

**Minutes of the Board meeting of Westray Development Trust (WDT) held Wednesday 13<sup>th</sup> January 2016 at 7pm in the community classroom, Westray**

**Present:** Geordie Drever (GD) Chair, John Stout (JS), Douglas Leslie (DL), Philip Bews (PB), Edith Costie (EC), Kayleigh Seatter (KS), Peter Needham (PN), Ian Ricketts (IR), Andrew Seatter (AS)

**1 Welcome and apologies:** Apologies received from William Turnbull (WT) and Andy Makin (AM)

**2 Minutes of board meeting 1<sup>st</sup> December 2015:** Proposed PN, Seconded IR  
No matters arising.

At this point, Paul Everett from the British Geological Survey came in and gave a presentation on the work he is carrying out for WDT this week in regards to the quarry project. He left the meeting at 8.20pm

**3 PEG recommendations:**

**CG05/2015 Westray Swim Club – Harvest Home**

The group had previously awarded an Entertainment Grant of £117 to cover the cost of travel and accommodation for the visiting band. This application, taking advantage of the change in Community Grant policy, is an application to cover costs of £360 for the hire of the band and room hire.

PEG assessed that the application had clear links with WDT objectives 1 and 9, the evidence of need was clear and relevant and the benefits were also clear. They felt that the organisers were more than able to achieve the event and consistently go above and beyond what is expected. With this in mind the PEG thought the project offered good value for money.

The PEG scored the application 11/15 which results in a referral for funding to the WDT board.

**Recommendation: Approve £288 funding for this project which equates to 80% of stated costs.**

**Decision: The Board accepted the recommendation from PEG.**

**DG10/2015 Orkney Islands Property Developments Ltd – Kalisgarth Access Road**

OIPDL have applied for funding to develop a direct access track for Numbers 8 & 9 Kalisgarth. At the time of development the track could not be developed for a variety of reasons, including the unavailability of funding, development of un-adopted track and access to a single track and also un-adopted road. Planning permission has now been overcome with the council advising that no formal approval is required.

One quote has been received from Daniel Marcus Construction Ltd to develop a type 1 aggregate track.

PEG assessed that the application had clear links with objectives 7 and 8 and the evidence of need was clear and relevant. The impact of the project had clear benefits, from the residents to service delivery providers. There is no doubt that this project can be achieved and the evidence suggested it would provide good value for money over a prolonged period. However the PEG are unsure that the actual development costs are competitive.

PEG scored the application 10/15 which results in a referral for funding to the WDT board.

**Recommendation: Approve £3804.80 funding for this project which equates to 79% of the stated costs. However, only if this is the lowest of an additional quote which is to be requested.**

There was lengthy discussion on this application. It was noted that OIPDL could not be lead applicant as it is not a Westray based group and Friends of Kalisgarth had since accepted lead applicant responsibility.

**Decision: This is a statutory expense that Orkney Islands Council are responsible for, however as it is a benefit to Westray residents and in particular the residents of the houses adjacent to the care home, WDT would be willing to offer funding to a level of 50% of the costs. The additional quote requirement stands.**

**DG11/2015 Westray Sailing Club – ‘Skeegersome’ (reclassified as community grant) CG06/2015**

Sam Marcus has developed a new book recording the nautical history of Westray. Entitled “Skeegersome” meaning up and down, as in feast or famine, the book features the larger skiffs that were built in the late 1800’s during the fishing boom.

The previous book, entitled Tight Sheets, was very successful and has sold all but 100 of its 700 print run. It is anticipated that this book will do much the same, which is consistent with the Heritage Centre’s overall book sales. Profits from the book will, after full cost recovery, be shared between the sailing club and heritage centre.

Westray sailing club are able to support the costs with funding of £835 and they are requesting a grant of £1000 and the underwriting of the remaining £2339, which will be repaid as a priority.

The PEG (minus Peter Needham who declared an interest as the illustrator) assessed that the application had very clear links to objectives 6 and 9 the need for the book was clear and relevant. They felt that there were clear benefits and had no doubts about the organisations ability to produce the book. Knowing how much it would generally cost to develop a book they felt it offered good value for money.

