

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

Present: Daniel Marcus (DH), David Seatter (DS), Philip Bews (PB), George Costie (GC), June Marcus (JH), Douglas Leslie (DL), George Drever (GD)

Attending: Janice Rendall (JR) minutes, Andy Makin (AM) and Alan Scott

1 Welcome: Apologies received from Peter Needham (PN)

DH welcomed everyone to the meeting and explained that Alan Scott was attending as he may wish to stand as a Director. Attending this meeting would give him an indication of what the Trust is doing and how it works.

2 Minutes of meeting 2nd September 2014: Proposed DL, Seconded GC

Item 6: It was requested that a sentence be removed from the minute. The Board accepted this deletion.

Chapel of Rest: Westray Community Council (WCC) are having the project costed. WCC have had discussion with Orkney Islands Council regarding planning (as it will be a change of use for the building).

Marquee: the marquee is in the office and is now available for booking.

Learning centre contract issues have been resolved.

Noup Head lighthouse road – discussed with North Isles Landscape Partnership and added to the list of projects.

3 Project Evaluation Group (PEG) Report:

SP02/2014: Westray Community Council - road materials scheme

Following the success of last year's road scheme, which supplied road materials for residential roads within Westray, WCC would like to continue the scheme in 2014 on similar terms as last year. The total cost of the project will be £5000 with a contribution of £1667 from WCC. Therefore the request from WDT is £3333.

This fits with aim (8) to regenerate the community of Westray by the maintenance of the physical infrastructure, through repair and maintenance of roads leading to occupied dwellings, where these are not already maintained under other schemes.

Recommendation: Approve funding of £3333 for the project. WCC take the lead on the project similar to last year.
Decision: The Board accepted the recommendation from PEG.

SP03/2014 Westray Sailing Club – youth sail training scheme

WSC is intending on developing a youth sail training scheme open to any young folk aged 12-25. It is hoped that with younger folk coming through the ranks of the club, it can maintain and increase its membership and activities in the community. WSC require new boats, new equipment and suitably qualified volunteers to lead the training.

The total cost of the project is expected to be in the regions of £6500 (3 new boats at £1500 each, buoyancy aids and dry suits at a cost of £1000 and 2 trained instructors at £500 each) and WSC will contribute £1000 from its own funds. Therefore the funding request is for £5500.

This project fits with aim (1) to provide in the interests of social welfare, facilities for recreation and other leisure time occupation; and would also fit with aim (6) to advance heritage.

Recommendation: Approve funding of £5500 to Westray Sailing Club provided there is sufficient interest from youngsters wishing to take part in the training.

Decision: The Board accepted the recommendation from PEG

EEG03/2014 Sandy McEwen – Jo Philby event at the West Manse

This application came in shortly before the event was due to take place meaning there was no time to take it to a PEG meeting. This application is for the cost of boat fares for Jo Philby and a band to come to Westray and perform a small concert at the West Manse. This followed on from the success of Westray Connections and is a trial to see if intimate concerts would work in the future. The request is for four boat fares at £16.70 each, totalling £66.80.

This fits under the entertainment events grant scheme.

Recommendation: Approve the funding of £66.80. Request feedback from the concert and recommend getting applications for funding in well in advance of events in future.

Decision: The Board accepted the recommendation from PEG

EEG04/2014 Westray Community Council – Salvation Army for tree lighting

WCC are requesting funding for transport and accommodation for 12 people from the Salvation Army to come to Westray to perform at the tree lighting and possibly provide entertainment at Kalisgarth the following day. WCC is requesting a maximum of £1000 (any costs above this will be covered by WCC) to fund return ferry fares for 12 people plus vehicles (2 or 3 cars), accommodation at The Barn for possibly 2 nights and meals at the hotel as required.

This request fits with the entertainment events grant scheme. This event is well attended by the community.

Recommendation: Approve a grant of up to £1000 for the event. Receipts should be provided to WDT along with a post event report.

Decision: The Board accepted the recommendation from PEG

There was some discussion held regarding the entertainment events grant scheme. The feeling was that the guidelines published were not being followed and that this scheme be reviewed.

Agreed

TG02/2014 Corinne Curtis – genealogy course

This course will help Corinne with professional obligations of genealogy research and will provide the potential of part time employment for Corinne in the future.

Corinne meets the training grant criteria and has confirmed that there is no ILA registered course provider for this course. Therefore the course will cost £47.99.

Recommendation: Approve funding of 50% of course fees (£24) for Corinne Curtis.

