

**Minutes of the Board meeting of Westray Development Trust (WDT) held Monday 4<sup>th</sup> March 2013  
at 7pm in the Haff Yok**

Present: Daniel Harcus (DH) Chair, David Seatter (DS), Douglas Leslie (DL), June Harcus (JH), Ann Rendall (AR), Margaret Hutchison (MH), Philip Bews (PB), George Drever (GD), George Costie (GC)

Attending: Janice Rendall (JR) Minutes, Corinne Curtis (CC) Community Development Officer

**1 Welcome and Apologies:** DH welcomed everyone to the meeting. There were no apologies to record.

**2 Minutes of previous meetings:**

4<sup>th</sup> February 2013 (Part 1): Proposed DS Seconded AR

Matters arising:

Item 2: JR has emailed William McEwen again asking for information on the group taking over BioFuels. The Board agreed to give the deadline date of the next Board meeting for further information and then a decision would be taken on the future of the equipment.

4<sup>th</sup> February 2013 (Part 2): Proposed GD Seconded JH

No matters arising

18<sup>th</sup> February 2013: Proposed MH Seconded PB

No matters arising

**3 PEG:** The recommendations were circulated prior to the meeting.

(A copy of the charitable goals is available from the office)

**32/2012 Refrigeration engineering equipment:** Fits with charitable goal 'f'.

**Recommendation – Approve a grant of £2500 towards the purchase of tools and equipment (as listed in application) for refrigeration engineering use**

With the following conditions: - A grant obligation of 5 years

-Every effort is to be made to employ and train an apprentice within this time, (or train a younger existing staff member)

**Decision: The board accepted the recommendation from PEG with a follow up to be carried out in six months of the condition of employing and training an apprentice.**

**45/2013 Westray Sports Club:** Fits with charitable goal 'a'.

**Recommendation – approve the full grant of £500**

With the conditions: - Applicant will be required to produce original invoices or receipts for the full amount

-A report on the use and benefit of funds to be made (including photographs if appropriate)

-WDT to be acknowledged as a funder in any promotion or documentation

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

**13/2013 Group applicant – purchase of advertising materials for Regatta day (and other use):** It was not clear to PEG how this project would directly contribute to any of the charitable goals of the Trust although it would possibly have limited impact in 'g'.

**Recommendation – Decline application on the grounds of:**

-Insufficient community benefit under the charitable goals of the Trust

-The high cost of the project relative to benefit

-The business advertising component is not appropriate for WDT to fund (under the charitable goals of the Trust)

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

**12/2013 Charter of the 'Swan' for four days over Regatta weekend:** The component that would include reasonable costs of transporting members of the Cullivoe Dance Band to play at the Regatta Dance (that would be open to the public with a reasonable entry charge) may fit with charitable goal 'a'.

**Recommendation – Defer, as insufficient information to make a decision**

-Request a more detailed proposal, including confirmation of how many of the Cullivoe Dance Band would definitely be using the 'Swan' for transport from Shetland, and an indication of likely fare or excursion trip income (e.g. for short trips from Pierowall)

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

**8/2013 Drivers licence training grant:** Fits with charitable goals 'e' and 'f'

**Recommendation – In principle the PEG unanimously recommend that this be pursued, with no restriction (at present) on a total annual budget for the number of people supported, but a cap on the total amount per person. The mechanics of how this grant scheme would operate still need to be sorted out before applications are accepted.**

**-CDO to do some further investigations into options (including local or Kirkwall instructor providing some lessons on Westray)**

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

**19/2012 Play Park:** Previous application

**Recommendation – the PEG would now require a copy of the response from Community Spaces Fund, details of three quotes, and a more detailed breakdown of the project budget before making further recommendations.**

The applicant had requested a meeting with DH to discuss the project.

**Decision: DH will meet with applicant and JR will attend as per PEG request. No decision was taken on the recommendation from PEG.**

**9/2013 Business Unit purchase:** CDO presented a proposal for putting in an expression of interest to HIE for purchase of a second business unit. The PEG did not consider this proposal should be assessed until the Board had made a decision on whether they want to invest in property. As this would be a WDT project, the application needs to come from the Board. Background document was passed on the WDT Board.

**Recommendation – That the WDT Board consider whether property investment, and in particular this project, would meet their charitable goals**

**Decision: The Board unanimously agreed that WDT submit an expression of interest and a decision will be taken on whether it should be pursued, if the Unit becomes available.**

**10/2013 Land purchase for community use:**

**Decision: The Board unanimously agreed that they would not pursue land purchase at the present time.**

**11/2013 Rapness Small Boat access:**

**Recommendation – the CDO continue to investigate this proposal. The proposer is asked to update the proposal including the outdated list of potential users. Revised costs are obtained.**

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

**7/2013 'Blue Door' type charity shop for Westray:** Fits with charitable goals 'g' and 'c'.

**Recommendation – A steering group be formed to look at options (advertisement in shop windows, Facebook, What's on)**

**Decision: The Board agreed with the recommendation from PEG. CDO to advertise a meeting and JH will attend as WDT Board member.**

**4 CDO Report:** The report had been circulated prior to the meeting.

**Action: PB to ask if turbine page can be put back up on the website.**

Training for those wishing to learn how to use the internet – **approval given for the poster to be put up with CDO contact details on it.**

