

Minutes of the Board meeting of Westray Development Trust (WDT) held Tuesday 2nd December 2014 at 7pm in the community classroom

Present: Daniel Marcus (DH) Chair, Peter Needham (PN), Douglas Leslie (DL), George Drever (GD), George Costie (GC), William Turnbull (WT), David Seatter (DS)

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

1. Welcome and apologies: apologies received from Philip Bews. DH welcomed WT to the Board of WDT.

2. Minutes of previous meetings:

4th November 2014 proposed DS, seconded DL

Matters arising: AM confirmed that the digital projector had been purchased and it now located in the learning centre.

27th November 2014 proposed GC, seconded GD – no matter's arising

AGM minutes were provided for information only

3. PEG report:

A copy of the charitable aims of WDT is available from the office

SMG03/2014 Westray Playgroup – Christmas party £192

Total cost of the party is £222 with £192 for presents and £30 for food. The playgroup is covering the cost of the food and this includes support from the parents and other volunteers. The Christmas party provides a focal point to the playgroup calendar and has been a tradition in Westray for over 30 years. The group are asking for funds to cover the costs of the presents for the party.

This fits with charitable aim 1) the social welfare by providing 'other leisure time occupation' and partly with aim 6) whereby it is maintaining the heritage of the island in supporting an event that has run for over 30 years.

Recommendation: approve funding of £192 for the Christmas party 2014.

Decision: The Board accepted the recommendation from PEG

SP07/2014 Westray Playgroup – Play Leader funding for 5 years at a cost of £1,000 per year (Total £5,000)

This funding will be used to fund the annual running and administration costs of the Play Leader who provides 135 hours per year to facilitate this vital community service.

Total costs are in the region of £1,500 per year broken down into the following: Staff £813, Insurance £105, Refreshments £237, Christmas party £180, Equipment £50, hall hire £100, special events £25. The group is able to raise in the region of £500 per year in combination of 100s of hours of volunteer support.

This fits with charitable aim 1) the social welfare by providing 'other leisure time occupation' and partly with aim 6) whereby it is maintain the heritage of the island in supporting an event that has run for over 30 years.

Recommendation: approve fund of £1,000 per year for 5 years (total £5,000) for the Westray Playgroup.

Decision: The Board accepted the recommendation from PEG

SMG04/2014 Westray Swim Club – learn to swim £493.25

This funding will be used to support the pre-school and learn to swim classes from January to June 2015. It will ensure that sufficient lifeguards can be employed and also mean the club doesn't have to increase costs to the children attending. The total cost of the project is £493.25 with pre-school classes costing £10 per week (£230/yr) and toddler sessions costing £6.50 per week (£149.50/yr) and learn to swim Easter week (additional 17.5 hours lifeguard) costing £113.75. WSC is able to cover the costs of the pre-school classes until Christmas and parents will continue to contribute the same amount as currently but the toddler session has been cancelled until after Christmas as it can't continue without support.

This fits with charitable aim 1) social welfare in that it is supporting a facility for recreation. It could also be seen to fit charitable aim 2) in that it is supporting teaching children to swim.

Recommendation: approve funding of £493.25 for the Westray Swim Club Learn to swim classes.

Decision: The Board accepted the recommendation from PEG

SP05/2014 Westray Golf Club – architectural costs £3,500

This funding would be used to develop architectural drawings for a machinery shed and adjoining social area including a full size snooker table, pool table, kitchen and small bookable function hall with less imposed restrictions (as to not compete with existing facilities). The overall project is likely to be in the region of £350,000 and it is

envisaged that it will provide a revenue stream to enable the club to become self-sustaining in the future. There is still some CDF funding available from the original grant award of £100,000; this is thought to be in the region of £46,000.

This project fits with aim 1) whereby it is leading to the provision of facilities for recreation and it also fits with aim 8) improvement of the social infrastructure.

Recommendation: reject this application on the grounds that there is insufficient evidence of sustainability for the facilities. The PEG felt that a business plan is required showing the feasibility of the Club itself along with the expected income and costs of this facility. It was suggested that a business plan be drawn up with assistance from Business Gateway.

