

**Minutes of the Board meeting of Westray Development Trust (WDT) held on Tuesday 5<sup>th</sup> May 2015 at 7pm in the Community Classroom**

**Present:** Daniel Marcus (DH) Chair, George Costie (GC), William Turnbull (WT), David Seatter (DS), Douglas Leslie (DL), Peter Needham (PN), George Drever (GD)

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

**1 Welcome & apologies:** Philip Bews (PB) had informed that he'd be a bit late to the meeting.

**2 Minutes of board meeting 7<sup>th</sup> April 2015:** Proposed GD, seconded DL

**3 PEG report:**

**EEG07/2014 Westray & Papa Westray Tourist Association – Orkney Folk Festival event £650**

The funds will be used for travel, accommodation and meal costs for two evenings for the 'New Rope String Band' who will perform in the community hall. It is hoped to offer a workshop to the school children too.

The event will give the Westray Community the chance to take part in a county wide festival. It features an internationally acclaimed band which will appeal to adults and children alike. The concert is likely to appeal to visitors already on the island and may attract more visitors to the island for the event.

**Recommendation: approve the funding of £650 but ask for clarification as to why two nights' accommodation is required for a one evening event.**

Clarification regarding the two night's accommodation had been received; if a wider itinerary can be arranged, two night's will be required, if not, only one night will be required.

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

**SMG09/2014 Learning Centre – purchase of Hudl 2 and tripod for use of tablets for photography £189**

This money will be used to purchase additional equipment for digital inclusion to allow people to try a cheaper tablet option than the iPads. Tesco Hudl 2 has been recommended by the Get IT Together project worker as a good option. It will also be used to purchase a universal tripod stand to encourage use of tablets for photography and allow people to try before they purchase one for themselves.

**Recommendation: approve the funding of £189 (which includes a £20 contingency to cover any postage or price increase) for the tablet and tripod stand for the Learning Centre.**

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

**SMG10/2014 Westray Nursery – Healthy Snack sponsorship £568.10**

This will be the third year of sponsorship. The nursery has had lots of positive feedback from parents who are delighted that their children are getting more fruit every day. The price comparison between Mainland Orkney fruit prices and Westray prices shows that the nursery here is spending over £4 per week more on providing the healthy snack. This sponsorship will ensure that the nursery can continue to provide a healthy snack for each child, every session of the school year.

**Recommendation: approve sponsorship of the healthy snack for the nursery for the next year to the cost of £568.10.**

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

**SMG11/2014 Westray Parent Council – Netball coaching course £275**

This money will be used to help towards travel and accommodation for a Westray Junior High School Netball Club representative to attend a Netball Scotland UKCC Level One Netball Coaching course in Shetland. The total costs for this course is approximately £518.

This will benefit the community by developing the School Netball team which represents Westray at the North Isles Sports. The course will teach the candidate new skills that will be able to be introduced to the current team. She plans to introduce netball to the younger children, and teach them the fundamental skills involved in netball. This is the first year for a number of years that Westray has taken the chance to enter primary competition. This will give the coach the confidence to know that she is pushing the most current and best practice methods in her training sessions.

**Recommendation: approve the funding of £275 towards the costs of travel and accommodation for the Netball Coaching course.**

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

#### **SMG12/2014 Westray Junior High – Art Workshops £120**

The grant will be used to provide a high quality artistic experience for 14 pupils in S1 – S3, aged 12 to 15 years. It will part-fund two Watercolour White-Line Woodblock workshops with artist Jeanne Rose from Stromness. All 14 pupils will take away a high quality print inspired by the Westray landscape.

This will benefit all 14 pupils in S1 –S3 at Westray Junior High. They will learn an American printing technique that is taught by only a few people in the UK. The workshops also involve photography which will further develop pupils' existing photography skills.

Total costs for this project are £620; the school has already successfully bid for £400 from the OIC Culture Fund and they will fund £100 themselves.

**Recommendation: approve funding of £120 to Westray Junior High for the art workshops.**

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

#### **SMG13/2014 Westray Sports Club – Sponsorship of Tug Of War Strips £250**

This will be used to purchase heavy cotton rugby tops for use by the Tug Of War team at the North Isles Sports annually. The expected cost is to be in the region of £500 for 10 tops including the sponsors' logos. The sports club received sponsorship from MFV Keila last year for athletics strips and have around £170 left of it which will also be put towards these tops. WSC will make up the difference of around £80 out of its own funds.

*'Following on from the success of the 2013 sports held here in Westray, there is a real sense of team spirit with regards to the NIS. We all had hoodies to wear for the sports in 2013 and followed that up with team strips last year so we think that there will be a great feeling for the TOW team (and the spectators) if we get them a strip too.*

*It's not only the competitors who get involved with the sports, we also get folk coming along to the practices to help out which is a real morale boost and gets more folk involved in sport.*

*It's a real encouragement to the youngsters if they can see that we are all getting together to work as a team for the sports and they are the future of the NIS which has been an event on the North Isles calendar for over 60 years now.'*

**Recommendation: approve sponsorship of the TOW strip at £250. WDT logo should be embroidered onto each top.**

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

#### **SP11/2014 Youth Group – London Trip £5,417**

*'We're taking the Youth Group to London from Wednesday 14<sup>th</sup> to Tuesday 20<sup>th</sup> October 2015. This will be similar to previous trips in 2008 and 2011, which proved hugely beneficial to those taking part.'*

The total cost of the project is £15,310; £2,000 is from contributions and fundraising, they have applied for £6,983 from BBC Children in Need but won't know the outcome until August, they will also be applying to a number of smaller funders and hope to raise a further £1,000 this way.

