

Minutes of the Board meeting of Westray Development Trust (WDT) held Tuesday 6th October 2015 at 7pm in the community classroom

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

Attending: Andy Makin, Janice Rendall

1 Welcome and apologies: Apologies received from Philip Bews (PB)

2 Minutes of Board meetings: 8th September 2015 Proposed PN, Seconded DL
8th May 2015 Proposed GD, Seconded WT

3 PEG recommendations:

CG01/2015 Friends of Kalisgarth – 10 year anniversary

The group are applying for £500 to cover costs of an event celebrating 10 years since Kalisgarth opened. This will be taking place on Monday 28th September and include a buffet for 60 invited guests and then open to the wider public with tea/coffee and home bakes being served. The total cost of the event is expected to be in excess of £600.

This project has clear links to WDT objective 1 and links into objective 9.

The PEG scored this project a 10 which is a referral to WDT Board for funding consideration.

Recommendation: approve £480 funding for this project which equates to 80% of costs stated.

Decision: the Board accepted the recommendation from PEG.

CG02/2015 Corinne Curtis – lightweight energy efficient wheelchair

Corinne is asking for £495 to go towards the costs of purchasing an energy efficient lightweight wheelchair which will enable her to be more active in her work and leisure activities and ensure that she is able to keep working as long as possible.

Corinne states in her application that the main beneficiary will be herself but the wider community will also benefit because this piece of equipment will make it easier for her to undertake her work with the learning centre and she can be more active in her involvement with community and leisure groups.

The total cost of this piece of equipment including delivery to Scrabster, where Corinne will meet with a wheelchair technician to have final adjustments made to the custom built chair, will be £3465.19. Corinne has been awarded 6/7 of the costs (£2700.19) by Access to Work and she will cover the costs of travel to and from Scrabster herself.

This project has a clear link to WDT objective 7.

The PEG scored this project an 11 which is a referral to WDT Board for funding consideration. The PEG felt that it was well documented within the application that Corinne had gone elsewhere for funding. It was noted that by approving funding for this project, it would open up the gateway for other individual applications.

Recommendation: approve £495 funding for this project which equates to 14.3% of total project costs.

Decision: The Board accepted the recommendation from PEG.

CG03/2015 Westray Water Fitness – replacement water fitness equipment

The group is applying for £294 to go towards the purchase of replacement equipment. There are currently 14 active female members of the water fitness group and there has been a recent expression of interest in to re-establishing a male only group.

Water fitness has proven benefits over land based activities – exercise in water takes advantage of the natural bounce of the human body, resulting in less stress on the joints.

The total cost of this project is £367.50 which includes the purchase of replacement gloves, weights and music system and delivery.

This project has clear links with WDT objectives 1, 2 and 7.

The PEG scored this project a 14 which is a referral to WDT Board for funding consideration.

Recommendation: approve £294 funding for this project which equates to 80% of total project costs.

Decision: The Board accepted the recommendation from PEG.

CG04/2015 Westray Church of Scotland and Baptist Kirk Inter-kirk group – Island-wide Christmas card

DH declared an interest and was out of the room while this was discussed.

The group is applying for £209 to cover the costs of printing and posting a Christmas card to every household in Westray. This card gives details of all church services which take place in December and early January in both churches and also gives details of other related events such as the tree lighting, children's party and nativity play. Beneficiaries from this project will be the whole community as posting the card to every household ensures everybody is aware of events taking place. Westray Heritage Trust will be printing the card so will also benefit financially from the project.

The total cost of this project is £262 which includes printing the card, envelopes and second class postage.

This project has a link with WDT objective 1 and also objective 9.

The PEG scored this project a 10 which is a referral to the WDT Board for funding consideration.

Recommendation: approve £209 funding for this project which equates to 80% of total costs.

Decision: The Board accepted the recommendation from PEG.

DG07/2015 WDT in partnership with Westray Junior High School and Westray Parent Council – proactive budgeting

DS declared an interest and left the room. AM also left the room but was invited back to clarify whether any of the items in the application were the responsibility of local authority. He confirmed that all the items listed were extra to that which should be provided by local authority.

