

Minutes of the Board meeting of Westray Development Trust (WDT) held 9th June 2015 at 7pm in the Community Classroom

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

Attending: Janice Rendall (JR), Andy Makin (AM)

1 Welcome and apologies: Apologies from Philip Bews

2 Minutes of previous board meeting: 5th May 2015 – the minutes were incomplete and therefore adoption will be postponed until the next board meeting.

3 PEG report:

SMG14/2014 Applicant – promotional material £356

A local group applied for funding for promotional material to be displayed on the products of a local business.

Recommendation: approve the funding of £356. Further information on the recommendation is not available as it would identify both the applicant and the business.

Decision: Following discussion, the Board rejected the recommendation from PEG stating that it could see no benefit to the applicant group and the benefit to the business outweighed the community benefit.

SP12/2014 Westray Swim Club – Shetland trip £3,500

This money will be used to help fund a trip to Shetland for the Thursday Swim Club. The total cost of the project is expected to be £7947.39. The trip is enabling 16 children and 6 adults to go to Shetland, for some it's the first time and the first time flying. It allows the swimmers the chance to swim in larger pools and use leisure facilities that aren't available here. The club are also hoping to meet up with other swim clubs while they are there.

There was discussion regarding the ability to fund this project as the Small Projects fund is almost used up for the current financial year. However, it was noted that a previously approved application would not use the full amount of allocated funds and therefore the budget would increase.

Recommendation: approve 80% of the £3,500 requested, i.e. £2,800. It should be noted that applications of this kind will need to be submitted well in advance of the actual commencement of the project in future because of the new funding processes i.e. no guarantee to the level of funding despite what is asked for and up to three months before a decision will be made.

Decision: The Board accepted the recommendation from PEG.

TG26/2014 Steven McIntosh – Self- study Sage books £192.50

Steven states that he needs to improve and update his current level of skills in order to maintain his usefulness to his employer. Steven fits the training grant criteria.

This money will go towards the purchase of a full set of workbooks from the Sage website costing £385.

Recommendation: approve a training grant of £192.50 to Steven McIntosh.

Decision: The Board accepted the recommendation from PEG.

EEG08/2014 – TDO St Magnus Festival £700

To assist with staging a schools workshop and a public evening event as part of the St. Magnus Festival. Funds requested to assist local travel, transport and accommodation (but not fees/ travel to Orkney) estimated to a maximum cost of £ 700.00. Only actual costs will be claimed and receipts will be provided. *NB JR has spoken with Hazel Moore and HM has confirmed she expects the costs to be much less than applied for – maximum £500.*

Two-fold benefit- workshop with local school (brass music) during daytime and public evening event to bring piece of St. Magnus Festival to Westray and hopefully to encourage festival visitors to come here also.

Recommendation: approve funding of up to £700 for this event. Total cost to be confirmed.

Decision: The Board accepted the recommendation from PEG.

SMG15/2014 Westray JH School – Elementary Food Hygiene course for 9 participants £135

This is a youth development project. This is outside the core curriculum but will provide an enhanced learning opportunity for this age group. This qualification will enhance pupils CVs and will be of benefit to the community as it is likely most pupils will have employment which will require food hygiene knowledge at some point.

Recommendation: approve funding of £135 for Westray JH School for course.

Decision: The Board accepted the recommendation from PEG.

SMG16/2014 – Westray Island Picnic – sponsorship of the inflatables at this year’s event £192.28

‘We are now in the fifth year of this event which is used to raise money for a charity which is linked with the community in some way. The benefitting charities vary each year, for example, last year it was the British Heart Foundation, previous year’s beneficiaries include Clan, MacMillan Cancer care and the Archie Foundation along with others.

The group (consisting of 7 members) put in a lot of volunteer time and effort in preparing and running the event totalling somewhere in the region of 100hours.’

The purpose of the event is to raise money for charity and therefore no profit is made.

The Picnic is open to everyone, both residents and visitors and has a variety of things to suit all ages. We always have two inflatables – one bouncy castle for the young children and one inflatable that can be used by the older children and adults.

We choose charities/groups which have been a benefit to members of the community when going through illness or other hardship.

This year the chosen charity is the Neonatal unit in Aberdeen which has treated a number of Westray residents including the most recent, Maxwell McEwen.

Recommendation: approve sponsorship of the inflatables at the Island Picnic event to a total cost of £192.28.

Recognition of WDT sponsorship is required.

Decision: The Board accepted the recommendation from PEG.

4 Operations Manager’s report:

2/ Golf course fence: a check will be made on whether the CDF funding awarded for the golf course project is still available and if it can be used for this purpose. **Action: AM**

The Board agreed to set aside £2000 to cover any shortfall in the costs of the fence repair.

3/ Westray Biofuels Assets Dispersal Group: the lease runs out in August and the Board decided to extend the lease by one year with the expectation that all equipment and oil be removed in this time. **Action: AM**

6/ Hoy Development Trust visit: a representative from HDT had visited Westray and was impressed with the procedures WDT has in place for the community funds. They are implementing some of them on Hoy. AM will include this in the ‘What’s On....’ publication. **Action: AM**

5 Admin and Finance report:

JR had informed that Board that the desktop computer in the office is working poorly and requested that the Board consider purchasing a new one. This was approved.

Loans policy: following the meeting with VAO, AM had contacted DTAS and Alan Long asking for guidance. He awaits a response.

6 Loan application:

This was discussed under item 5.

7 AOCB:

Learning centre report: for information only.

An enquiry had been made into the possibility of WDT funding a laptop for a pupil moving on to further education. The Board felt that there was not a policy to deal with this type of request and therefore didn’t think this was possible.

GC left at 8.10pm

Westray JH School/Westray Parent Council: it was decided that WDT would accept one application for all requirements per year instead of one application each for everything the school needed funding for. This would allow WDT to budget.

WT informed the Board that the golf club insurance should be sorted this week.

Andy informed directors of a climate change meeting on the 18th June.

Golf Club present structure and ownership was discussed, to be continued to look at various options.

Here to help scheme, a coordinator has been appointed and it should be in operation now soon.

8 Date of next meeting: Tuesday 7th July 2015. This meeting will include representatives from Adam & Company regarding investments.

JR & AM left the meeting at 8.35pm

9 WDT Board only:

Pensions for employees - DH had met with Alan Long in Kirkwall yesterday and Alan advised that we had to go through an IFA to set up the pension provider.

DH had contacted Orkney IFA who would be willing to do this for us for a fee of £300.00. Directors agreed to proceed with this option.

It was agreed to start the pensions with the employer committing 1% with the employees given the choice on their contribution.

WECIC, directors felt this was an untidy situation with this debt owing to WDT and no option for it ever to be repaid in the near future. WDT proposes that WECIC be wound up and for this to be done within this financial year. Advice will be sought from the accountant regarding the writing off of the outstanding debt. If we need a CIC in the future it is easy to set one up relevant to the requirement at the time.

This being all the business the meeting closed at 9pm.