

Minutes of the Board meeting of Westray Development Trust (WDT) held Monday 13th January 2014 at 7pm in the Community Classroom, Westray

Present: Daniel Harcus (DH) Chair, David Seatter (DS), Margaret Hutchison (MH), Douglas Leslie (DL), Peter Needham (PN), George Drever (GD), Philip Bews (PB)

Attending: Janice Rendall (JR) minutes

Apologies: June Harcus (JH), George Costie (GC)

1 Previous board meeting minutes:

3rd December 2013 Proposed DS Seconded PN

21st December 2013 Proposed GD Seconded MH

Matters arising: DH had spoken with Elizabeth Drever re the goose cull and she is clear that WDT is supportive of an out-of-season goose cull but has not committed any finance.

2 PEG report:

All applications discussed this month come under the training grants policy.

TG03A – Jonathan McEwen – BA/BSC open degree in Environmental Science (Total course fees £755)

Recommendation – approve training grant to Johnny McEwen of 50% of course fees up to a maximum of £378.

Decision: The Board accepted the recommendation from PEG.

TG09 – Margaret Rendall, SVQ2 in Health and Social Care (Total course fees £1000)

Recommendation – approve training grant to Margaret Rendall of 50% of course fees up to a maximum of £500.

Decision: The Board accepted the recommendation from PEG.

TG10 – Christine Paterson, SVQ2 in Health and Social Care (Total course fees £1000)

Recommendation – approve training grant to Christine Paterson of 50% of course fees up to a maximum of £500.

Decision: The Board accepted the recommendation from PEG.

It was asked if it would be possible to run plant training courses and health and safety courses in Westray (including the theory parts which are currently held in Kirkwall). It was decided to pass this enquiry on to Corinne Curtis at the learning centre.

JR

3 Office report:

JR had circulated a draft of the reviewed Project Evaluation document. There was discussion held and a few amendments need to be made. JR will continue to work on this including producing application forms, reporting documents, grant condition documents and criteria checklists.

JR

An email had been received in the office from HIE's community assets team regarding joint marketing and branding for community owned assets. It was decided that WDT were not in a position at the moment to be part of this but will ask to be kept informed.

JR

4 Finance report:

JR circulated the monthly cash flow and transactions sheets for the Directors information. There was nothing to report.

5 Investments:

Alan George is coming to Orkney on 25th February and it was decided that some of the board should meet with him to discuss investments.

6 Quarry:

PB will make contact with someone in Caithness to get more information on shipping aggregate to Westray.

PB

7 Operations manager:

It was decided to re-advertise the post and the board agreed that Fiona Smith should be asked to carry out the recruitment. JR will write a letter to her.

JR

The board decided to increase the starting salary level to £30k-£32k.
The board set a budget of £5000 for the recruitment process.

8 AOCB:

Corinne Curtis had requested use of the laptop she used whilst employed as CDO for her role as learning centre coordinator. The board decided that because the laptop is WDT property and has sensitive information on it (which can be passed on to the Operations Manager when in post) that they'd decline this request. JR will inform CC of the decision. **JR**

It was decided to carry out a presentation to Corinne Curtis (of her leaving gift) at the Hofn re-opening event. JR will contact JH to ensure she has purchased the gift. **JR**

The reviewed articles of association will be sent to the board prior to the February Board meeting. **JR**

Yearly plan – there was discussion on community engagement within the Trust and it was decided to put a piece in the What's on asking for the community to come forward with views, comments and ideas. **JR**

Finance sub group – this will be discussed at the next board meeting.

Miller's shop – DS and DH had met with Wilma Stout. She is planning an advert in the next 'What's on' stating that unless someone takes on the business it will shut in August. She asked what she could say in terms of assistance from the Trust and it was decided that she could say that WDT would look at loan assistance provided the application met the required criteria. **DH**

Correspondence from Colin Risbridger re Breckowall and Quality Street turbines – it was decided that no further action be taken on this at present.

Orkney Renewable Energy Forum had requested permission to list the community owned turbine in the Islands of Orkney brochure. It was agreed to allow this to go ahead provided both WDT and WRE are satisfied with the text. DH will contact WRE. **DH**

Social Investment Scotland meeting on 5th February – it was felt this was not relevant at present. **DH**

HIE, Strengthening Communities conference in the Western Isles – the organisers are requesting video footage to show at the event. It was decided to pass this on to WRE to see if they had footage of the turbine arriving in Westray and being erected. **DH**

9 Date of next meeting:

Monday 3rd February 2014, 7pm in the community classroom, Westray.

JR left the meeting at 9.45pm

10 Directors only – review of the meeting:

Nothing to report

With no further business to discuss the meeting was closed at 10pm