Andy Makin is the named person on the application. This application is seen as a proactive approach to obtaining funding for groups that could potentially have submitted several applications throughout the financial year which would have led to a lot more admin for all parties involved i.e. WJHS, Parent council and WDT/PEG. It also contributes to better budgeting for all parties involved. If successful, the funds would be retained by WDT with draw down of funds as and when required by WJHS/WPC. It is expected that WJHS/WPC will submit an end of year report on how the funds have been used and what benefit has been provided. AM confirmed that this application for funding is in no way substituting that which should be funded by the local authority.

The request is for £6320 to cover costs of various projects run by WJHS and WPC and to purchase some pieces of equipment. These include: replacement IT and IT equipment - £1400; science equipment - £1000; music equipment - £600; shed - £400; educational workshops and coach visits - £1500; sports equipment - £500; and coach refresher training - £2500. The total cost is £7900 with the remaining funds being met through traditional fundraising activities of the school and parent council.

This project has clear links with WDT objectives 1, 2, 6 and 8.

The PEG scored this project a 10 which is a referral to the WDT Board for funding consideration.

Recommendation: approve £6320 funding for this project which equates to 80% of total costs.

Decision: The Board accepted the recommendation from PEG.

DG08/2015 Westray Baptist Kirk – Baptist Kirk road

DH declared an interest and was out of the room while this was discussed.

The applicant is applying for £7800 to cover half the costs of concreting the entire length of the Baptist Kirk road which will give ease of access throughout the year. Beneficiaries from this project will include the residents who share the road (but who share no responsibility of it) and any person who uses the Baptist Kirk (those who regularly use it for worship and anyone who attends community events held in it such as the nativity play etc.).

The total cost of the project is £15,600 (quote attached to application).

This project has a link to WDT objective 8.

The PEG scored this project an 8 which is a referral back to the applicant. It was felt that further justification of need and impact is required. The PEG also stated that they'd wish to see the project opened up to tender.

Recommendation: refer this application back to the applicant asking for further justification of the need for the project and what impact it will have on the wider community. Ask for evidence that the project has been put out to tender.

Decision: The Board rejected the recommendation from PEG. This project was declined for funding on the grounds that there is some complications of ownership.

DG09/2015 QEG Orkney – investigation into Quantum Energy Generation

This application is for £102,500 which will be for two phases of project development.

Phase one is the construction of 1off unit followed by 2off units with costs of £20,000 for materials, £10,000 for specialised equipment, £30,000 for local labour costs and project management, £15,000 for engineering

consultations and £7,500 travel costs. This phase would be to build 3off evaluation Quantum Energy Generators to prove the technology into over-unity generation and would last 18-24 months.

Phase 2 is the installation of 2 units and exhibiting 1 unit for further funding with costs of £10,000 for installation of 2 units for real generation and support for 1 year and £10,000 for seeking additional funding and demonstration of 3rd unit. This phase would see the installation of 2off generators to generate electricity 24/7 at suitable locations for trial evaluations. 1off Generator would be kept as a 'bench reference' unit and exhibiting for further funding.

The applicant organisation is QEG Orkney and Adam Sharp is the Team Leader and principle engineer, the rest of the team is undisclosed.

The benefits would be that *'if this project successfully proves that Quantum Energy Generators do truly work in over-unity to generate free electricity to the average home, then the potential to build these units for every house in Westray becomes a serious proposition of free electricity compared to existing technologies. These generators do not have the installation costs associated with wind turbines or PV solar Panels. Nor do they have any dependence on the weather. Nor do they to be on any sort of scale that other large output renewable sources need, e.g. sea power.'*

The total cost of this project is £102,500; no other funding has been sought. *'If the WDT do not wish to wholly fund this project, it will be offered to other local development trusts. Where upon project control will be limited to the percentile offered by WDT and the project will not commence until suitable funds are sourced from all interested parties.'*

Mr Sharp requested that his email accompany the application and in it he states: *'The project is intentionally under-detailed due to the sensitivity of this technology, the protection of patents and various copyrighted ideas. It is expected that full details can be presented to the directors in the near future to fully explain the project.'*

This project has links to WDT objectives 3 and 5.

The PEG scored this project a 1. Because this is a research and development project, the application could not score highly on need, impact, achievability or cost.

WDT policy states 'DGs will be up to a maximum of £50,000 however, applications or larger amounts may be considered'. WDT will also only fund up to 80% of total project costs which in this case would be £82,000.

If QEG Orkney is a company, WDT has no policy on granting funds to companies.

Finally, applicants are not permitted to present to the PEG or to the WDT Board.

