

Minutes of the Board meeting of Westray Development Trust (WDT) held Tuesday 6th March 2018 at 7.30pm in the Community Classroom

Present: Phillip Bews (PB), Edith Costie (EC), George Drever (GD) Chair, Alan Flint (AF) (by video conference link), Douglas Leslie (DL), Peter Needham (PN), Andrew Seatter (AS), William Turnbull (WT)

Attending: Andy Makin (AM), Margo Makin (MM), Eileen Woodhouse (EJW) (minutes)

1. Apologies: Ian Ricketts (IR), Janice Kirkness (JK)

2. Minutes of previous board meeting:

Meeting on 06/02/18: proposed – EC; seconded – DL

Meeting on 06/02/18 (Quarry Project): proposed – AS; seconded – PN

3. Operations Manager's Report

3.a Quarry

PB declared an interest and left the room for this item. Minutes for this item are reported on a separate Minutes document.

3.b Housing

27 responses to the Housing Survey had been received which clearly indicated that there is a need for more housing on Westray. If WDT goes ahead with the project there is a deadline of mid-May for applications to be submitted to both the Rural Housing Fund and the Scottish Land Fund. This would involve the office staff in a very large amount of work in the time available. The terms and conditions of the grants available would require all the work to be completed in two years. There is no provision to buy land and leave the development to a later date. The application to the Rural Housing Fund is easier to complete and is already partially done.

The options are:

- i. go ahead with both applications and make sure that all development is completed within two years;
- ii. apply for the Rural Housing Fund grant only and restrict the project to the development of an existing property;
- iii. close the project and do nothing at this time.

The Board agreed to go ahead with the application to the Rural Housing Fund and develop an existing property, and if the funding options are extended to then re-assess the situation.

Action: AM to proceed with the Rural Housing Fund application.

3.c Food Miles

The Food Miles Project is going well. The Skello shop and Rendall's are both keen to market the micro salad as is the Lynnfield Hotel in Kirkwall. AM will be taking a sample of micro salad to the Archive Café in Kirkwall which has expressed an interest in the product. There is clearly a market for this product and the gardeners have estimated that they can produce 90 tubs of micro salad per week without any impact on the main focus of the project - tomatoes and cucumbers. The gardeners currently have spare time which could be used to expand the production of micro salad. The inclusive cost to WDT of producing these tubs is 90p per tub. AM is currently exploring delivery options from Westray to hotel and café outlets in Kirkwall. The Board agreed that AM further explore with the gardeners the options for expanding the production of micro salad.

Action: AM continue to investigate transport options and also explore options and costings for expending production.

3.e Learning Centre Coordinator – Contract Continuation

Hazel Moore (HM) has devoted much time to trying to improve the infrastructure of the Learning Centre which, at present, can be regarded as not fit for purpose. This is proving difficult as there is no clear responsibility for the infrastructure of the facility with several different departments at OIC potentially having responsibility for a part or parts of the facility. The contract with the Coordinator expires at the end of June 2018 and a new contract has been drawn up which is in essence the same as the existing contract, an amendment has been made to the budget for stationery etc. which has not increased the budget but has made the budget easier to work with. HM has expressed her concern that if she is unable to facilitate the necessary improvements to the Learning Centre she would feel unable to renew her contract as the Coordinator. The Board agreed to endorse the new contract.

3.f Satellite Phone

WDT believe that OIC has a duty to have emergency planning in place for civil situations and as such if OIC decide that a satellite phone is essential to the Island communities then OIC has a duty to provide one. The Board agreed that WDT would not consider the purchase of a satellite phone.

Action: AM respond to OIC accordingly.

4. Administration and Finance Report

4.a Finance Processes

The Board agreed to adopt the Income and Expenditure Processes as created by JK to be appended to the Schedule of Financial Delegation.

4.b Finance Sheets

AM has spoken with SSE regarding the outstanding FITS payment.

4.e Quarry Company

Following discussion the Board agreed that the constitution of the new Quarry company should be as per the Memorandum of Understanding and Articles of Association of WRE Ltd, providing that Alan Long raises no objections, or points of consideration, to this. The name of the company was agreed at the Board meeting on 6th June 2017 as Westray Quarrying Ltd and the name of the quarry to be Westray Quarry. The Board further agreed that the Board of the new company would comprise a minimum of three Directors and a maximum of four, with one Director being an existing Director of WDT.

5. Graduate Placement Report

AM reported that Isobel Thompson (IT) continues to make good progress. Following discussion with IT it was agreed that it would not be cost effective or best use of IT's time to continue to try to link the inputting of the application forms to the database that IT is creating.

6. Special Resolution discussion and agreement

The Board agreed by written resolution to endorse the proposed Special Resolution and to call an Extraordinary General Meeting for Tuesday 3rd April 2018 at 19:00 immediately preceding the normal monthly Board meeting.

Action: EJW to ensure that an unmarked copy of the Special Resolution is signed by PN as Company Secretary.

7. Correspondence

The correspondence was noted for information.

8. AOCB

8.a Following discussion the Board agreed that the painting of the Bargain Box would be put out to tender.

Action: AM advertise the request for tenders.

8.b AM has been approached by the Support Officer for Benny Norquoy to see if there would be any opportunity for a person with learning difficulties to work as a volunteer on the gardening project. The Board agreed that this would be acceptable if a Supervisor would be present at all times with the volunteer so that there would be no impact on the gardeners' time.

Action: AM to enquire about the support situation for the potential volunteer.

8.c AM had received an email from SSE advising that there would be a 10 day shutdown of the Westray grid to allow upgrade work to be carried out. PB and AS, as Directors of WRE agreed that WRE would need to meet to discuss this.

8.d AM had received an invitation from Martyn Terrell (MT) to WDT for WDT to offer to buy his property, Ulva Cottage. Following discussion the Board agreed that this was not an option for WDT.

Action: AM to respond to MT.

8.e It was brought to the attention of the Board that Mark Dickinson's wife is expecting a baby and the question was raised should the Board have a collection for the baby as is planned for JK's baby? The Board agreed that this should be done.

8.f The night for the WDT visit to the Heritage Centre for a viewing of the Fashion Through the Ages display has been agreed for Friday 16th March 2018.

8.g The Board agreed that there would be no publicity in the Orcadian as yet for the Food Miles project. The Board further agreed that an article - including quotations from the past users of the Bargain Box - would be prepared for the next issue of Auk Talk to publicise the success of the Bargain Box and raise awareness of this very useful facility.

Action: PN to create a suitable article for Auk Talk.

9. Next Meeting

The next meeting will be held on Tuesday 6th March 2018 at 19:30 with an EGM preceding the Board meeting, at 19:00. The Community Classroom has been booked for these two meetings.

MM and EJW left the meeting at 21:30

11. WDT Board Only

The Board agreed a budget of 10 days pay for JK to cover 10 Keep In Touch (KIT) days which can be agreed with JK following the statutory first six weeks of her maternity leave with no contact, over and above the contractual maternity pay to which she is entitled.

AM left the meeting at 21:40.

The meeting closed at 21:55