

Minutes of the Board meeting of Westray Development Trust (WDT) held Tuesday 3rd March 2015 at 7pm in the Community classroom

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

Attending: Janice Rendall (JR), Andy Makin (AM)

1 Welcome and apologies: Philip Bews (PB) had notified that he'd be late due to another engagement.

2 Minutes of Board meeting 10th February 2015: Proposed PN Seconded GD

3 PEG report:

SMG07/2014 Westray Golf Club – project management funding £328.20

WT declared an interest as he had been appointed WGC Captain at the recent AGM; he left the room while this was discussed.

This money will be used to employ a project manager for 20 hours to enable the Golf Club to become an incorporated body which will place it in a position to develop its future aspirations.

The total cost of this project is £478.20 which includes £150 incorporation fees.

Recommendation: approve the funding request of £328.20 to Westray Golf Club for project management fees. OR approve use of WDT Operations Manager time to assist with this project.

Decision: The Board accepted the recommendation from PEG to approve the use of WDT Operations Manager's time.

STG24/2014 Hume Sweet Hume – photography workshop (total course cost £750)

This course will give two members of staff the skills required to produce professional looking images of their products, taking advantage of online resources. Once completed, they'd be willing to share their knowledge and experience with other local crafters.

Recommendation: approve funding of 50% of the course fees (£375). Require to know which two individuals will be taking part in this workshop (for sake of recording training grant recipients).

Decision: The Board accepted the recommendation from PEG

TG15/2014 Andy Makin – day skipper training (total course cost £400)

AM left the room while this was discussed

This training will consolidate Andy's Day Skipper Theory course and go on to enhance his skills, knowledge and confidence on the waters around Orkney.

Recommendation: approve funding of 50% of the course fees (£200).

Decision: The Board accepted the recommendation from PEG.

TG16/2014 Malcolm Brown – Human Element Limitations Management training (total cost £375)

This training will ensure that Malcolm's Masters Certificate remains coded. This is a personal requirement, as directed by the Maritime and Coastguards Agency. This course is not covered by Orkney Ferries. This will ensure that Malcolm maintains his employment with Orkney Ferries.

Recommendation: approve funding of 50% of the course fees (£187.50).

Decision: The Board accepted the recommendation from PEG.

TG17/2014 Brian Scott – Farmskills course (care of new born calf)

TG18/2014 Raymond Rendall – Farmskills course (care of new born calf)

TG19/2014 Richard Jarvis – Farmskills course (care of new born calf)

TG20/2014 George Drever – Farmskills course (care of new born calf)

GD left the room while this was discussed. Total course fee is £40 plus VAT. All applicants meet with training grant criteria.

Recommendation: approve funding of 50% of the course fees excluding VAT (i.e. £20) to each applicant.

Decision: The Board accepted the recommendation from PEG

TG21 Corinne Curtis – SCF Spinning course (total cost £40)

Corinne meets with training grant criteria.

Recommendation: approve funding of 50% of the course fees (£20)

Decision: The Board accepted the recommendation from PEG.

TG22/2014 Georgina Low – SCF Horticulture (total cost £36 Over 60s discount)

TG23/2014 James Low – SCF Horticulture (total cost £36 Over 60s discount)

Both Georgina and James meet with training grant criteria.

Recommendation: approve funding of 50% of the course fees (i.e. £18) to each applicant.

Decision: The Board accepted the recommendation from PEG.

4 Operations Manager's report:

Items 1, 2, 5 and 6 were for information only

Item 3 Social Enterprise World Forum – if WDT are offered a place it should be accepted and AM will attend. **Agreed**

Item 4 Western Isles Visit – this project will go ahead. **Agreed**

Attendees will be two directors from both WDT and Westray Renewable Energy Ltd and one member of staff. **Agreed**

Item 7 Housing needs survey – both WDT and OIC are aware of folk that have some thoughts of moving on into a mortgaged property. It was agreed that AM make contact with these folk to get them to complete a survey. **Action: AM**

Item 8 Financial schedule and policy – under agenda item 6.

Item 9 Play park equipment – all the equipment has now been distributed to the purchasers. Grateful thanks go to Daniel Marcus Construction as without the use of their machinery and team, the task would have been made much more difficult.

5 Finance and Admin report:

WDT had received payment of FITs for the factory turbine to the sum of £11,927.28. There will be a few weeks to claim still from the last payment to the date the turbine collapsed. Janice was thanked for picking up on the uncompleted application documentation and successfully claiming this amount of FITs going back 5 years.

Under the finance section, it was noted that there were a small number of historical grants which had yet to be claimed. It was agreed that a condition of grant be included whereby the funding must be used within 12 months of award. If this is not possible, an extension can be requested but only one extension will be permitted.

PB came into the meeting at 7.50pm

6 Community Funding – policy and processes

One change to the terminology – where it says Top Line Budget, change to Gross budget.

On page 6 use 'e.g.' instead of 'i.e.'

The changes should be discussed with PEG; it was agreed that the two WDT reps on the PEG along with the staff team will do this.

The documents; 'Community Funding – Policy and processes' and 'Schedule of Financial Delegation' were accepted with the minuted changes and will take effect from 1st July 2015.

7 HIE directors discussion day:

PN attended this on behalf of WDT and said he thought it was very worthwhile. It is expected to hold this same event every six months.

8 AOCB:

Repayable grants/underwriting: there is currently not a provision for this in the policy. It was agreed that AM will develop this. **Action: AM**

Westray Renewable Energy Ltd, Articles of Association: AM clarified a couple of points – co-directorship, there is no problem with this as the person is a director of the Board on which they are sitting at that precise time; conflict of interest should be declared as per usual.

DTAS recommend that the parent company should appoint the Board of the trading subsidiary however, it was realised that locally this would prove difficult and so the compromise has been made that WRE will have the authority to appoint directors provided they have liaised with WDT.

The Board then made a decision on the approval of this document – unanimously accepted.

Joint emergency services unit – it was agreed that AM should investigate this. **Action: AM**

Road material scheme – the allocation has been done for this year, look at this again next year.

Westray Farmers Development group – this is not a trust project and therefore AM and PB will meet to develop this into an application.

9 Date of next meeting: Tuesday 7th April 2015 at 7pm.

JR and AM left the meeting at 8.50pm

10 WDT Board only – review of the meeting

Pension provision discussed further with more information required.

Meeting closed at 9pm.