PEG scored the application 11/15 which results in a referral for funding to the WDT board.

**Recommendation: Approve a grant of £1000 and the underwriting of the remaining £2339 to be recovered within the first 12 months of sales.**

DL and PN declared an interest in this application and left the room while the discussion and decision took place.

**Decision: The Board accepted the recommendation from PEG.**

There was one application in this funding round but it had been referred back to the applicant for more information.

#### **4 Operations manager's report:**

1/ Housing survey: the tendering process of housing consultants will begin soon. Additional to this, there is a housing conference to be held in Perth in February and the board decided that AM should attend this on behalf of WDT.

3/ Golf course review: a sub group was set up to deal with this: PN, AS, IR and AM.

7/ Offer of land and buildings: the board agreed this project to be continued; a valuation is awaited before a decision will be made on purchase.

#### **5 Administration and Finance report:**

This report was circulated for information.

Grants awarded this month:

Jade Sumner was awarded a maximum of £150 towards the cost of driving lessons, Yvonne Rorie will get £500 towards the cost of a £1200+ SVQ3 Social Services and Healthcare Course and Adam Sharp has been awarded £362.50 towards the cost of the Oftec OFT Oil heating engineer course.

There were no entertainment event grant applications and the grant awarded to Westray Community Council to cover costs of taking the Salvation Army to Westray for the tree lighting was not required.

#### **6 Financial Sub group report:**

1/ Investment policy statement:

*"Obtaining the best possible financial return, using current and future funds, minimising risk and ensuring that the ethical nature of these investments has been considered."*

This statement was approved by the board.

3/ Budget Management/Structure:

The benefits and difficulties of the current percentage based budget system were discussed by the FSG with the following outcomes:

- The potential exists to build up community expectation over the forthcoming years that the budgets will increase each year whereas a significant reduction is likely when the turbine needs a major overhaul
- Currently we are reliant on underspends to release funds for investment opportunities
- Currently there is no provision for Trust based, additional costs, such as the recent Golf Course Shed
- The percentage based approach to grant allocations works well and should be retained
- The FSG recommended that the Investment Budget Policy be amended to include expenditures such as the Golf Club Shed and Quarry Study etc.

FSG concluded that funds available for the percentage based grant funds should be capped and the cap be reviewed on an annual basis, with funds being made immediately available for investing for example:

Funds available for the financial year 2016/17 (based on the actual 2014/15) income are £454,023; the top-line budget would be capped at £310,000 with the remaining £144,023 being available for Trust investments (financial, capital and developmental).

With the top-line budget being capped at £310,000 and the essential expenditure budget (£98,000) being subtracted from that, it leaves £212,000 for use in the grant system allocated as per the percentages already approved. The funds would be as follows: local investment fund (40%) £84,800; development grants (33%) £69,960; community grants (20%) £42,400; education and training grants (5%) £10,600; and entertainment grants (2%) £4,240.

Following discussion on this proposal it was agreed by the Board to allocate funds on this basis. The budget proposal put to the 2015 AGM and approved by members was based on using the gross income and therefore the community will be informed of the changes through the usual methods (website, what's on and the minute of this meeting).

**7      Correspondence:**

Email correspondence had been received from Colin Risbridger regarding various points. Discussion took place on each point and AM will reply to Colin with the Board's responses. **Action: AM**

An email had been received from Voluntary Action Orkney regarding 'Third Sector Roadshows', this was circulated for the Board's information. AM had responded with questions.

**8      AOCB:**

The Board was informed that Cleaton House now have a meeting room available. It was decided that WDT would continue to use the community facilities at the school.

PN took up the point that there is archery equipment for community use available and asked if WDT would wish to take ownership of the equipment and make it available to the community. It was decided that this would not be something that WDT would wish to do because of insurance issues. ED stated that she would approach the Community Association and ask if they'd wish to take up this role.

**9      Date of next meeting: Tuesday 2<sup>nd</sup> February 2016 at 7pm in the community classroom**

With there being no further business to discuss, the meeting was closed at 9.50pm