

Minutes of the Board meeting of Westray Development Trust (WDT) held on Tuesday 1st December 2015 at 7pm in the Community Classroom, Westray

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

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

1 Welcome and apologies: GD welcomed everyone to the meeting. There were no apologies to record.

2 Minutes of the Board meeting 10th November 2015: The minutes were approved, being proposed by EC and seconded by PN.

Matters arising:

Item 4/ Housing survey: AM had attended the meeting with Highlands & Island Enterprise and the Highlands Small Communities Housing Trust in Inverness and the amended budget for this project is £9,000.

Item 6/ Communication: this matter is ongoing.

Action: AM

Christmas meal: it was noted that David Stephenson and Alasdair McVicar had left their director positions in Westray Renewable Energy Ltd prior to the year 2015 and therefore would not be invited to the meal.

3 Operations Manager's report:

Housing: it was noted that there will be an addition to the key tasks in that, wherever possible, the study should explore sustainable and environmental friendly products and the use of local contractors. With this addition, the brief was approved by the Board.

Quarry: following discussion, the quote from the British Geological Survey and the brief were approved by the Board.

Golf Club: WT expressed his satisfaction with the repairs to the shed. He also said that information is being collated and would ask for a meeting when this had been completed.

Cleaning post: this post currently pays the minimum wage of £6.70 per hour; there will be a mandatory increase come into force in April 2016 to the National Living Wage of £7.20 per hour. Following discussion this was approved by the Board.

Tourism project: The Board had previously been issued with a report showing that objectives for year one had been met. Following discussion on the first year performance of the TDO post, it was agreed to continue with the second year funding.

4 Administration & Finance report:

Pensions: AM stated that the amount of work that had gone into getting the Trust compliant with pension regulations was not little and he felt that thanks should be expressed to JR for her effort on it.

Financial Sub Group: following discussion on investments and the feedback received from members, it was agreed to action the FSG with further investigation into investments with the possibility of including members. **Action: FSG**

Finance sheets: it was noted that there was a typo on the Budget balances sheet where the balance as per statement should read £732,422.09 not £432,422.09.

5 Learning centre report:

Corinne's report was circulated. AM stated that CC had successfully lobbied for fibre to be installed into the Learning Centre despite coming against some stiff opposition.

6 Correspondence:

Westray & Papa Westray Tourist Association Festive gathering: it was agreed that PN and IR would attend on behalf of WDT.

Investments: this was dealt with under item 4.

Polycrubs: the communication on this project was noted.

7 AOCB:

Chapel of Rest progress: it was noted that expressions of interest to tender had been invited.

8 Date of next meeting:

Wednesday 13th January 2016 at 7pm in the community classroom, Westray.

JR & AM left the meeting at 8.25pm

9 WDT Board only:

Nothing to report

With no further business to discuss the meeting was closed at 8.55pm