

Minutes of the Board meeting of Westray Development Trust held Tuesday 2nd February 2016 at 7pm in the community classroom, Westray

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

Attending: Janice Rendall (JR) Minutes, Andy Makin (AM) Operations Manager

1 Welcome and apologies: no apologies

2 Minutes of the Board meeting 13th January 2016: Proposed PN, seconded DL

3 PEG recommendation:

JR left the meeting at this point.

An application was assessed to support Mr & Mrs Rendall of Glen, with the renovations to the property, specifically the kitchen, making it more suitable for wheelchair access. The PEG assessed that the application had clear links to the Trust's Charitable Objectives, specifically Objective No 4 "To provide or assist in the provision of housing for people in necessitous circumstances within Westray" and objective No 7 "To relieve those in need by reason of age, ill-health, disability, financial hardship or other disadvantage (includes relief given by the provision of accommodation and care". They considered that the application was based on clear needs and were satisfied that the benefits of a grant were also clear and could be readily measured. They had no doubt that the expected outcomes were achievable and the application only represented 5% of the overall renovation costs, so therefore offered good value for money. The PEG scored the application 10/15 which results in a referral for funding to the WDT board.

Recommendation: Approve £848 funding for this project which equates to 5% of the total costs.

Decision: The Trust board concurred with the PEG recommendation and as such approved the funding.

4 Operations Manager's report:

1/ Quarry: stone samples are ready to go to London

4/Golf Club: decision on way to proceed needs to wait until after the Westray Golf Club AGM which was postponed on Friday because of the weather.

7/Community Planning Partnership: WDT have been offered a place on the board. The WDT Board approved AM joining the Community Planning Partnership board.

8/Graduate Placement: need to identify project and costs.

12/ Offer of land and buildings: ongoing

13/Correspondence with Colin Risbridger: ongoing

15/ Governance Health check: the new possible dates for the meeting is 20/21 April – this will clash with lambing/calving but it was agreed to go ahead with the realisation that some directors may not make it.

5 Administration & finance report:

Pensions: pension contributions will need to be backdated to 1st June 2015. The appeal against the fixed penalty notice is ongoing and JR will monitor.

Action: JR

Play Park: EC declared an interest. A request had been received from the Friends of Westray Play Park for WDT to release the remaining funds granted and they'd be used for fence repairs and to purchase spare parts for some of the equipment. After discussion it was agreed not to release the funds because, in the original application documentation, it was stated that WDT funds would not be used for contingency. If the group requires funds for maintenance, they should reapply to WDT and the application will be assessed under the current grant scheme.

GP meal donation: it was agreed by a majority that WDT would contribute £200 to this and two representatives would attend.

Tax issue: JR will continue to monitor this.

Action: JR

Outstanding invoice: following discussion, it was agreed that WDT would send another letter this time offering the debtor the opportunity to carry out some work to pay for some of the outstanding balance. EC will hand deliver the letter and speak to the debtor regarding this.

Action: EC

6 Project Development:

The board commenced a review of the Key Themes assessing whether they remained valid, are meeting community expectation and offering additional thoughts and potential developments to each. A separate report will be developed once the review is complete.

7 Correspondence:

- a) **Learning centre report:** for information only.
- b) **Westray Heritage Trust, interim report:** the Board agreed to release the third year funding.

8 AOCB: none

9 Date of next meeting: Tuesday 1st March 2016 at 7pm in the community classroom

JR & AM left the meeting at 10.10pm

10 WDT Board only:

Nothing to report.

With no further business to discuss the meeting was closed at 10.25pm.