*'A wide range of activities will be organised, some with the Lambeth youngsters and some by ourselves. The detail of the actual programme is still to be finalised but previous events included visits as diverse as the Houses of Parliament, Wembley Stadium, West End theatre show, rehab project for repeat offenders, Thorpe Park (theme park), Wimbledon, St. Paul's Cathedral and a Premiership football game. A similar mix of fun and educational visits will be arranged this time.'*

*'We will produce a group diary / report and will likely hold a review evening showing slides etc. open to the public. It's hard to think of anywhere in the UK that will give such a contrasting experience to life in Westray. Feedback from previous events (recorded in the reports / diary submitted to the Development Trust) have shown huge personal benefit for those taking part in terms of confidence building, team work, new experiences and generally lifting horizons. This has resulted in lasting, cross-cultural friendships. These things become life-enriching and tremendously beneficial, as does the whole experience of travelling and living together for a week as a group. Group members are already involved in planning, preparing, fund-raising and budgeting for the event and will become more so as we work on more detailed programming.'*

**Recommendation: approve funding of £5,417 to the Youth Group for the London trip.**

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

It was decided that an update on funding given out would be published every six months in the 'What's On'.

#### **4 Operations Manager's report:**

Item 1 – Edith Costie and Stephen Cowe have both indicated that they are planning to resign from the Hofn caretaker/handyman jobs. This leaves the Trust with two options: to create a new post within the Hofn or to add the

responsibilities onto Andy's job description. It was decided to add the duties into AM's job description on a six month trial basis.

AM reported that he had obtained insurance for the Hofn with cover beginning today.

Item 2 – The Board tasked AM with contacting W McEwen asking for a report on the situation with the BioFuels removal; he should ask how long WM would require in order to remove the oil from the bunded area and what he plans to do with it. **Action: AM**

Item 4 – Friends of South Hammer – *'I have concluded that the current plans that FOSH have for South Hammer are not conducive to the charitable objectives of Westray Development Trust. As such I have informed the group that I will no longer be attending their meetings. I have since received some feedback from the group agreeing with the decision.'*

Some discussion took place regarding the disposal of South Hammer and it was decided that WDT would have no involvement.

Item 5 – Western Isles visit – some discussion took place regarding attendees and it was decided that all those from the Trust who had put their names forward should attend as they are accountable.

*PB came into the meeting at 7.35pm*

Item 7 – Distillery; it was agreed that WDT would not make contact with WRE regarding the use of their turbine – the developer should do this themselves. It was also agreed that WDT land would not be available for use.

Item 8 Third Sector Forum – it was agreed that AM should pick out the main points from the report and produce a report for the next meeting. **Action: AM**

Item 11 – Golf Course: WT put forward the suggestion that WDT approach the landowners who share the rabbit fence on the west side of the course and offer to go 50/50 with them on repairing the fence. It was thought that WGC had already done their half of the fence before and therefore the Board decided that AM should write an informal letter to the landowners requesting they repair their half. However, this would not be done until the title deeds and lease had been checked for the conditions. **Action: AM**

Item 13 (and item 6 on the agenda) – Loan application:

No decision will be made until a further appraisal of the new figures is completed by DSL. There will be a special meeting called to discuss and make a decision.

#### **5 Admin & finance report:**

Annual report – referring to email from Jan Stephenson: it was agreed to include the items Jan had requested as far as possible although the WRE board would be consulted regarding the inclusion of their names. DH will send a response.

Westray Heritage Centre will be contacted with regards to publishing the report. **Action: JR**

With regards to the money transferred to Adam & company – the investment advisors will attend the July board meeting.

NFU Mutual – investment advisor: AM will contact Elizabeth Drever and ask for the rates in writing with the possibility of a meeting with the finance sub group. **Action: AM**

Land ownership – approval was given to contact the solicitors **Action: JR**

**6 Loan application:** this was discussed earlier in the meeting (Item 4).

#### **7 AOCB:**

Query from a member of the public regarding the allocation of the road materials: DH has responded stating that this will be brought up the next time the scheme is looked at.

Phone line across the road to Lengemire – this is not WDTs line.

Quarry: it was agreed that AM along with PB and DL will investigate possible sites. The feasibility will be carried out through WDT looking at the possibility of obtaining external funding for this.

Mapping – digital ordnance survey map at a cost of £250 to £300. It was agreed that WDT purchase this with multiple use licence.

Westray Connections – it was agreed to class this as an Entertainment Event grant and therefore the maximum that could be applied for would be £1,000.

Allison Pottinger Swim Club trophy: it was agreed that WDT would purchase this to a value of £600 with a 10% contingency.

Board meeting information – it was agreed that any queries on the information be submitted before the meeting with an answer being provided at the Board meeting.

Friends of Kalisgarth representative – Iain MacDonald is the current WDT rep. JR will contact him to see if he is still willing.

**8 Date of next meeting:** Tuesday 2<sup>nd</sup> June 2015

*AM & JR left the meeting at 9.05pm*

**9 WDT Board only:**

Pensions, discussed the next steps to further the pension scheme for employees.

This being all the business the meeting closed at 9.30pm