

Minutes of the Board meeting of Westray Development Trust (WDT) held on Tuesday 7th April 2015 at 7pm in the community classroom

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

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

1 Welcome and apologies: Apologies received from David Seatter (DS) and Philip Bews (PB)

2 Minutes of meeting 3rd March 2015: Proposed PN, seconded WT

Matters arising:

4/ Housing survey – 6 returns to OIC, know of a couple more but unsure if they will actually complete survey. It would appear that some thought this was an application for housing rather than a survey on housing needs – this has been clarified.

8/ Joint emergency services unit – nothing further has been done on this.

Action: AM

3 PEG report:

TG24/2014 Richard Jarvis – Farmskills courses (Safe & effective use of antibiotics and medicines on farm & Calving) Total cost £160 (+VAT)

Both courses will give Richard a better understanding of the correct procedures, treatments and use of equipment associated with calving and medicating his herd. Richard meets training grant criteria.

Recommendation: approve a training grant of 50% of the course costs (£80).

Decision: the Board accepted the recommendation from PEG

TG25/2014 Raymond Rendall – Farmskills course (Calving) Total cost £80.00

This course will help Raymond recognise how to identify and correct calving problems. Raymond meets training grant criteria.

Recommendation: approve a training grant of 50% of the course costs (£40).

Decision: the Board accepted the recommendation from PEG.

SMG08/2014 Westray Parent Council – purchase of football strips and footballs for the after school football coaching sessions Total application amount £342.40

This money will be used to purchase football strips for 5/6 year olds and footballs for the after school football coaching sessions held from April to October each year. The applicants have very limited funds but are very fortunate to have a group of very willing volunteers who give up a lot of their own time to help coach and encourage the young footballers. They plan to take the youngsters to various tournaments this summer but at present have no kit for the really young players. This money will be used to buy 6 small Adidas strips with printed logos and 10 x size 3 footballs and 10 x size 4 footballs.

Recommendation: approve funding for the strips and footballs. The strips should display the WDT logo; if this is not the logo mentioned in the application, recommend WDT include funding for this.

Decision: the Board accepted the recommendation from PEG.

SP10/2014 Tourism Development Office – website, guide book and promotional material. Total application amount £5500. PN declared an interest in this project.

Note that a parallel bid has been submitted to Santander which if successful will reduce the amount of grant required from WDT or may indeed remove the need for a WDT grant.

The website, guide book and promotional material will be used to promote Westray and develop a distinctive 'brand'. The TDO will provide content and accessibility statements; the web domain and 'shell' structure are being provided free of charge along with a substantial amount of the content including photographs and artwork.

This will bring together under one umbrella all aspects of Westray life and activities, showcasing the island to a wider audience. Spin-off products will include a book, the proceeds of which will be donated to Westray Heritage Trust, and marketing material which can be used by local businesses and organisations. The website will include opportunities for advertising and possibly sales. After initial set-up it is expected to be self-supporting.

Recommendation: approve the full amount of funding (£5500) or a percentage if other funding bid is successful.

Decision: (PN declared an interest and so did not have a vote). The Board accepted the recommendation from PEG with the additional condition of any profits made from this project should be kept within the Tourist Association rather than transferred to WHT.

4 Operations Managers report:

3/ Repayable grants: applications which come in with this request should be treated as a grant by PEG and WDT and awarded as such with a special condition added to the T&Cs stating that grant should be repaid to WDT when funds allow. **Board approved**

4/ Distillery – WDT can't make any commitment without first seeing figures/business plan etc. **Action: AM**

5/ Western Isles Visit – AM will book travel and accommodation on the basis that there will be five people attending. He will require confirmation of those attending by next Wednesday (15th). **Action: AM**

Learning Centre review: the current SLA expires in June. Discussion took place regarding a renewal of the SLA or the possibility of a permanent employment contract. The Board took the decision to renew the SLA with Corinne Curtis with an increase in hours to 14 per week. This SLA will stand for 1 year and be reviewed again in April 2016.

5 Finance & Admin report:

WECIC: the Board decided to include current year expenditure concerning the CIC (£337) into the existing loan amount of £5568 under the same terms as were established in December 2013.

The Board took the following decisions regarding outstanding funds:

'Waste project' £31,913.55 – transfer this budget into the 'reserve'

'Quoygrew' £378.27 – transfer this budget into the 'reserve'

'Westray Proc. Turbine' – once all finances have been settled, close this budget and transfer to 'reserve'

'Young Roots' – AM will apply for this funding for the Peedie DT

The account with Adam & Co is now open.

6 Loan application:

The current process states that the finance sub group will do the initial assessment of loan applications before passing onto the full board to make a decision on whether to submit to Developing Strathclyde Ltd (DSL) for further assessment and appraisal.

It is proposed that this process be changed to: The finance sub group, comprising of three WDT directors and bringing in the WDT chair for the purpose of loan assessment, will carry out the initial assessment on the loan application and make a decision on whether to send to DSL. Once the DSL appraisal has been received, the full WDT Board will make the decision on whether to approve the loan or not. **Board approved**

Regarding the current loan application:

Send the application on to DSL for appraisal **Board approved**

Loan applicants will be liable for the DSL fees regardless of whether the loan is approved or not. DSL should liaise with applicants regarding this. **Board approved**

A statement regarding the payment of fees by the applicants be included in the loan policy **Board approved**

7 AOCB:

AM gave an update on the Peedie DT – he had five attend on Saturday and ten will attend the session on Wednesday 8th.

AM has had confirmation of his fire training in May for two weeks and asked for approval for time off. **Approved**

PN had attended the Third Sector Forum meeting in Kirkwall – once he receives the minutes and notes, he will email onto Directors.

8 Date of next meeting: Tuesday 5th May 2015, 7pm in the community classroom

AM & JR left at 8.45pm

9 WDT Board only – review of the meeting:

More info on pensions to be discussed at our next meeting

Meeting closed at 8.55pm