

**Minutes of the Board meeting of Westray Development Trust held Monday 3<sup>rd</sup> March 2014 at 7pm  
in the English Room, Westray JH School**

Present: Danny Marcus (DH) Chair, David Seatter (DS), Douglas Leslie (DL), Philip Bews (PB), George Drever (GD), Margaret Hutchison (MH), June Marcus (JH), Peter Needham (PN) and George Costie (GC).

Attending: Janice Rendall (JR) minutes

1 Minutes of board meeting:

03.02.2014: Proposed DS, seconded PN

15.02.2014: A proposed amendment was approved; these minutes will be proposed for adoption at the next meeting.

2 PEG Report:

*A copy of the aims of WDT is available from the office.*

**TG12 Westray Processors Ltd, REHIS Elementary Food Hygiene Course:**

Application received under statutory training grants scheme for businesses. The manager of WP confirmed that all participants are resident on Westray and are in employment at the factory. This course is not eligible for ILA funding.

Participants are: Kimberley Paterson, Uvis Gurauskis, Nigel Spurgeon, Sophie Gair, Benjamin Kemp, Amy Booth, Sheena Costie, Patryk Lukas, Lee Dunnett, Pari Drever, Jacob Bilner, Aleksandra Pazgrat, Piotr Lichanski, and Michal Lipski.

**Recommendation: approve a grant to Westray Processors Ltd for 50% of the costs of the course fees for each of the 14 attendees. The total amount to be confirmed when individual course costs are known.**

**Decision: The Board accepted the recommendation from PEG**

*Post meeting note: The course fees per person are £27.50 making the WDT contribution £13.75 per person. Confirmation that only 11 persons attended from WP Ltd making total grant £151.25.*

**39/2013 Tuesday Night Singers, accommodation and travel for 'The Linties' and 'The Poptarts'**

This application fits with aim a) of WDT.

The group are asking for the costs to a total of £1201.20 to be covered under a small grant, although this is an estimated figure as the full costs are not known at present. The proceeds from the event will be donated to Cancer Research and the new Prostate Cancer charity being spearheaded by Bill Bailey (Prostate Cancer UK's Sledgehammer Fund). Westray residents affected by cancer benefit from these charities.

**Recommendation: Approve funding of the travel and accommodation costs up to a maximum of £1000. A member of the TNS make payment for the costs and supply WDT with receipts; WDT will then make payment for the full amount to the group member by direct bank transfer. Tuesday Night Singers should provide WDT with information on the amount of money raised after the event.**

**Decision: The Board accepted the recommendation from PEG but with the following amendments:**

Remove 'for the full amount': this could be misleading in that the costs may come to more than the £1000 agreed but WDT will only pay up to £1000.

Add 'Financial applications should be approved before such events are organised'.

*Post meeting note: following further discussion, a cheque for £1000 was issued to Jan Stephenson with the conditions that any funds not spent on travel and accommodation would be returned to WDT.*

#### **40/2013 Charity shop premises, feasibility funding:**

This is a continuation from a previous enquiry to WDT. The applicants were asking for approval in principle for feasibility funding to establish a new build for a charity shop.

**Recommendation: PEG and WDT fully support the need for a charity shop on Westray and suggest that the Operations Manager might take on this project once he is in place. WDT would also need clarification on who the steering group members are.**

**Decision: The Board accepted the recommendation from PEG.**

As part of the discussion on 39/2013, PEG asked the WDT Board to consider establishing an entertainment events budget. The Board agreed and decided that a budget of £4000 per year is set which will invite applicants to apply for travel and accommodation costs for event participants. WDT will fund 100% up to a maximum of £1000 per event. This fund will be split between two funding rounds; one round will be in April each year and will invite applications for events held July to December. The other will open in October and invite applications for events held January to June the following year. This will ensure that events are planned well in advance and are run within funding available to them.

#### **3 Office report:**

OSCR are coming to Orkney, JR to check the date and WDT would like to meet with them. **JR**

Discussion on Hofn meeting: the Board agreed that Edith Costie be taken on as paid caretaker of the Hofn (£1200 per year, as at present). Any repairs required will be done by a 'handyman' on an hourly basis. There will be a policy put in place to ensure there is regular contact between the WDT Board and the Hofn users – this is to ensure that regular maintenance is carried out.

The Board agreed to purchase a picnic bench for the Hofn (there is one available from the school) and a litter bin for outside. **JR**

The Board also agreed to purchase a second bench that could be situated in the village (opposite Beach house).

#### **4 Articles of Association:**

Following on from comments and amendments, the Board feel the proposed document is ready to be sent to members for comment. This will be done this week, with comments to be returned by Friday 21<sup>st</sup> March and then an EGM will be held on Thursday 1<sup>st</sup> May. **JR**

**5 Finance:** The cash flow information was circulated to directors prior to the meeting for their information. There were no comments on the document.

**6 Investments:** Alan George was in Orkney on 25<sup>th</sup> February but unfortunately, the only slot he had available for a meeting didn't fit with the ferry timetable (and there were no available seats on the afternoon plane) so DH hadn't met with him. They had, however, corresponded by email. Alan suggested investigating whether WDT funds could be invested along with OIC funds (current return in the region of 5%). DH will speak to Gareth Waterston (OIC) about the possibility of this. **DH**

#### **7 Quarry:**

PB had contacted the supplier in Caithness who had informed him that the coaster will be available week beginning 17<sup>th</sup> March. Further information is required.

Action: email cost of each type of aggregate, landed in Westray round the Board (once known). **PB**

Enquire about the possibility of using Pierowall Quarry for storage. **DH**  
Check VAT situation (including trading levels) with Alan Long. **JR**

**8 AOCB:**

Learning centre; Corinne had submitted her report for February and requested that the finance management of courses be done through the WDT office. This was agreed. **JR**  
Request for participants in Caledonia TV programme: it was agreed PN would be put forward for this. **PN**  
Sara Friend (PhD student) was asking to speak to someone regarding the community turbine; this will be passed on to WRE Ltd. **JR**  
PB had been in further discussion re goose cull; the Board asked him to submit an application to PEG for recommendation to the WDT Board. **PB**  
The Board agreed to pay for the remainder of Andy Makin's high level leadership course (£250).

**9 Date of next meeting: Monday 24<sup>th</sup> March 2014 at 7pm in the community classroom.**

*JR left the meeting at 9.30pm*

**10 WDT Board only, review of the meeting:**

Website updating was missed from the formal part of the meeting by mistake. It was agreed to ask Janice to contact Phill Hellewell to ask for a cost to keep the website updated. **JR**

It was agreed to purchase a laptop computer for Andy when he starts work. Janice to order. **JR**

It was agreed to formally ask Andy and Family to the opening of the Hofn. (Could you send him an invite please Janice?) We would reimburse his costs on receiving his receipts. **JR**

It was agreed to cover Andy's removal costs to Westray up to the sum of £2000.00

Meeting closed at 10pm