

Minutes of the Board meeting of Westray Development Trust (WDT) held Tuesday 8th September 2015 at 7pm in the community classroom

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

Attending: Janice Rendall (JR), Andy Makin (AM), Alan Long – The Long Partnership,
On behalf of Westray Renewable Energy Ltd – Elizabeth Drever, Philip Bews, and Wullie Bain

The first part of the meeting was to discuss the draft accounts of both WRE Ltd and WDT.

WRE Ltd – Alan Long explained that the total taxable profit after deducting capital allowances was in the region of £360k.

There is £43k owed to WRE Ltd by WDT and it was approved by the WDT Board to make this payment. **Action: JR**
WRE Ltd will hold a meeting next week to decide on the Gift Aid payment to WDT for the year.

WB & ED left the meeting at 7.25pm

WDT – The Trustee's report needs completing.

Action: JR

Hofn – leave this as a restricted fund for another year and then review

Agreed

The £6000 debt of Westray Enterprise CIC will be written off as previously agreed.

Alan explained that he had discussed setting up designated funds within the accounts for an investment fund and revolving loan fund. The Board agreed this.

AM asked if it would be possible to separate the running costs of the Trust and the costs for community benefit. Alan will do this.

Alan then discussed a couple of management issues: the financial procedures document needs to be reviewed and amended to reflect the actual actions being carried out.

Action: JR

Bank reconciliations are being carried out but not being kept. This will commence this year.

With regard to signing of cheques, at present the Articles of the company state that cheques are to be signed by two persons, one of which must be a director. It was felt that perhaps a change to the Articles be proposed to allow signing of cheques by the two staff members for all items other than salaries. Look into the procedure for this.

Action: JR

Alan is expecting to have the consolidated accounts ready for signing by the 6th of October with the item for the Annual Report ready in two weeks.

Alan Long left the meeting at 8.05pm

1 Welcome and apologies: all directors present, therefore no apologies.

2 Minutes of the Board meeting held 18th August 2015: Proposed DS, Seconded GD

3 Operations Manager's report:

Quarry – AM has received costings for stone integrity tests but the contractor thinks he will need to do bore hole testing at two of the sites. The full range of options will be taken to the next Board meeting.

Unit 2: WDT's solicitor was actioned to submit an offer for the premises following the last board meeting. Following the submission of the offer, he was informed that the vendors had already accepted an offer from another party prior to our offer being submitted. WDT staff and directors had not been informed of this and were under the impression that the premises were still on offer to WDT.

Because the transaction did not proceed, the solicitor was making no charge to WDT for the work already carried out and the Board expressed their thanks to him for this.

Cleaning post – Peter Needham will attend the interviews.

Island meeting with local community groups will be held on Tuesday 15th September.

4 Administration & Finance Report:

The remaining Nansulate paint from the '9 house project': the Board decided to offer this to the public, free of charge with the condition attached that there would be no liability on the Trust. Noticed will be displayed in shop windows. **Action: JR**

Entertainment Events grants budget: there was some discussion around this based on the Westray Connections event, with regard to budget size and application limits. It was suggested that the budget be increased or that applicants could ask for more money based on the size of the event. However, it was decided that the budget and policy had been set and it would not be good practice to change this throughout a financial year; it could be reviewed in future.

5 Golf course:

Alistair Brown from the Community Development Fund will be in Westray on 18th September to look at progress on the golf course redevelopment project. AM will email Directors with times and venues **Action: AM**
To utilise the remaining CDF money, the project would need to cost in the region of £140k, this can include voluntary man hours.

Discussion then went on to the existing machinery shed and the need to carry out repairs to the roof and doors. It was decided that, seeing as it is a WDT asset, WDT should make available the funds for the materials for the repairs. It was proposed that members of the golf club would carry out the repairs but this needed to be confirmed.

A rough figure for the costs of the materials is £3200 and if a contractor were to carry out the work, it would increase the costs by £3,500 to £4,000 with a total cost of approximately £9,000 including VAT.

The Board approved use of money from the reserve fund to pay for materials along with money from the remaining CDF funds.

A vote then took place on how the work would be done; DH as a possible supplier/contractor and WT as Captain of the golf club did not take part in the vote.

Those in favour of taking in contractor to do the full job – 2

Those in favour of material provision only with volunteer time (condition of volunteers attending) – 3

One person abstained.

Decision: material provision only. If volunteers cannot be found, it will be taken back to the Board for further discussion.

WT gave an update on the fence from the top of the embankment to the shore. He had spoken with a representative from Historic Scotland who informed him he had passed an order to the works department for repair of the fence.

6 AOCB:

Although not asked for by Westray Heritage Trust directly, Directors had a discussion on potential future methods of assistance for WHT. No definite decision was made as this would need to go through the funding procedures, however it was agreed that some of the remaining Operations Manager's time could be used in discussion with WHT. **Action: AM**

With the AGM coming up, the Board need to be actively looking for members to come on as Directors. A few names were suggested and those folk would be approached. There will be an informal meeting held in the Hofn on Thursday 24th September to speak with folk that might be interested in becoming Trustees.

Community Power Orkney – the group have asked that WDT be involved again on a non-technical level. The Board agreed that WDT would be involved.

A team from Orkney Islands Council's Development and Infrastructure Department will be in Westray on 9th October. DH and AM will spend part of the day with them discussing items of importance for Westray.

Investments – a verbal agreement had been made to inform members at AGM of any investment plans. This will be added to the agenda of the AGM.

Grants to commercial organisations are possible if there is clear social impact e.g. if without assistance, the activity of the business would be lost to the community. It was agreed that there needed to be a clear policy and guidelines set out for this, if WDT are to offer this type of assistance.

PB gave some information about an emergency fodder scheme that is in place due to the bad weather and poor harvest. He asked if WDT might be able to assist; this would require to go through the proper procedures and therefore needs firm figures and a worked up proposal. PB will meet with AM to do this.

7 Date of next meeting: Tuesday 6th October at 7pm in the community classroom

AM & JR left the meeting at 10.15pm

8 WDT Board only: nothing to report.

No further business to discuss, the meeting ended at 10.30pm.