Decision: The Board accepted the recommendation from PEG

SP06/2014 Westray Development Trust – Here2Help scheme in partnership with Age Concern Orkney up to £5,000 per year

This scheme would offer subsidised homecare support to those in need on Westray. This homecare support would cover those tasks/jobs within the recipient's home that is not on offer from the current authority run homecare. Examples of the services provided would be cleaning, shopping, assistance with cooking etc. This funding would provide 750 hours of support subsidised at £6 per hour (£6 per hour contribution from the recipient) and includes a budget of £500 for travelling expenses for the assessor to travel to Westray.

This fits with charitable aim 7) to relieve those in need by reason of age, ill-health and/or disability.

Recommendation: approve funding of £5,000 for the Here2Help scheme. This scheme should be reviewed nearing the completion of year one.

Decision: The Board accepted the recommendation from PEG

STG20/2014 Westray Processors Ltd – Sage Payroll training for Denise Spurgeon and Mary Stout £173

Both Denise and Mary fit with the training grant criteria. However, this application along with STG21/2014 would put WP Ltd over the allowable £500 for Denise by £86.50.

Recommendation: approve funding of £86.50 to Westray Processors Ltd for this training for Mary Stout

Decision: The Board accepted the recommendation from PEG

STG21/2014 Westray Processors Ltd – HR training for Denise Spurgeon £500

As above, Denise fits with training grant criteria but this along with the £86.50 from STG20/2014 puts WP Ltd over the allowable £500 for Denise.

Recommendation: given the overspend on allowance, the PEG recommend that both training grants be approved but Denise should be informed of the situation and asked if she wishes to use her individual training grant to cover the costs of one of the courses. This should be established before offer of grant is given.

Decision: The Board accepted the recommendation from PEG

Denise had been informed of the situation prior to the Board meeting and was happy to use her personal allowance for the Sage Payroll training.

4. Operations Manager's report:

-The Board agreed to AM taking the Private Wire project to the next stage.

Action: AM

-Invest in the Windflow turbine at Hammer: the WDT Board needs to see production figures and return potential before making any decision on this investment.

Action: AM

-Care & Repair partnership working: DH declared an interest; it was agreed that AM should have a conversation with Mike Cooper and inform him that if a need arises and on a case by case basis, he should apply to WDT and the application will be assessed in the usual way.

Action: AM

5. Finance & admin report:

-A quote had been received from the Orcadian for producing a plaque to display on the Hofn showing support from LEADER. The cost is £34. The Board agreed to this purchase.

-Children's Services directory: the Board did not see any benefit to being included in this directory.

-Finance Policy: discussion had been held previously regarding the setting up of a finance sub group. It was decided to form this group to initially look at finance policy, procedure and processes. The AFO & OM will be part of this group along with three directors: DL, GD and DS.

6. Project Evaluation and funding processes review:

Following the decision to set up a finance sub group, this item was postponed.

It was noted that there was no item 7 & 8 on the agenda!

9. Correspondence:

Housing needs meeting and survey: AM should check with OIC the dates on the letter and the date of the public consultation. It was agreed that the possibility of shells of houses being provided should also be included in the survey to gauge interest in this. **Action: AM**

North Isles Partnership: DH read an email he had received regarding this and it was decided that further information is required before any commitment can be made by WDT.

10. AOCB:

Electronic communication and provision of i-Pad (or similar) for board members was discussed and it was decided that JR should provide figures of the costs of the current method to the Board before any firm decision is made on moving to this technology. **Action: JR**

A review of the Code of Conduct for trustees will be done for the next Board meeting. **Action: JR**

11. Date of next meeting: Tuesday 13th January 2015

AM & JR left the meeting at 8.45pm

12. WDT Board only – review of the meeting:

Janice gave an update on her resits, it was agreed to cover the costs as she had detailed.

The directors then went on to discuss forward planning and how we need to look for future projects and income streams. No firm decisions were taken but to take up for discussion again at the next meeting.

The meeting closed at 9.40pm