

Minutes of the Board meeting of Westray Development Trust (WDT) held Tuesday 4th November 2014 at 7pm in the community classroom

Present: George Costie (GC), Danny Harcus (DH) Chair, June Harcus (JH), Peter Needham (PN), George Drever (GD), David Seatter (DS), Douglas Leslie (DL), Philip Bews (PB)

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

1. Welcome and apologies: no apologies received

2. Minutes of board meeting: 11th September 2014 Proposed DS Seconded DL – no matters arising
7th October 2014 Proposed JH Seconded GD

Matters arising:

DH raised the transfer of £700,000 to the Adam & CO account and noted that in the minutes of the AGM from November last year, it was stated that no decision on investment would be taken before consultation with the membership. He asked if the transfer should wait until after the AGM to allow membership input but it was decided to go ahead with the transfer as this wasn't an investment, it was simply a movement of monies within the banking system.

Removal of stone from Gallowhill – JR had been in contact with James Rendall and he still wants the stone. The Board decided that Mr Rendall should be informed that it must be removed by July next year. **Action: JR**

Play park equipment – each item will be given a lot number, the rubber matting will be split into several lots. This will then be advertised and offers will be accepted. The closing date for offers will be 28th November 2014.

Action: DH/AM/JR

The service level agreement with Westray Renewable Energy Ltd has been signed.

Hazel Moore has been appointed as Tourism Development Officer and will start in post on 5th January 2015.

3. PEG report:

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

EEG05/2014 Westray Swim Club – Band hire and other costs for Harvest Home

This event is hoped to raise funds to take the Monday Swim club group on a trip to Shetland in 2015. The application was discussed and it was decided it fits with the entertainment event grant policy (charitable aim 1) and also with aims 2 and 6.

The total amount requested is £927.90 which is broken down as follows: band hire £500, £277.90 for 5 passengers and 2 vehicles on the boat (there may be only one vehicle) and £150 towards accommodation costs.

Recommendation: to approve the total funding of £927.90. If only one vehicle is required, the balance should be repaid to WDT.

Decision: The Board accepted the recommendation from PEG.

EEG06/2014 Sandy McEwen – Jo Philby event at West Manse (debut of new band line up)

Following on from the success of the last event, Jo would like to return to Westray to put on another gig and this time it would be the debut of the new band line up. The last event attracted 24 local folk and the feedback received including many requests for a return visit. The West Manse is a tried and tested venue that lends itself to small-scale performances of this nature. This event fits with the entertainment events grant policy.

The request is for ferry costs and island transport for band members at a cost of £60.

Recommendation: to approve the funding of £60.

Decision: The Board accepted the recommendation from PEG.

3. SMG02/2014 Inter-kirk group – island wide Christmas card

Since 2006, the Parish Kirk and the Baptist kirk have come together to produce a Christmas card which is sent to every household in Westray and provides details of all the church services over the Christmas period and also other related events such as the children's Christmas party, tree lighting etc.

The total funding request is £250 which is broken down into printing costs of £75 (done by the Heritage Trust) and postage costs of £175. Members of the inter-kirk group will be responsible for collating the information and ensuring that it is correct and volunteers will address the envelopes. This application fits with aims 6 and 8.

Recommendation: approve funding the Christmas card to a total of £250.

Decision: The Board accepted the recommendation from PEG.

4. SP04/2014 Westray Heritage Trust – consultancy

A recent prioritisation process has identified a need for WHT to develop a programme of grant sourcing and acquiring, to fund a variety of ongoing and new projects. This grant will enable WHT to employ a consultant to conduct this time consuming and intrinsically important activity that underpins the very services the centre provides. WHT has assessed that the organisation initially requires 100 hours of grant funding and application activity to reach its identified priorities.

This application is for 100 hours consultancy at £12.50 per hour – total application £1250. This fits with aims 6 and 8.

Recommendation: approve funding of £1250 to Westray Heritage Trust.

PN and DL declared an interest in this and left the room. The remainder of the Board discussed this proposal and decided that AMs time would be offered to WHT to source funding. If it is found that AM is short of time on this, there will be a possibility of making available the requested funding to bring someone in. This would be overseen by WDT.

