

**Minutes of the Board meeting of Westray Development Trust (WDT) held Monday 1st July 2013 at
7pm in the Community Classroom, Westray**

Present: Daniel Harcus (DH) Chair, David Seatter (DS), George Costie (GC), George Drever (GD), Margaret Hutchison (MH), June Harcus (JH), Philip Bews (PB)

Attending: Janice Rendall (JR) minutes, Corinne Curtis (CC) Community Development Officer (CDO)

Apologies: Douglas Leslie (DL)

1 Previous minutes:

Minutes of the Board meeting 28th May 2013: Proposed DS, Seconded JH

Matters arising:

Rapness Small boat access: a successful meeting had been held at the Rapness pier last month and from this it was decided that Sam Harcus should speak to Colin Sutherland (OIC) to see if it is ok to draw up new plans for the proposed project. Because of issues regarding fees, it was noted that any WDT support would probably have to be in grant form as it would not be feasible to run it as a business.

Fireworks: will be discussed under item 2 on the agenda.

Road to Grobust: will be discussed under AOCB.

Minutes of the Board meeting (Directors only) 24th June 2013: Proposed MH, Seconded GD

2 PEG: The minutes from the PEG meeting held on Monday 17th June 2013 had been circulated to Directors prior to the meeting.

A copy of the charitable objects of WDT is available from the Trust office.

Annual entertainment budget and application deadline:

Recommendation – WDT to consider involving the community in prioritising small grant spending at the AGM, once figures on current spending are known.

Decision: The Board accepted the recommendation from PEG.

24/2012 Fireworks (Bonfire night):

Following advice from The Long Partnership and correspondence from the Chair of WRE Ltd, the Board agreed that WDT will purchase the fireworks to the value of £500 including VAT.

Review of PEG process document: Because there were PEG members missing from the PEG meeting, it was decided to leave this item until a future date.

26/2013 Request for financial assistance to employ a part time worker at a local facility (name supplied):

Recommendation – The PEG recommends that WDT take the lead on reviewing the turbine option, in conjunction with another group (name supplied) (David Seatter offering to take this on initially).

Extensive discussion was held regarding this recommendation including ownership and tax issues.

Decision: The Board accepted the recommendation from PEG and DS agreed to take the lead on the project initially.

Recommendation – more detail is requested from the applicant on costs, spending, visitor numbers, stock, to get a better picture of the needs, before making further recommendations

Decision: The Board accepted the recommendation from PEG.

23/2012 Quarry materials:

Recommendation – The PEG recommends approval of funding to meet the costs of the expanded initial assessment by Billy Groundwater (as per written quote understood to be between £1000 and £1200 plus VAT, but that wasn't available to the PEG at the time of the meeting).

The decision to continue with this project at these costs was taken at the Directors meeting on 24th June 2013. DH gave an update and informed the Board that BG had issued tender invitations to three companies with a view to getting in the tenders in the middle of July.

11/2013 Rapness small boat access:

This was discussed under item 1.

TG03: Training grant enquiry – Driving lessons:

Recommendation – In the review of the training grants, that the Board take note of this issue and consider whether an application that can access training while living away from Westray (e.g. a tertiary student) should be eligible.

This was discussed under item 4.

27/2013 Existing business – loan enquiry:

Recommendation – encourage the applicants to develop a detailed business and financial plan (through Business Gateway business advisors), including cash flow predictions and assessing other funding options such as leasing, with the business advisor.

Extensive discussion was held regarding this application including whether WDT should consider lending 100% of required funding.

Decision: The Board accepted this recommendation from PEG.

Recommendation – Inform the applicant that the Trust is unlikely to provide 100% financing as the risks for the charity would be considered too high. Ownership of the building doesn't significantly reduce the risks for the Trust, and therefore the proposal where financial risks were shared would be looked at more favourably.

Decision: Until the applicant has provided the information requested in recommendation 1, the Board declined to make a decision on this recommendation.

Recommendation – inform the applicant that if a full business plan with cash flow predictions is received, and the risk to the trust has been reduced, the PEG will reassess the proposal and may recommend the application proceeds to a formal assessment of loan affordability and viability by WDT's loan management partner, DSL Business Finance Ltd.

Decision: The Board declined to make a decision on this recommendation on the grounds that the applicant is already being asked to prepare the information required.

PEG membership and future:

David Stephenson (WRE representative) had resigned from PEG and therefore this leaves a seat for another WRE rep. The Board proposes asking WRE to appoint a representative to the PEG from the Board of Directors; if there is no-one willing to accept this position, Willie Bain could move to be the WRE rep and the Community Council will be asked if they could provide another member.

Action: JR

The Board decided to invite the members of PEG to the next Board meeting to discuss the role of PEG and the PEG processes.

Action: JR

3 CDO report: CCs report had been circulated to the Board prior to the meeting.

Phill Hellewell had provided a quote of £400 for the redevelopment of the website. **Agreed**

A survey of a sample of houses from each district will be carried out to provide information on broadband speeds on Westray.

Action: CC

DS had spoken to John Drever regarding the feasibility study at Westray Processors. John had confirmed that the committee wished the study to go ahead but that there were still some things to clear up. CC informed that the money received from Big Lottery had to be used by January 2014 and so the study should start in September.

CC had received confirmation from Linda Russell of Orkney College that they'd provide new equipment for the learning centre and that short courses can be delivered on the island providing there are at least six candidates for each course.

4 Training grant criteria:

CC had provided a discussion paper for the Board prior to the meeting which included the policy statement below. Discussion was held on how the Trust should provide training grants and the following decisions were made:

Discussion paper:

"The Westray Development Trust Directors have agreed to an annual training bursary fund of £5000, to assist the goal of "advancing education and in particular to promote opportunities for learning for the benefit of the general public".

Board Decision: The total training fund will be £10,000 per year and will cover all training needs including statutory training needs for businesses.

Discussion paper:

"Bursary awards will be limited to a maximum of £500 per person per year, for the costs of training only. Eligible training will include recognised work-related courses (vocational training) at any level, development courses (including skills such as obtaining a driving licence) and professional qualifications. Bursaries for courses that span a number of years are only awarded for course fees in that academic year. Applicants must be ordinarily resident on Westray, economically active (either working or available for work) and not currently in full time education (secondary or tertiary). Priority will be given to those in the 16-55 age group, though you may still apply if outside this range and you meet other criteria."

Board Decision: WDT will fund 50% of the balance of course costs (after all appropriate external funding has been obtained) up to a maximum of £500 per person per year. There will be no upper age limit.

Discussion paper:

"To ensure best use of charity funds, applicants will need to show they have applied for and used other available funding from Skills Development Scotland first (Individual Learning Account for individuals, and Flexible Training Opportunities for businesses). Trust staff are available to assist with these applications.

The training budget will be limited to a total of £10,000 per financial year towards course fees only, and grants are dependent on the number of applications and the value of awards already granted during the year. Individuals can receive bursaries through either a business application or an individual application, to a total maximum of £500. The WDT board may on occasions reduce the maximum individual grant to allow more people to receive bursaries in any financial year.

The annual bursary fund will be administered in the same way as the small grants fund. Please use the website links to download an application form and guidance, or request a form from the trust office."

Board decision: The policy on assisting individuals in obtaining a full drivers licence is: WDT will fund 50% of the costs of up to 10 lessons per person. This can only be obtained once per person.

5 List of priorities for Board and 'What's on..'

This had been circulated to the Board prior to the meeting. It was felt that it was a lot of information to put in the 'What's on..' and therefore it will be put to the AGM for discussion with the community.

6 Office report: JR's report had been circulated to the Board prior to the meeting.

Actions arising from the report:

Ask for a copy of the title deeds of the Hofn Youth Centre from Orkney Islands council
Circulate the response on the Memo and Arts received from Edwina at VAO to Directors

JR
JR

7 Trust deeds:

This was discussed under item 6.

8 Finance: JR had circulated the figures prior to the meeting.

Discussion was held on the new layout of the financial reports and it was decided to add in a section for notes.

JR handed out proposed budget figures for the coming year:

Staffing budget £55,035	Agreed
Revenue budget £19238	Agreed
Capital budget £2000	Agreed
Hofn revenue budget £2269	Agreed
Small grants budget £10,000	Agreed
Small projects budget £20,000	Agreed
Training grants budget £10,000	Agreed

9 PQASSO: this item will be discussed at the next Board meeting.

10 Quarry update: this item was discussed under item 2.

11 Memorandum and Articles of Association: this was discussed under item 6.

12 AGM: The Board set the date of the AGM as Monday 28th October 2013.

13 AOCB:

Road scheme: DH circulated the list of applicants. The Community Council have agreed a budget of £5000 for the scheme and have asked if WDT would provide 2/3 of this funding. **The Board agreed.**

Visit of Derek Mackay MSP: the feeling of the Board was that this visit should be encouraged. JR will reply to the email stating this.

Action: JR

Following on from the North Isles Sports, it has been noted that the school football team require a new strip. The question was asked whether WDT would be willing to sponsor this new strip. The decision was that the school be encouraged to submit an application through the PEG process.

Biofuels: Eddie Nicholson is requiring clarification of the area to be leased to the group. It was decided that the whole bunded area be leased but that WDT retain access to one of the shipping containers.

Action: JR

For information, Unit 3 has now been sold.

14 Date of next meeting: Monday 5th August 2013, 7pm in the Community Classroom.

Staff left the meeting at 9.30pm

15 Directors only – review of the meeting:

There was nothing to be minuted from this part of the meeting.

The meeting was closed at 10pm.