

Minutes of the Board meeting of Westray Development Trust (WDT) held Tuesday 31st October 2017 at 7.30pm in the community classroom

Present: Peter Needham (PN), Phillip Bews (PB), Edith Costie (EC), George Drever (GD), Douglas Leslie (DL)

Attending: Janice Kirkness (JK), Andy Makin (AM)

1. Apologies: Apologies received from Ian Ricketts (IR), William Turnbull (WT), Kayleigh Seatter (KS), and Andrew Seatter (AS)

2. Minutes of previous board meeting held 3rd October 2017:

The following alterations to the minutes will be made:

Item 1/ William Turnbull had submitted his apologies

Item 5 3/ The General Data Protection Regulation (GDPR) comes into effect on 25th May 2018

Item 7/ The wedding present presented to Janice and Colin was from the Directors and staff of the Trust not the Trust as an institution.

With these changes being made, the minutes were proposed by PN and seconded by DL

Matters arising: the publishing software has now been purchased at a cost of a little over £400.

DG01/2017 only minutes: proposed EC and seconded PB

3. Operations Manager's report:

1/ Growing project: Mark Dickinson (MD) had proposed options for the outside space in the growing project and the Board decided on the following:

Temporary wind fencing will be purchased and erected at a cost of £570 with willow cuttings etc. being sourced locally for free.

Cultivation space: One big plot will be sprayed, rotovated, ploughed and rotovated at a cost of approximately £90 – Firm of GRG Bews will be contracted to carry out these works.

Tools: if there is a reasonable need for the tools (as listed on MD's proposal) then the budget of £1397 is approved. It was suggested that strawberries could also be planted in the space.

As per the recommendation from the interview panel, Clare Lucas and Benny Norquoy had been appointed as assistant gardeners on 17.5 and 5 hours respectively.

They both had requested training; Benny would like to attend a first aid at work course at a cost of £80 – this was approved.

Clare would like to do a Horticultural Course by distance learning at a cost of £340 with an additional cost of £56 for the exam which must be sat in Aberdeen (this would also incur costs). The Board agreed that Clare should apply for an Individual Learning Account (£200) and the Trust would then cover the remaining cost. The exam would be sat at Clare's own expense unless it is possible that it could be sat here in the learning centre.

2/ Quarry: PB left the room

AM contacted Dalgleish Associates (DA) and Burness Paull (BP) regarding the legal documents between WDT and the landowners. BP responded that WDT had engaged with DA to engage with the landowners and so AM has tried to contact them to ask that they begin this process – to date he has not had a response.

3/ Housing: PB was still out of the room while this was discussed.

The Board had accepted by email the recommendation to appoint a team, led by Shane Scott, to carry out the feasibility work at a cost of £14,155.

PB is willing to consider selling the whole field at Schoolbrae rather than just the two plots. AM had contacted Shane Scott to ask if this would increase the costs and awaits a response.

The Board agreed a budget of £14,155 to be allocated from the 'Trust project budget'. An application for £10,000 has been submitted to the Islands Housing Fund and AM will explore the possibility of applying for funding from the Community Development Fund to cover the remaining costs.

PB returned to the room

4/ Westray Heritage Trust application: DL left the room

AM & GD gave a verbal update on the meeting with the WHT management group held on Monday saying that it had been a productive meeting with the outcome being that WHT will submit a forecasted cash flow with supplementary notes before the December Board meeting to allow a decision to be made on DG01/2017. AM & JR will be available to assist with the composition of the cash flow etc.

DL returned to the room.

5/ Joint working group: this group will look at the next income generating activity of either the existing trading subsidiary, a new trading subsidiary or the Trust itself. The group, PB, AS, Wullie Bain and AM will meet after the AGM.

6/ THAW: Looking to holding an event to coincide with an opening of the Bargain Box in 2018.

7/ Maintenance contract: AM to ask AS if he will assist in drawing up a tender invitation for a maintenance contract for the Trust properties. **Action: AM**

4. Administration & Finance report: the finance sheets had been circulated to the Board prior to the meeting – there was nothing to report.

5. Correspondence:

a) Request for financial information on growing project and suggestion to return to a single process for management of community turbine funds:

It is stated within the Articles of Association that members do not have the right to inspect the accounting records of the company and therefore the specific financial information relating to the growing project will not be made available to members. However, AM will include information within his presentation at the AGM on expenditure to date along with grant income and income from produce.

The Board also agreed to respond to the member with regards to the single process for management of turbine funds; in the past, Trust projects were essentially being approved by the Board twice in that the Board approved the project, it then went to PEG for assessment and then back to the Board for funding decision. It was therefore decided to propose a budget for Trust developed projects (these funds are also available to be used for essential emergency repairs to Trust buildings) – this was proposed and accepted by the membership at the AGM in November 2016.

6. AOCB:

AM had received a phone call from Yvonne Findlay at Creative Visions Moray regarding the possibility of coming to Westray to create a film about the island. This project would cost between £6,000 and £10,000. YF said that similar past projects had recovered most of the costs through the 'premier' showings. The Board felt that this was not something that WDT would get involved in however, it was suggested that the Drama Club could be contacted to see if they would be.

Links of Noltland – PN showed an example of a questionnaire that will be sent to every household within Westray.

It was agreed by email that WDT would submit a letter of support to the North Isles Landscape Partnership.

7. Date of next meeting: 7th November 2017 following the AGM to appoint office bearers.

JK & AM left the meeting at 9.30pm

8. WDT Board only: