

Minutes of the Board meeting of Westray Development Trust held Monday 3rd December 2012 at 7.30pm in the Haff Yok

Present: Philip Bews (PB), George Costie (GC), Stewart Rendall (SR), Margaret Hutchison (MH), Ann Rendall (AR), June Marcus (JH), David Seatter (DS), Douglas Leslie (DL), George Drever (GD), Danny Marcus (DH)

Attending: Janice Rendall (JR) Minutes, Corinne Curtis (CC) CDO, Anne Cooper (AC) Westray Community Council (WCC)

1 Welcome and Apologies: In the absence of a Chair, SR as vice chair took on the role of chairing the meeting.

There were no apologies received.

2 Appointment of Chair: Discussion was held around the position of Chair of WDT. A point raised was that the responsibilities could be spread amongst the Directors so as not to burden one person with everything. It was suggested that the Directors responsibilities course could be run again and a decision taken on the Chair position at the next Board meeting. SR is willing to remain as Vice Chair for now and act as Chair and PB is willing to take on the responsibility of the CIC.

Action: Contact VAO to arrange Directors responsibilities course JR

3 Minutes of the previous Board meetings:

6th November 2012 Proposed GC Seconded JH

Matters arising:

Key worker accommodation has been removed from WDT responsibilities.

Play park support letter: PEG has received an application from play park group and funding application has been submitted to Community Spaces Scotland, therefore the letter is no longer needed.

Electric car – Colin McAllister has been informed that the container is empty. He is making arrangements to come and collect the car in the New Year.

Mobility Scooter: **Action: CC to put notices in the shops.** CC

Flooring a space in the roof at the office: **Action: contact Daniel Marcus Construction to order wood.** JR

12th November 2012 Proposed DL Seconded DS

15th November 2012 Proposed MH Seconded JH

20th November 2012 Proposed PB Seconded DS

It was noted that the minutes stated the next meeting would be held at the Hall Yok, this should read Haff Yok.

4 CDO: CCs report was circulated. Points arising from report:

-Approval to attend a conference to do a presentation of the working relationship between WDT and DSL regarding the Tulloch's loan. **Approved**

-Approval for a training and travel budget on the basis of the budget given under previous contract with HIE. **Approved**

Action: JR to provide Directors with a figure for the budget. JR

-Approval to work 7 hours per week on Golf Course project if WGC can provide funding.

Approved

-Approval to contract James Stout to upgrade laptop and approval to purchase back up drive.

Approved

5 PEG: With the PEG meeting only having taken place on Thursday 29th November, this didn't give sufficient time to prepare minutes, obtain approval and circulate to Board Directors; therefore there is nothing to report this month.

6 Loan agreement: Concern was raised that Directors hadn't seen a business plan but were asked to approve a loan. Discussion was held and the main points were that a local fisherman had been asked to look over the figures and give an opinion; he came back with the response that the figures were realistic and conservative. An experienced fishing agent was also involved in the project. DSL had been given the information and returned the opinion that the loan was affordable. Directors agreed to the signing of the agreement between WDT and DSL, SR signed on behalf of WDT.

7 Office Report: JR's report was circulated prior to the meeting and the main points were:

-Approval for a donation of £30 to Westray Parish Kirk for use of the facilities for the AGM.

Approved

-Contracts between WDT and trading subsidiaries for use of office space and staff time and equipment. **Action: JR is to prepare figures for the next board meeting and make contact with the company lawyer to ask whether there is a standard agreement template that can be used for this purpose.**

JR

-Attached to the report was a financial forecast for the year from November 2012 to October 2013. Approval for the projected cash flow was being sought.

Approved

In light of discussion held later in the meeting, the financial forecast will be amended and submitted for approval at the next board meeting.

-It was brought up that a donation was to be made to the Heritage Trust for use of the Heritage Centre over the interview weekend in November. DL declared an interest. The figure suggested was £100.

Approved

Alasdair McVicar (AM) came to the meeting at 8.30pm

8 Discussion on staffing issues, enterprise manager: SR invited AM to speak on this issue.

AM offered apologies from David Stephenson (DST).

He stated that he and DST had a meeting on Sunday to discuss the role of the EM. Fiona Smith (FS) from Sorton Partners had been in Westray today (Monday) to help prepare a six month performance plan for Garth McKenzie (GM) (who had been appointed to the role).

He explained that he and DST had been appointed as advisors to take this project forward (CIC) and to appoint a business manager. He stated that the Trust is dealing with £500,000 a year income and it was realised this had to be handled very carefully. He stated that GM had been appointed to the post as he showed the skill and ability to manage the financial side of WDT. He gave a background into GM's career history.

GM will be under a six month probationary period but on an open contract. This was on the advice from FS, the advice was also received that the six month probationary period should have a work plan to allow an assessment of GM's performance. This work plan contains a series of objectives; both administrative and with specific projects (some of which are ready for business skills input and some of which are only at the idea stage).

Management structure: DST and AM wanted the staff (both new and existing) to be employed under the CIC as they saw the bulk of the work of WDT being carried out under the CIC. However, with the CIC not being ready and after discussion with existing staff (during the meeting with FS today), it was realised that the staff should be employed under WDT. AM suggested the situation be reviewed in six months time. DST and AM would be willing to take on the line management of GM.

AM read through some of the bullet points from the draft performance plan and stressed that he didn't expect Directors to make a decision on it at this meeting. The draft plan will be circulated to Directors via email for comment and a decision taken at the next Board meeting.

Discussion was held around the CIC with main points raised being WDTs ability to trade, control of the CIC and the need for employing more people in future should the business require it (if there was to be more than one CIC established).

AM gave replies to all these points, quoting from advice received from Harper MacLeod on some issues.

DH asked CC if she saw her role as CDO fitting under the CIC; she replied that she doesn't see it fit as the role of CDO is not a business role.

SR thanked AM for attending the meeting. AM left at 9.30pm.

Further discussion was held regarding the situation of staffing. **The Board made the decision that all staff will be employed by WDT.**

JR had been asked by DST to make arrangement to provide Garth with the equipment he will require when he comes into post. Now that it has been clarified that GM will be employed under WDT, JR should go ahead with this task. **Action: JR to put together a list of equipment and prices and circulate to Directors for approval by email.** JR

10 AOCB: SR raised the email that had been circulated containing a proposal from one of the candidates who had applied for the business manager role. Discussion was held around this and it was decided that encouragement should be given to firm up a proposal to be put to PEG.

Door sign: Directors agreed to go ahead with purchasing a sign for the door. **Action: JR to contact Peter Needham to make the necessary arrangements.** JR

11 Date of next meeting: Monday 7th January 2013 at 7.30pm in the Haff Yok

With no further business to discuss, SR thanked everyone for attending and closed the meeting at 10pm.