Recommendation: because this application scored 1, it should be rejected. The applicant should be informed why it has been rejected with quotes from the scoring matrix, policy and an explanation of the budgetary position.

Decision: The Board accepted the recommendation from PEG.

AM asked the PEG members how they felt about assessing tenders on behalf of WDT to overcome any issues relating to conflict of interest. PEG would carry out the initial assessment and make a recommendation to the Board. The PEG felt this was something they could do.

Decision: The Board agreed.

4 Operations Manager's report:

Quarry: AM gave an update following a meeting with RAM drilling. The board agreed that AM should gather together information on costs for a presentation at AGM to allow members to decide on whether this is a project WDT should continue to pursue. **Action: AM**

Links of Noltland visitor centre: there is funding available through Historic Scotland and Orkney Islands Council to carry out a feasibility study but the OIC funding would require a 5% contribution from WDT. This is something that should go through PEG for assessment and the Board approved AM to put together an application. **Action: AM**

Polycrubs: The Board agreed for AM to put together a project proposal. **Action: AM**

There may be land available within Pierowall and it was agreed that WDT should declare an interest in purchasing the land at this stage. **Action: DH**

Housing: the cost of the required study will be in the region of £15k to £20k. There will be funding through Highlands and Islands Enterprise to cover a significant proportion of this. AM asked how much WDT would be willing to contribute; this needs to go through the system and the Board approved AM to put together a proposal which would be taken back to the Board for approval to go through the funding process. **Action: AM**

Golf Club shed: the recommended tender will be emailed to the full board excluding DH. **Action: AM**

5 Admin and Finance report:

Funding: Westray & Papa Westray Tourist Association were awarded underwriting of £400 for bringing Saltfish Forty to Westray for a 'Westray Connections presents...' event in October. It is expected that event will make a full cost recovery but if funding is required, the staff team will need to sign an income and expenditure statement.

Membership applications:

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| Kayleigh Seatter, Woo – approved | Derek Blacklock, Blacklock - approved |
| Steven McIntosh, Cotterochan – approved | Stefan Muir, 10 Lastigar - approved |
| Andrew Seatter, Daisybank – approved | Andy Makin, Millhouse - approved |
| John Stout, 1 Skailh Cottage – approved | Charlotte Owen, Rapness Manse – approved |

Finance: there is an outstanding invoice from 2014 – if this is not settled, the debtor will be excluded from receiving benefit from WDT.

6 Finance sub group report:

1 Proposed amendment to the Articles: approved to be submitted to AGM

2 Grant assessment process: if an application gives a 'refer back to applicant' score, it was agreed that PEG can instruct the staff team to work with the applicant to address the shortfall with the additional information being distributed by email to PEG for a final recommendation decision.

3 Investment budget: the statement was approved with a few minor changes.

4 Entertainment grant: the proposed change in policy was approved.

5 Investments: Adam & Co won't give an illustration and so it was agreed to go back to the FSG for further discussion and proposal.

6 Business grants: the recommendation from the FSG was that WDT should not offer grants to businesses. The Board agreed.

7 Golf Course:

The CDF funding of £46,000 has lapsed and there appears to be some issue with this within the Golf Club. WGC are therefore asking for a meeting with WDT to discuss. It was agreed that this meeting would happen in due course but WDT needs to meet first to discuss the course and the funding.

8 AOCB:

Land at Sand o Gill: the solicitor's fee note was approved for payment.

Action: JR

Straw purchase: PB did not meet with AM to put together a proposal but did send an email listing the farmers and their requirements. There has been communication with Elizabeth Drever and the group are now asking for a bridging loan. Any loan application must go through Developing Strathclyde Limited.

Hofn: electronic access system. Hofn users would be issued with a key fob and it would record who goes in and out of the building. It will cost around £400-£500 plus VAT and installation costs. The Board approved the purchase of the system.

Action: AM

Christmas meal: all WDT Director, WRE Directors, PEG members and staff will be invited to attend.

St Magnus festival grant – expenditure approved. The lighting desk should be returned to the community association.

Action: AM

The Board will propose to appoint The Long Partnership as auditors for the current financial year at the AGM.

9 Date of next meeting: Tuesday 3rd November 2015 following the AGM.

DH will be resigning from the Board at the conclusion of this year's AGM for personal reasons.

JR & AM left the meeting at 9.45pm

10 WDT Board only:

Nothing to report.

The meeting was closed at 10pm