

Policy: Recommendation 6 – the following was decided: remove ‘from time to time’ and replace ‘will’ with ‘may’. Remove the last sentence.

6 Office report: JRs report had been circulated prior to the meeting.

JR had provided the requested figures for suggested rental charges to WRE Ltd for use of Development Trust office. A recommendation was made. **Agreed**

WDT had purchased equipment for use by the Enterprise Manager. Given the situation now, whereby the enterprise manager is being employed by WECIC, clarification was needed on how to deal with the costs of this equipment. (It may be that WDT should charge WECIC for the costs or charge a rental for use). WDT had also received an invoice to the total of £1423.40 for legal costs incurred in the set up of WECIC; this had not been previously approved by the Board. **The decision was taken to defer this matter until later discussions on the CIC and enterprise manager.**

There will be a PQASSO meeting in Kirkwall in February and JR was asking whether any directors wished to attend this meeting along with her. **It was decided that JR would attend alone but would report back to the Board.**

JR informed the Board that she is to attend an exam at Orkney College on Friday 11th January.

Approval was given *Post meeting note: JR decided not to sit this exam at this time to allow further revision time.*

JR informed the board that WDT revenue spending had surpassed that which was budgeted due to the high costs surrounding the Enterprise Manager recruitment weekend (costs had gone well over that which was suggested of £2000). JR was asking for approval to make a transfer between the reserve funds and the revenue budget to cover these costs. **Approval was given.**

Action: JR to provide board with a total cost and transfer figure at next meeting.

7 Westray Processors feasibility study: A draft of the brief had been circulated prior to the meeting. **The draft brief was approved and it was decided that GM would take on this project now. He will liaise with the Management Committee of Westray Processors.**

8 AOCB:

Hofn – modifications to extension: DH declared an interest in this. DH explained to the Board the modifications suggested and then left the meeting to allow Directors to discuss.

The modifications are: the existing door is to be changed to a fire door, there will be a flat ceiling on the extension and air to air heating will be installed. There will be two doors on the extension, one of which will be locked when the other is in use. **Approved**

The Board decided that a quote will need to be obtained before work can start. This will be requested and circulated by email for approval.

9 Date of next meeting: Monday 4th February 2013 at 7.30pm in the Haff Yok

Staff left the meeting at 8.50pm

10 Questions regarding CIC: There is concern over the employment status of existing staff as there is no documentation of any discussions that have taken place.

David Stephenson (DST) and Alasdair McVicar (AM) joined the meeting at 9.10pm

13 Q&A session re CIC and operating system with WDT: Questions from the Board, answers from DST and AM as advisors to the board.

Issue raised: Do employees have to be employed by CIC?

Reply: WDT can't do all the business that is required. It is better that the manager is employed by CIC as all business may not be charitable. As GM will be line managing all staff it would be more efficient if all employed by CIC. Until the service level agreement (SLA) is drawn up, employees are to be seconded to the CIC. This is to take all work and costs over to the CIC – it would be business as normal (nothing changes).

If the workload gets too heavy, employees can go to the manager to prioritise.

GM to draw up the SLA and take to the Board.

By having a single management structure, it will create efficiency.

Issued raised: Funding?

Reply: DS clarified the process of transfer of monies between WDT and CIC: transfer money monthly and CIC will report back to WDT monthly.

Issued raised: Should CIC own the equipment used?

Reply: All assets must be locked back to WDT.

Issued raised: Paper trail – to date WDT info is not complete

Reply: DS and AM agreed to attend to it

Issued raised: Directors of CIC – DST, AM and PB are Directors so far.

Reply: At least two more Directors from WDT to sit on the board of WECIC. Officers will be appointed at the first meeting.

Issued raised: Accountants for the CIC

Reply: This is to be decided

Issued raised: Frequency of WECIC meetings

Reply: Meetings to be held before Trust meetings.

Issued raised: Reporting to the WDT board

Reply: There will be one report per month written by GM with input from CDO and JR
There will also be a summary of the meeting put in the 'What's on'.

Issue raised: Employment contracts

Reply: If there are contractual problems, they can be discussed with GM or a Director

12 Garth's proposed work plan: This has been prioritised and sent to DH and PB.

The draft plan given to WDT in December is to be refined and taken back to the Board.

Priorities: SLA, WP review, Quarry, In-house loan management, investigating cost of electricity on the island, Broadband.

Further discussion was held on in-house loan management: Does the board still wish to consider managing loans? It was thought that it would provide more flexible loans and deliver what is required. It would keep the money in Westray and has the possibility of growing jobs in Westray.

It was decided it was worth taking another look at and the Board agreed that GM should look into it and report back to the Board.

Further discussion was held on investigating the cost of electricity on the island: DS had been in touch with Green Energy Scotland – a scheme on the go at the moment. **The board agreed that GM should investigate this.**

It was suggested that broadband be made a priority – it was noted that this had already been agreed.

A suggestion was made to investigate the possibility of running a payroll service for small charitable groups (paperwork only) – the Board will discuss this at the next meeting.

The Board agreed that staff will be seconded to WECIC until March 2013.

It was asked whether GM should attend PEG meetings. It was decided that the next PEG meeting would decide this.

Action: DST and AM are to provide the WDT Board with a report.

Other business: Colin Risbridger had requested turbine data – it was agreed that this was obtainable from the 'What's on' each month.

DST and AM left the meeting at 10.15pm

11 Appoint WDT directors to the CIC board: It was agreed that the CIC board would consist of up to 5 directors in total with three of those being from WDT.

PB proposed DH and this was seconded by SR. DH accepted.

GD proposed DL and this was seconded by AR. DL accepted.

The Board agreed to transfer £15,000 to WECIC as start up costs.

With no further business to discuss, the meeting was closed at 10.35pm