Decision: Amend the recommendation from PEG.

5. TG05/2014 Christine Turnbull – advanced Sage training

6. TG06/2014 Cynthia Jacobs – advanced Sage training

These applications came in from the individuals but the training will be of benefit to the Westray Heritage Trust. Both the applicants fit with training grant criteria. The total cost of the training per person is £100 + VAT and therefore the funding request is for £60 each.

Recommendation: approve funding of £60 for each grant application.

Decision: The Board accepted the recommendation from PEG.

Nancy Scott is stepping down as a community representative on the PEG at the AGM. JH is also stepping down as a WDT representative on the PEG at the AGM.

It was noted that the Small projects budget for the year is almost used up and therefore it was suggested to add another £10,000 to this budget. This was approved.

4. Operations Manager report:

3 Westray Processors Ltd – AM has checked with OSCR the position of WDT giving a grant to private businesses and it is not allowable; WDT must ensure that it gets a return on money given to private businesses i.e. share purchase, loans etc. The Board agreed for AM to continue to progress this. **Action: AM**

6 Here2Help project – The Board approved AM to develop this project and put to PEG. **Action: AM**

7 Electronic devices for board meetings – this was agreed in principle but the purchase will be left until after the AGM to see how many i-Pads to purchase.

8 Westray Renewable Energy Ltd, Articles review: discussion was held on appointment of Directors to the board of WRE – it was suggested that WRE be given the power to appoint directors to the Board. WDT have the power to appoint and remove Directors. Discussion was also held on remuneration – it was suggested the provision be made that Directors be paid for their services and part of that service is as first responders to the turbine. AM will continue to work with Wullie Bain on this. **Action: AM**

5. Finance and Admin report:

Auto enrolment of employees to a pension scheme – more information for the next Board meeting. **Action: JR**

Code of conduct for Directors – amendments made and a new draft taken to the next Board meeting. **Action: JR**

6. Learning Centre report:

Digital projector for learning centre use – the Board agreed to purchase a projector; it will be Trust property and stored in the learning centre.

7. Project evaluation and funding processes review:

This had been emailed to Directors on 16th October. DL raised two points: it should be stated that no grant will be given out retrospectively and that the entertainment events grants policy needs to be included. The documents will be emailed to Directors again, asking for comments by Friday 7th.

Action: JR

8. AGM:

Three directors will stand down at the AGM: Danny Harcus and Philip Bews as the longest serving and June Harcus will be retiring. DH and PB will be standing for re-election.

WDT will recommend The Long Partnership as auditors for the coming financial year. The Board decided that to ensure best use of the charity's money, it will advertise for tenders for the accounting/auditing service in the New Year.

Action: AM

9. Correspondence:

A response has been received from the Westray Biofuels Assets Dispersal group – a continuation of the lease will be reviewed nearing the time of the current lease expiring.

LEADER – a letter has been received stating that LEADER requires a copy of the completion certificate for the Hofn in order to pay out the remainder of the grant. DH has emailed Leslie Burgher requesting an update on this.

10. AOCB:

Community Power Orkney – after some discussion, the Board decided not to become part of this group.

Energy Challenge Fund – WDT had not been successful in securing funding from this but AM had been contacted with an offer of becoming involved with another project through this fund. AM will continue to work on this.

11. Date of next meeting: Tuesday 2nd December 2014 at 7pm in the community classroom.

JR left the meeting at 9.45pm

12. WDT Board only – review of the meeting:

Andy had presented the board with his employment appraisal form which was discussed at this part of the meeting. The directors felt that Andy was doing a good job in his role of Operations Manager and acknowledged he had made valuable progress during his first 6 months in post. There were a few minor issues that they felt needed to be discussed with Andy and this would be done by his line manager. The office was now working well and was reducing the amount of work needing to be done by directors in between meetings.

Andy's contract stated that his salary would be reviewed after 6 months and if found to be satisfactory would be increased by £2000.00. The directors unanimously agreed to this increase.

This being all the business the meeting closed at 10.15pm