

# Minutes of the Board Meeting of Westray Development Trust (WDT) held on Tuesday 5<sup>th</sup> September 2017 at 7.30pm in the Community Classroom, Westray

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

**Attending:** Eileen Woodhouse (EJW) minutes

**1 Apologies:** Janice Rendall (JR), Ian Ricketts (IR), Kayleigh Seatter (KS)

**2 Minutes of previous Board Meeting:** 1<sup>st</sup> August 2017

Proposed EC, Seconded AS

Minutes of previous Board Meeting: 1<sup>st</sup> August 2017 – Quarry Project only

Proposed AS, Seconded DL

## **Matters Arising:**

PN advised that a float plane is due to visit Pierowall (the only non- Orkney mainland destination) on Sunday 17<sup>th</sup> September between 13:30 and 14:30. This is part of the centenary celebrations of the sea plane base in Orkney which are being organised by AOP (Another Orkney Production). If conditions are suitable, the plan is for the plane to land, but there will be no opportunities for rides for the public.

Fuel costs are estimated at £300 per hour and WDT is being asked if they would be willing to make a contribution to the fuel cost of bringing the plane to Westray.

**Decision: if the plane does come to Pierowall as planned, WDT will contribute £75 to the cost of the fuel.**

**Action: PN to advise AOP accordingly.**

AM advised that he has spoken to OIC and applied for a variation order to the Planning Consent for the Bargain Box paint colour from grey to military green.

AM advised that on the Sunday morning of the Westray Connections Festival (Sunday 27<sup>th</sup> August) he cleaned the WDT marquee and it cleaned up well. The marquee was dismantled correctly and is now stored in the container at the WRE Turbine. The previous action on GD to speak to John Marcus about cleaning the marquee is not now necessary.

AM reported that the IT connection issues in his office are now resolved.

## **3 Operations Manger's Report**

### **Food Miles Project**

AM has had a lengthy discussion with Mark Dickinson (MD) regarding the next steps and future planning for the project. MD was asked to produce a plan for the indoor and outdoor space. MD is not happy with the interaction with the shops and AM agreed that, if the Board agreed, the office staff would take over his duty to deliver produce to the shops.

**Decision: Board agreed that the office staff take over deliveries to the shops.**

MD also indicated that he would like to end his employment with the Trust but is willing to continue working until another person is in place and ready to take over from him. AM requested that the Trust advertise for another gardener who would initially work alongside MD and then take on the role of head gardener. At this stage the Trust would then need to advertise to recruit another gardener.

**Decision: The Board agreed that another gardener be recruited; in the first instance AM should approach Malcolm Cinnamond.**

The lights and heaters purchased for the project will be installed and used. We are doing what we set out to do and will be producing and cropping over the winter. Feedback from the shops is good. The report for the LEADER submission needs some amendment which AM is working on.

## Quarry Project

**Action: AM to contact Burness Paull to facilitate the sending out of the contracts before the AGM if at all possible.**

## Housing Fund Feasibility - Tender Brief

The draft Scoping Brief was approved by the Board with an additional point under the 'Procedure for Tendering' heading that the awarding of a contract would be subject to a successful outcome of a grant application. The 'Timeline' dates will be updated as appropriate. AM reported that there are around 12 possible target tender organisations. Luke Fraser has advised AM that OIC has taken on another person to assist Trusts with their development.

## Strategic Planning

Alan Flint (AF) is pleased with the report thus far produced but feels that the Trust needs to look at 'what next' for income generation. Perhaps a sub group comprising some Directors from WDT and WRE could be formed to investigate this important area. AF sees some skills gaps in the Trust which could be filled by external experts acting in a similar capacity to himself, he also suggested an arrangement whereby a Director is allocated for each project to allow a link to the Board for the staff team in between Board meetings. This has happened to a certain extent whilst AM has been off sick. AF would like to continue his association with WDT. GD commented that the Board also needs to look at staffing generally as the recent situation has exposed a weakness in the current staffing/Director involvement structure.

**Decision: invite AF to the AGM and accept his offer to continue his involvement with WDT.**

## Broadband

AM asked if Broadband should be included as one of WDT's key themes.

**Decision: The Board agreed that Broadband should be a WDT key theme.**

## 4 Administration & Finance Report

### Bargain Box

**Action: EC to chase up Olwen Bews to submit a quotation for cleaning and painting the shop units, and also chase up Bruce Liddle with regard to the installation of a heating unit.**

### 2 Financial Year End

**It was agreed that the Financial Sub Group (AS, IR, DL) plus WRE should meet with Alan Long (AL) on 18<sup>th</sup> September. AS cannot attend this meeting.**

### 3 AGM

JR proposed Tuesday 7<sup>th</sup> November for the AGM.

**Decision: the Board agreed Tuesday 7<sup>th</sup> November for the AGM.**

PN volunteered to be available to help with the preparation for the AGM if required.

DL advised that he should also be on the list of Directors from which two individuals would need to stand down. KS and JS both indicated that they would like to stand down at the AGM.

**Decision: new Directors for the WDT would be welcome; an open evening, such as was held two years ago would be a good idea.**

**Action: AM to organise an open evening for next month.**

The reports prepared for the Annual Report were accepted with the following amendments:

Chair report: paragraph 5, change 'Royal Bank of Scotland' to 'Bank of Scotland'.

Westray Community Turbine Fund – 2016/17: include a statement about what happens to unused funds allocated to the various grant budgets and the investment budget.

