

**Minutes of the Board meeting of Westray Development Trust held Monday 4<sup>th</sup> November 2013 at 7pm in the Westray Parish Kirk**

Present: Danny Marcus (DH) Chair, David Seatter (DS) Vice–chair, Geordie Drever (GD), Geordie Costie (GC), Douglas Leslie (DL), June Marcus (JH), Margaret Hutchison (MH)

Attending: Janice Rendall (JR) minutes, Corinne Curtis (CC), Community Development Officer, Alan Long (AL) company accountant/auditor

DH welcomed everyone to the meeting and handed over to AL

**1 Meeting with Alan Long re accounts:**

AL provided the Board with a copy of the consolidated accounts of the company and went through explaining some of the figures and notes.

He then went on to raise some points on the financial processes; he explained that he saw no evidence of expenditure authorisation within the subsidiary company, Westray Renewable Energy Ltd and that there also was no evidence that sales invoices were authorised.

He also noted that the minutes of the WRE board meeting where the gift aid payment for the previous year had been decided said that the payment would be £378k but that the actual payment made was £470k and that the actual funds were received into WDTs bank account after the nine month period although the cheque had been written before the nine month period.

DH asked how much control the WDT board had over WRE and was informed that there should be much more discussion between the two companies and that WDT should receive much more financial information on the company than it was currently getting as WDT are ultimately responsible.

Discussion then went on to the loan agreement between WDT and Westray Enterprise CIC and AL informed the Board that an agreement should be drawn up stating the amount of borrowing and the repayment terms and interest rate and that it should be signed by both companies. **JR**

The management charge for WRE Ltd and the rental of office space and equipment hire requires an invoice to be raised and a cheque to be received covering the charge. **JR**

AL left at 7.55pm and DS ran him back to his accommodation.

DH suggested that the Board discuss item 4 the PEG report while DS was away.

**4 PEG report:**

*A copy of the charitable aims of WDT is available from the office.*

**35/2013 Baptist Church car park resurfacing**

This application was seen to fit aim f).

**Recommendation 1** - approve a small grant of £1000 to the Westray Baptist Church to allow them to purchase 60 tonnes of type 1 bottoming to resurface the church car park.

As there was to be further discussion on this item, DH declared an interest and stated that DS should take the chair for this discussion when he returned.

When DS returned, DH left the room to allow further discussion and a decision to be made.

DL raised a point that the Westray Parish Kirk had been asked to provide letters of support for the digital projector and he expected the Baptist Church to have to do the same to show wider community benefit. Further discussion ensued and the Board reached the following decision:

**Decision: Approve the small grant of £1000 to Westray Baptist Church as per PEG's recommendation.**

DH returned and took the chair from here.

### **22/2013 Westray Connections 2013**

This application was already approved at the Board meeting of 28<sup>th</sup> May 2013 where the Board agreed to underwrite costs of the event. The Tourist association were now putting in a claim for £992.52 to meet the shortfall for this event.

**Recommendation 2** – shortfall funding of £992.52 is approved, subject to W&PWTA producing bank statements (when available) that confirm the income and expenditure in their financial summary.

**Decision: The Board accepted the recommendation from PEG.**

**Recommendation 3** – W&PWTA are asked to carefully review the event, getting as much feedback as possible from people who attended and took part, particularly: the number of performers for the main concert; length of concert; ticket prices; other ways of reducing costs, including encouraging musicians to perform free (outside the main concert time).

**Decision: The Board rejected this recommendation on the grounds that it is covered under recommendation 4.**

**Recommendation 4** – future requests for underwriting (and shortfall funding) should include a more detailed expenses budget so that the WDT board is clear on what expenses they are likely to be asked to pay (and whether they fit charitable goals) before an underwriting commitment is made.

**Decision: The Board accepted this recommendation from PEG.**

**PEG membership:** there has been no interest shown in the PEG membership. The Board discussed the possibility of putting out a mail shot to houses with an information sheet, membership application form and director/PEG member nomination form to try and increase the interest. The Board agreed to proceed with the mail shot.

**JR/CC**

### **2 Minutes of board meeting 8<sup>th</sup> October 2013:**

Proposed JH and seconded DL

The only matter arising was the installation of a light on the east side of the Hofn. DH asked the Board if a quotation would be required from contractors. The Board decided that a quotation would not be required and authorised JR to contact a supplier to arrange for the work to be done. **JR**

**3 CDO report:** CCs report had been circulated to the Board prior to the meeting.

CC updated the Board on the situation with the Learning Centre stating that UHI were installing a phone line into the building to allow broadband access.

PB or DL is to meet with Alex Costie regarding the possible siting for a community quarry. **PB/DL**

**5 Office report:** JRs report had been circulated to the Board prior to the meeting.

The expenditure for car hire charge from the fuel poverty project was approved.

JR annual leave at Christmas time was approved.

**6 Finance:** JRs report had been circulated to the Board prior to the meeting. There were no matters arising from the report.

**7 Investments:** JR had circulated a report to the Board prior to the meeting. No reply had been received from Robert Adamson or Aberdeen Asset Management and therefore an alternative was being looked at. The Board agreed to contact Albert Tait regarding investments. **DH**

### **8 AGM:**

DS pointed out the signatory to the accounts was currently saying that he should sign the accounts on behalf of the company; he explained he thought this should be the chair. Therefore JR will check with AL and asked for the change to be made. **JR**

The Board decided to ask Iain MacDonald and Alan Long to be returning officers at the AGM. **JR**

### **9 AOCB:**

GC had attended a meeting with Orkney Harbours and Orkney Marinas. Discussion had taken place regarding the small boat access at Rapness and it was made known that floating pontoons would not work at the site therefore, GC had asked them to investigate what would work and then to come back to WDT.

The webcam at Gill Pier had also been discussed and it was decided that Westray Small Boat Owners Association should be encouraged to submit an application and state that they are working in partnership with Orkney Marinas. **CC**

An email had been received from Colin Clark informing WDT that he had been called to jury duty and that he anticipated having the stage 1 report of the Westray Processors feasibility study to WP week commencing 18<sup>th</sup> November.

DH had received an email from Colin Risbridger of Energy Action Westray informing him of EAWs intention to sell off their assets. CR had informed DH that if WDT might be interested in purchasing the assets, they should lodge a declaration of interest with EAW. The Board agreed that DH should reply to Colin's email (copying the office in) stating the trust interest in the assets. **DH**

The Board agreed to invite Stewart Rendall to the next Board meeting to discuss the progress on the golf course redevelopment and the way forward from here. **JR**

**10 Date of next meeting:** Tuesday 3<sup>rd</sup> December 2013 at 7pm in the Community Classroom.

CC left the meeting at 9.30pm. DH asked JR to stay on for the part of the next item.

### **11 WDT Board only – review of the meeting:**

Minute of the meeting of 10<sup>th</sup> October 2013 (Discussion on DSL appraisal of loan application): the board decided that this minute would not be made public on the website as it contained sensitive information. There were also two amendments to make to the minute. Provided these amendments be made, the Board approved the minute.

JR left the meeting at 9.40pm.