

DRAFT Minutes of the Board meeting of Westray Development Trust (WDT) held on Tuesday 4th April 2017 at 7.30pm in the community classroom, Westray

Present: Philip Bews (PB), Edith Costie (EC), George Drever (GD) Chair, Douglas Leslie (DL), Peter Needham (PN), Andrew Seatter (AS), Kayleigh Seatter (KS), John Stout (JS), William Turnbull (WT)

Attending: Janice Rendall (JR) Minutes, Andy Makin (AM) Operations Manager, Eileen Woodhouse (EJW)

1 Apologies: Ian Ricketts (IR)

2 Minutes of previous board meeting: 7th March 2017 Proposed EC, Seconded PN

3 Project Evaluation Group recommendations:

Each application is given a score of between -1 and 3 on each of five criteria: objectives, need, impact, achievability and costs and the total score determines what action is taken. Less than 4 is an automatic rejection; between 5 and 9 is a referral back to the applicant for further information; and between 10 and 15 is a referral to the WDT Board for funding consideration.

CG09/2016 Colin Risbridger – funding towards a study trip to CERN

Colin wishes to undertake a Science Technology Engineering Mathematics Learning study trip to CERN in Switzerland. He will spend several days at CERN and follow this by attending a conference in York looking at how to integrate the learning from the trip into teaching. He will also give a lecture about his visit when back in Westray.

The total cost will be £1,901.41 of which he is seeking £300 from WDT.

The application scored 10 against the criteria and therefore:

Recommendation: approve the funding request of £300 which is less than 20% of the total cost of the trip.

Decision: The Board accepted the recommendation from PEG.

CG10/2016 Caroline Kent on behalf of Westray Drama Club – stage set

Westray Drama Club wish to build a suitable stage set for long-term use and also proper stage makeup.

The total cost is £950; the Drama Club have raised £50 and are planning a further fundraising event. They are seeking 80% of the total cost i.e. £760.

The application scored 12 against the criteria and therefore:

Recommendation: approve the funding request of £760.

Decision: The Board accepted the recommendation from PEG.

DG04/2016 - further information required.

DG05/2016 Westray Sailing Club – new Westray Skiff Project

AM declared an interest and left the room.

Westray Sailing Club wish to develop a boat building programme or a boat building skills development programme together with a purpose built facility (a shed) in which boats can be built.

The total cost for the boat building is £10,000 of which the Sailing Club is seeking £3,000 from WDT.

The application scored 12 against the criteria and therefore:

Recommendation: approve the funding request of £3,000

Decision: The Board accepted the recommendation from PEG providing that the anticipated funding from NILP is received.

DG06/2016 – further information required.

Two Community Grant Applications were successful; one Development Grant Application was successful; two Development Grant Applications were referred back for further information.

4 Operations Manager's report:

1. Long-term Planning Strategy

It had been anticipated that this meeting could be used to develop the WDT Long-term Planning Strategy, but the amount of other business to be dealt with prevented this. Alan Flint (AF) of the Bank of Scotland is expected to be in Orkney on 24th April to review the Planning strategy but the Plan will not be available in draft form by that date.

It was proposed that AF's visit be put off until the end of May and that the next Board meeting, at the beginning of May, be used to develop the draft Planning Strategy. **Approved**

Action: AM

2. **Greenhouses**

The seeds are in and it is anticipated that salad leaves will be available in about four weeks' time. The gardeners have the time to develop the outside area for growing vegetables but there is no budget for this and some costs would be incurred. A budget for developing the area outside the greenhouses was requested. **The Board approved a budget of £2,000.**

3. **Fund Raising Shop**

It is expected that the unit will be craned into place on Friday. AM is meeting with the interested groups on Thursday to discuss the running of the shop which will be the responsibility of the interested groups; WDT will be strictly hands-off.

4. **Housing**

FYI

5. **ScotGrad**

AM has received a draft advertisement which the Board approved. The position will be offered at a salary of £20,000. The closing date for applications is 24th April.

6. **Höfn**

7. EC and AM to arrange to meet the parents to discuss and agree the recommendations in AM's report.

Action: EC & AM

JR to check on the amount of money that the WDT has invested in the Höfn.

Action: JR

8. **PEG**

The score should reflect if further information is required; recommendations to the Board should not be conditional on further information being made available and assessed.

9. **Trust Policies**

Trust policies need to be regularly reviewed to ensure compliance with changing legislation. AM will look into getting an HR specialist to oversee the review.

Action: AM

5 Administration & Finance Report:

Hazel Moore (HM) has requested an extension to CG12/2015 'Go Westray CIC' registration as a CIC. **Approved**

JR to contact HM to advise.

Action: JR

6 Correspondence:

The Orkney LEADER Development Officer has written to invite nominations for a representative on the Orkney Local Action Group (LAG). The Board is happy for AM to apply if he thinks it is worthwhile.

7 AOCB:

Office Heating: AM reported that the heating system in the office is not fit for purpose. The Board agreed that AM approach Bruce Liddle for a quotation to remove the current system and install an air-to-air heat source system in the office and also one in the fund raising shop.

Action: AM

WRE 24/7 Responder: SSE has advised AM that a 24/7 responder needs to be nominated for the WRE turbine. AS agreed to take on this role. JR to provide AS with the necessary contact information.

Action: JR

Venue for future board meetings: It was suggested that future Board meetings could take place at the Höfn; suitable foldaway tables and chairs would be required. It was agreed that prices would be obtained and, as a trial, foldaway tables and chairs could be borrowed from the Kirk or the School to see if the idea would work.

Action: JR

8 Date of Next meeting: Tuesday 2nd May 2017 at 7.30pm in the community classroom.

AM left the meeting at 9.30pm; JR and EJW left the meeting at 9.45pm.

9 WDT Board only:

Nothing to report.