Decision: The Board accepted the recommendation from PEG

TG03/2014 Nicholas Wood – pig butchery

This course is being run at Williamsons butcher in Kirkwall by the Scottish Crofting Federation and will cost £40.

Nicholas fits with training grant criteria. This course will enable him to butcher pigs that he is rearing and he hopes he'd be able to help others on the island in future too.

Recommendation: approve funding of 50% of course fees (£20) for Nicholas Wood.

Decision: The Board accepted the recommendation from PEG.

TG04/2014 Sophia Gair – driving lessons

Having her full driving licence will help with getting to and from further education, visiting her family and improve her chances of employment. Sophia fits with training grant criteria.

Recommendation: Approve funding of 50% of lesson fees, up to a maximum of 10 lessons (total cost to WDT of £150 maximum) for Sophia Gair.

Decision: The Board accepted the recommendation from PEG

STG14/2014 Westray Processors Ltd – Tim Libicki – First Aid in the Workplace

This is a regulatory training course. Tim fits with training grant criteria. The total cost of this course is expected to be £90 maximum.

Recommendation: Approve funding 50% of the course fees for Tim Libicki (Westray Processors Ltd) up to a maximum of £45.

Decision: The Board accepted the recommendation from PEG

Pesticides training, national registration and testing:

STG15/2014 Norman Rendall, Bucklesberry - fits with training grant criteria

STG16/2014 William Drever, Berriedale – fits with training grant criteria

STG17/2014 Steven Drever, Berriedale – fits with training grant criteria

STG18/2014 Brian Scott, Nistigar – fits with training grant criteria

STG19/2014 Thomas Pottinger – fits with training grant criteria

Recommendations: approve funding of 50% of fees up to a maximum of £307 per person (if not eligible for ILA) or £207 per person (if ILA eligible). Total cost will be dependent on which courses attended.

Decision: The Board accepted the recommendation from PEG

4 Operations Manager report: this was circulated to the Board prior to the meeting.

Service level agreement with Westray Renewable Energy Ltd: a copy of the revised document was circulated and it was agreed that it should be passed to WRE Ltd for signing.

Action: AM

Westray Renewable Energy Ltd, Articles of Association: both WDT and WRE Ltd boards had been circulated with the model Articles produced by Development Trust Association Scotland. It was agreed that AM and DL meet to review the model and take back to the full Board for discussion and approval. WDT await WRE Ltd's response on the review.

Action: AM/DL

Westray Biofuels Assets Dispersal Group – with the annual rent due, it was agreed that AM write to Willie McEwen to establish what stage the project is at.

Action: AM

Westray Processors Ltd – Colin Clark will be presenting his final version of the Road Map at 7.30pm on Monday 27th October. DH, DS and AM will attend on behalf of WDT.

Action: DH, DS, AM

Tourism Development Officer – AM gave an update on applications (i.e. number of enquiries and applications only – no applicant information). DH will sit on the interview panel on behalf of WDT.

A request was put forward for the minute of the Board meeting of 11th September 2014 to be circulated and brought to the next meeting for approval.

Action: JR

Here2Help – The Board agreed a project proposal be worked up. It should come back to the Board before being submitted to the PEG for assessment.

Action: AM

Business Loan application process – discussion took place on what was required in order for the Board to make a decision on whether a loan application be sent to Developing Strathclyde Ltd for appraisal. This was following a request for a loan application form and the client raising concerns on the number of people who would be viewing financial details (potentially 20+ persons). It was noted that the information requested was not the issue but the number of persons who would be viewing that information was. Information required by the Board will include: levels of security available; loan amount (and terms); three years financial projections; two years certified accounts (if available); actual value of current assets and total of loans and liabilities.

The Board wish to propose at the AGM, that all loan applications go straight to Board level for discussion and a decision on submission for further appraisal is made by the Board. This would mean that the PEG would not be involved in the loan process.

It was also decided to propose a loan fund be set up. This would be the community's authorisation for loan expenditure.

Grant application form review – a draft form was circulated but following discussion, it was agreed to continue the review of forms and terms and conditions documents.

Action: AM/JR

Education grant processes – discussion took place on the amount of work required to process training grants. It was felt that it required a lot of administration time within WDT and that the process should be streamlined. AM will discuss with Corinne Curtis.

Action: AM

5 Westray Renewable Energy Ltd – minutes, finance and SLA:

The minutes of WRE's meeting of 11th September 2014 had been circulated to the Board before the meeting. DH requested it be minuted that what was included in these minutes regarding his discussion with David Stephenson concerning the service level agreement was not quite correct.