**Action: EJW amend the Chair Report and send to PN.**

**Action: JR amend the Turbine report and send to PN**

## 5 Pensions

**Decision: the Board agreed that WDT as an employer would make the minimum legal contribution required to employee pensions.**

## 5 Links of Noltland (LoN) Sub Group

There was a discussion on the role of WDT in the LoN Project.

**Decision: LoN is not a WDT Project and the involvement of WDT Directors should be referenced as the LoN Steering Group not the LoN Sub Group to avoid possible confusion.**

## 6 Notice Board

PN had produced a full-scale mock-up of a notice board that would meet the requirements of the funders of the Food Miles Project and the Road Services conditions for a car parking sign for the Fund Raising Shop, and which also fulfils the criteria for 'deemed consent' for planning purposes. He had obtained a quotation for fabrication and delivery of £164.64 (inc. VAT).

**Decision: the Board approved the sign and the cost.**

**Action: EJW submit the sign and other relevant information to Road Services for approval prior to the sign being ordered.**

## 7 Correspondence

### Community Toilet

Uka Summers (US) had submitted a report to WDT regarding the provision of a community toilet in the car park of the Skello shop. Following discussion of this potential facility which included an observation from DL on the practical use of the suggested toilet (once used, afterwards avoided) it was agreed that WDT would not take this on as a WDT Project.

**Action: EJW reply to US advising that if the Skello shop wanted to invest in such a facility they could submit a grant application to the Trust which would be considered by the PEG.**

### Island Gathering/Islands (Scotland) Bill

Informal discussion between AM, GD and other Directors had already agreed that WDT would not attend the Island Gathering as there is little in the programme relevant to WDT business.

Further correspondence from the Scottish Islands Federation (SIF) highlighted the Call for Evidence for the Islands (Scotland) Bill. The SIF has prepared a draft response to the Call for Evidence and this will be debated on Tuesday 12<sup>th</sup> September as part of the agenda for the SIF AGM. The deadline for submission for responses to the Call for Evidence is 25<sup>th</sup> September. All the details about this can be found at:

<http://www.parliament.scot/parliamentarybusiness/currentcommittees/105389.aspx>

It would be appropriate for WDT to be involved in contributing to the Call for Evidence; anyone with views to express is encouraged to do so. You can send your views to EJW at the office for a combined submission directly to the Government.

**Action: Board members to review the Islands (Scotland) Bill and comment on the Call for Evidence.**

**Action: EJW check potential benefits to WDT of joining SIF.**

### Open Networks Advisory Group – Community Energy Scotland

The deadline for submission of input has passed. This item was not discussed.

### VAO Information Request

The Positive Aging Delivery Group is compiling an information resource on services that help and support older people to stay in their own homes for longer and which assist them in the transition from one home environment to another. The current information they have concerning the home support service offered by WDT (as supplied) is out of date.

**Action: AM forward up-to-date information to VAO for this information resource.**

### **Donation of £150**

A cheque for £150 has been received from James Simister who visited Westray a year ago. This donation is seen to be in connection with his very favourable impression of the Pop-Up café being run in the Höfn. AM has written to thank James for his donation.

**Decision: the £150 will be used for the benefit of the Höfn.**

### **8 AOCB**

The Westray Fire Service has for several years had an agreement with WDT that, as there is no toilet provision on the Fire Station premises, they can, if needed on their regular training nights, access the toilet in the Höfn. For this reason they were initially issued with a key to the Höfn, and subsequently a key card. As the key card system has now been replaced with a new key the Fire Service currently do not have access to the Höfn.

**Decision: issue a new key for the Höfn to the Westray Fire Service.**

**Action: EC will have another key cut.**

AM presented to the Board that as members of staff are not members of PEG it is not necessary for more than one staff member to attend PEG meetings, and this primarily for the purpose of taking minutes.

**Decision: the Board agreed that in future just one staff member need attend the PEG meetings.**

AM reported that David Bailey (DB) had called into the office to discuss an idea that he had had with regard to a 'round the coast of Westray walk' the purpose of which would be to raise funds for the maintenance of the Westray footpath network. DB had done much research into how this could work and was very enthusiastic about it. OIC no longer maintains the majority of the County's footpaths and there is a clear need for regular maintenance of Westray's footpaths. AM had offered the suggestion that this be an event every other year, alternating with the Bisgoes event. AM suggested to DB that he find a Westray organisation that would be willing to take up this idea and such an organisation could submit an application to WDT for grant funding. DB is not 'ordinarily resident' on Westray.

AM reported that GD, PB and himself are to attend a 'Surf n Turf' event on Wednesday and Thursday 27<sup>th</sup> and 28<sup>th</sup> September including a site visit to Eday to view the Hydrogen Project.

Christmas is fast approaching and we need to book a venue and catering. The invitation list will be the same as previously: WDT Directors (including any Directors who stand down at the AGM), WDT staff and WRE Directors. The invitations will be to the individual plus one. The venue to be the same as last year, the Graand Owld Byre.

**Action: AM to choose a suitable date.**

**Action: EJW to organise.**

DL reported that, following discussion with AM regarding the WDT Articles of Association, he did not believe that it is necessary for WDT to amend its Articles of Association.

Tidal conditions in early November this year are not suitable for a bonfire to be held on the beach as last year.

**Action: AM look into suitable locations for a bonfire.**

**Action: EC speak to Shearers re fireworks.**

2018 sees the 20<sup>th</sup> anniversary of WDT.

**Action: GD ask at the AGM if anyone has any suggestions as to how we could mark the occasion.**

### **9 Date of Next Meeting**

Tuesday 3<sup>rd</sup> October 2017.

### **10 WDT Board only**

There being no 'Board only' matters to discuss, the meeting closed at 10.15 pm.