CDO is awaiting tutor approval for student placement visit to Tiree

**5 Office report:** The report had been circulated prior to the meeting.

On the advice of the BT installation man, a new socket needs to be installed in the meter box in the office. **Action: Contact DHC to organise electrician to do this**

JR

Discussion on Hofn finances and organisation was held. **Action: speak with Edith**

GD

**The situation will be reviewed before the re-opening of the Hofn.**

**6 Finance:** A copy of the budget reconciliation was circulated prior to the meeting.

The costs of the electrical work at unit 1 had not been provided for within the capital budget of WDT, therefore the payment had resulted in an over spend on the budget. **Approval was given to transfer funds from 'reserve' to capital to cover this cost.**

A budget for WECIC salary and expenses had been set up. In light of advice received, JR was asking if this budget should now be closed and the balance transferred to another budget. **The Board agreed to leave this budget in at present.** Following on from this, DH suggested that WDT invite Alan Long to a meeting with WDT Board to discuss the financial situation and set up and that an investment advisor also be invited. **The Board agreed. Action: Contact Alan Long to discuss**

JR

WDT had received an invoice from the owner of Daisy Cottage for charges towards rent, cleaning and electricity during Garth Mackenzie's stay there. GM had given his consent (by email) that any outstanding debts were paid for using the final salary payment due to him. The invoice total is above that which would be due to GM and therefore **the Board took the decision to pay the excess.**

**Action: Contact Alan Long to ask how this transaction is recorded in WDT accounts**

JR

WDT had received an invoice from Harper MacLeod for HR advice. This advice had been requested by the advisors to the Board. **The Board agreed to pay the invoice.**

**7 Loans and PRI:** Advice received from VAO was circulated to Directors prior to the meeting. This will be added to the agenda of the meeting with Alan Long.

**8 Westray Processors turbine and quarry:** DH asked that items 8 and 9 be discussed together.

**9 WECIC:**

At the recent meeting of the WECIC Board, the Directors asked what the situation was with company now that the enterprise manager had resigned. There are a couple of projects that could potentially be handed over to WECIC to enable it to begin trading but they require a bit more work to get them to that stage. Those projects are the quarry and the turbine at Westray Processors (WP).

DH had attended a meeting with John Drever, Chair of the WP management committee and the results from that were that WP were keen to see the feasibility study on the factory being carried out and that the turbine project be investigated further.

DH suggested that small working groups be set up to take forward both the quarry and the turbine. He suggested that DL and PB be involved in the quarry sub group for the reasons that they are both business men with a knowledge of aggregate usage and needs on the island and they are also Directors on the CIC so would have a knowledge of the project once it got to the stage of trading.

The Board agreed to this proposal and PB and DL accepted. They will meet with CC to discuss where the project has got to.

The decision on the factory was that the Board are willing to sanction the feasibility study (up to the cost of the £10k funding received) with the agreement of WP.

The WDT Board are also willing to discuss the turbine project provided that other advisors are not involved at this stage. If Westray Processors have other advisors they wish to use WDT board would wait for their report to be presented along with their business plan if they wish to apply for financial support.

**Actions: DH will speak to JD regarding the involvement of WDT in the turbine project and the feasibility study. DS will speak to Scottish Hydro (Stevie Burns) in the first instance and then liaise with WP committee if asked.**

The reply to the WECIC Board will be to remain as is at present as the WDT Board are looking into projects to enable the company to begin trading.

**10 Big Hanna moving:** The factory is requiring the building that the machine is housed in at the moment and so has asked that it be removed from their premises. The machine will fit into the container at Gallowhill.

DH declared an interest and the rest of the board agreed to hiring the load all from DHC to move the machine. **Action: JR to contact DHC to arrange the removal.**

DS brought up the issue of the tins for recycling that were now sitting in the bus shed at the Pierowall Quarry. **Action: JH agreed to co-ordinate the disposal of these tins.**

The engine for the electric vehicle is still in the container at Gallowhill as the purchaser didn't have room for it at the time he came to pick up the vehicle. He does not want the engine and so WDT will dispose of it as appropriate.

### **11 AOCB:**

High Level management course: PB and DH will attend this course on behalf of WDT. Directors of WDT are permitted to reclaim reasonable expenses incurred in the course of their duty. **The Board agreed that WDT would pay the course fees of £500 per candidate and that PB and DH should reclaim travel expenses in relation with the course.**

DH gave an update on the situation with the Trust laptop that had gone missing. It has been reported stolen to the Police and we wait to hear the results of their investigation.

DL brought up an issue with the advice that the Board had received from VAO regarding the employment of staff within a charity. He stated that the advice they had been given was that a charity must employ staff to carry out the work but that he had been in contact with OSCR who had informed him that charities can contract in services.

**12 Date of the next meeting:** The meeting with Alan Long will be the next meeting and it will be decided then when the next business meeting of WDT will be held.

*CC left the meeting at 9.15pm*

### **13 WDT Board – review of the meeting:**

Staffing capacity was raised and a review would be carried out.

The requirement for a suitable manager is still with us and directors would have a look at the jobs that could be undertaken by a new manager if we decided to fill this post again.

This would be on the agenda for discussion at the next meeting.

With no further business to discuss, the meeting was closed at 9.40pm