A copy of the company profit and loss for September 2014 was circulated for information purposes.

The service level agreement had been discussed under item 4.

6 Finance and admin report:

Following the meeting with Alan Long regarding the accounts, it was decided to review the financial processes and amend the process document.

Action: JR

Johnny Mowat (supplier of fire extinguishers and servicing at the Hofn) had suggested extinguishers be purchased for the WDT office. JR will contact him to request costs for equipment and a continuing servicing contract.

Action: JR

Following the approval from the Board at the last board meeting to make enquiries into a new online banking set up, JR had been in contact with the Business manager at RBS. RBS offer a product called Bankline Lite which enables one person to set up online payments and another person to authorise them. The cost of this service would be in the region of £25 per month and it would bring the payments system in line with that which is stated under articles 90 and 91 of the WDT Articles of Association 2014. The Board approved the enrolment in this service.

Action: JR

Back up accounting service – it was agreed to postpone a decision on this until discussion with Alan Long has taken place.

Sage training regarding auto enrolment for pensions – cost will be £252 + VAT and it will take place on 29th October. The Board approved JR's participation in this training. **Action: JR**

Investment with Adam & Company – following the decision of the Board to invest £700,000 in a 90 day notice account, Adam & company have supplied an application form for the account along with a company mandate to be completed by the signatories. It was agreed that the signatories on this account be the same as with the business current account. Therefore David Seatter, Douglas Leslie, George Drever, Janice Rendall and Andy Makin will be the signatories.

JR requested approval of a stationary order for paper and ink for the office to ensure a sufficient stock for printing of AGM information. **Approved**

7 Correspondence:

DH had received a letter from Alasdair McVicar regarding WDTs involvement in Westray Renewable Energy Ltd's business. The Board discussed the issues and agreed that DH draft a response on behalf of WDT. Once approved, the response will be sent via the Trust office. **Action: DH/JR**

8 Remuneration to Sally Lancashire:

Sally recorded the minutes of the joint WDT/WRE Ltd board meeting on 19th August. The Board decided to pay Sally the AFO rate for the five hours a total cost of £68.95.

9 Disposal of stone from Gallowhill site:

DH and DL both declared an interest but DH explained that if the stone isn't required for anything else, Breckowall farm would be interested in using it to fill under the ramp to the new byre being constructed on the farm. James Rendall had enquired about the stone last year and was informed that he could have it provided he removed it from the site. JR will contact him to see if he still wants it. **Action: JR**

It was suggested that some of the small stone could be used in the access track to the turbine.

10 Play park items for disposal:

The new equipment is being installed week beginning 13th October. Orkney Islands Council has requested that it be gifted the zip line wire and mechanism and the basket seats for the swings. **Agreed**

It was decided that all the other equipment be advertised for offers and any funds received be donated to the Friends of Westray Play Park. **Action: JR**

11 Road to turbine repairs:

Following discussion with Wullie Bain (Chair of WRE Ltd) it was decided that WDT be responsible for paying for repairs to the track. It was noted that a track is required to be dug to enable water from above the BioFuels area to run away from the track.

As no tenders had been received when advertised, the Board decided to appoint a contractor. At this point PB declared an interest. The rest of the Board decided to offer the Firm of GRG Bews the job. PB accepted.

12 AGM – annual report:

Drafts of items to be included in the report had been circulated. Following discussion on a loan fund earlier in the meeting, it was decided that this be included in the update of key themes report under future plans for industry and business. Further discussion took place and it was decided to set up a loan fund budget for the year 2014/15 of £200,000.

13 AOCB:

Learning centre report – steering group – the Board agreed Corinne set up this group provided it doesn't remove from her contracted service.

Housing needs survey – OIC and WDT will work in partnership on this. It was noted that WDT staff should also be available for assistance to complete the survey. The Board approved the survey. An announcement will be included in the 'What's On, Aff, Been in Westray' publication. **Action: AM/JR**

Tablet use for board meeting – it was noted that there was an increasing volume of documents being printed for Board meetings which was using a vast amount of paper and ink as well as staff time to compile the packs for Directors. It was suggested to look into the use of electronic tablets at Board meetings. The Board agreed this be investigated and a costing and proposal be submitted to the next board meeting. **Action: AM**

14 Date of next meeting: Tuesday 4th November 2014 at 7pm in the community classroom.

JR left the meeting at 10.05pm

15 WDT Board only – review of meeting: