptop insurance claim: The settlement figure of £519 had been approved by the Board by email.

Proposed budgets for 2014/2015: **The following budgets were approved by the Board:**

Staffing	£67,368
WDT operating costs	£21,285
Hofn operating costs	£ 4,763 (expected income of £2,200)
Hofn capital	£ 2,000
WDT capital	£ 4,000
Small grants and sponsorships	£10,000
Small projects	£30,000
Training grants (Individual and statutory)	£10,000
Entertainment events	£ 4,000
Learning centre	£10,040

8. Memorandum & articles of Association & EGM date:

Following correspondence from a few members regarding the proposed change to the governing document, AM had been in touch with Burness Paull solicitors (free advice through Development Trust Association Scotland). The advice that was received on the proposed document was positive in terms of legal perspective etc. and the company is offering to send up a partner to the EGM. This would provide answers to all the questions regarding the M&As. The cost for this will be £1800 + VAT.

Decision: The Board agreed to invite a partner of Burness Paull to the EGM because it felt it was necessary to have the legal perspective available.

The proposed date for the EGM is Thursday 28th August 2014 at 7.30pm. JR will draft a letter to go to members.

Action: JR

9. Investments: This was covered under matter's arising.

10. Contract for turbine servicing: the Board decided to leave the negotiation on this until a future date.

Orkney Renewables had been out and serviced the turbines earlier in May.

11. Sending info to Orkney Renewable Energy forum: This information is regarding the small turbines only. It was decided to forward the information on to OREF.

12. David Wilkinson visit and return: David had offered to return at the end of June/beginning of July but the Board feel that leaving it for a 6 month period might be better.

13. Email decisions: any decisions taken by the Board by email communication will be minuted at the following Board meeting.

14. Broadband update: AM had attended a meeting in Kirkwall earlier in May and gave the Board an update on where the project is at present. There is nothing major to report.

15. AOCB:

Friends of Kalisgarth representative: Iain MacDonald is the current WDT representative on the group. Peter Needham is willing to go on as a Board rep and JR will contact Iain to see if he is happy enough to stay on.

Action: JR

The Trust must display a plaque at the Hofn showing that the extension was funded by LEADER and CDF.

Action: JR

AFO job description: There needs to be a few amendments relative to the work being provided to WRE Ltd.

Action: AM

Heat pump project: draft a questionnaire to go to the 9 households involved in the project to get an update on the success of the installations.

Action: AM

16. Date of next meeting: Tuesday 1st July 2014 at 7pm in the community classroom.

AM & JR left the meeting at 10.05pm

17. WDT Board only – review of meeting:

Director's discussion ended at 10.20pm and nothing requires to be minuted.