

Minutes of the Board meeting of Westray Development Trust (WDT) held Tuesday 2nd May 2017 at 7.30pm in the community classroom

Present: George Drever (GD) Chair, Edith Costie (EC), Douglas Leslie (DL), William Turnbull (WT), Ian Ricketts (IR), Peter Needham (PN), Andrew Seatter (AS)

Attending: Janice Rendall (JR) Administration & Finance Officer

1 Welcome & apologies: Apologies received from Kayleigh Seatter (KS), Philip Bews (PB) and John Stout (JS)

2 Minutes of previous board meeting: 4th April 2017 Proposed WT, seconded PN
No matters arising

3 Administration & Finance report:

1/ Finance: JR raised a couple of questions regarding budgets for WDT projects – WDT share of the growing project and the fund raising shop. She is to check back through minutes (and the funding applications for the growing project) to determine the WDT share of the costs. **Action: JR**

AS informed the Board that Daniel Marcus Construction (DHC) is carrying out tests in order to provide an installation test certificate for the fund raising shop which then raised the issue that the Hofn will also require this procedure to be carried out. JR will arrange with DHC for the Hofn and the office. **Action: JR**

2/ Funding: Funding awarded by staff this month was:

Jonathan McEwen - £125 towards course costs for RYA Powerboat Level 2

Westray Baptist Church - £300 towards a gospel music weekend bringing the Northern Ireland band 'Live Issue' to Westray

Westray Lifeboat Guild - £200 towards an event bringing 'Da Fustra' to Westray

JR explained that there were a few outstanding grants from previous years and that she had written to the applicants stating that they needed to be claimed by 5th April or that an extension to the funding should be requested by 31st March; she had had no response in relation to the grants and therefore the Board decided that these grants should be closed and the applicant informed. **Action: JR**

3/ Query: WDT were approached by someone asking if it would be possible to run Business night classes funded in the same way as the Higher English night class had been i.e. the tutor would submit an invoice to WDT for the course cost (6 participants @ £220), participants could apply for up to 100% funding from WDT and WDT would invoice participants for the course costs not covered by grant. Discussion took place and it was decided that, because Business is not a core subject, WDT would not consider 100% grants to participants. Therefore the enquirer would be informed that WDT would consider grant applications from participants under the education and training grants scheme only and that WDT would not provide the administration for the course. **Action: JR**

4/ Growing project: LEADER require a start-up meeting with successful grant applicants which would involve the lead applicant and another person from WDT. It was decided that until JR had begun the initial claim on the project, this meeting would be postponed.

Following further discussion on the outside space (£2,000 budget set at last Board meeting) it was decided to postpone the development until the end of this year when the gardeners could prepare the space for use next spring. JR will inform Mark of this decision. **Action: JR**

5/ Housing: the next stage of the project is to carry out a full feasibility study on the identified plots of land and development on them. There is funding available through the Scottish Land Fund and Rural Housing Fund for this kind of work but it requires a full brief to be composed and the work to be put out to competitive tender. JR had discussed this with GD and felt that she did not have the time to carry out this task and so it was to be postponed. However, Chessa at Highlands & Islands Enterprise had suggested 'buying in' the skills to write the brief, and subsequently contacted Luke Fraser at Orkney Islands Council. Luke said that he was willing to come to Westray and assist with the composition of the brief. He will be here on 30th May and will meet with the Board in the evening to discuss the project and the Islands Housing Fund.

6/ Quarry: WDT had received an update from Dalgleish Associates – they are progressing the legal agreements and once they have a way forward with them and sufficient detail of operations, they should be in a position to complete the drafting of a planning application.

They require information on the working method and plant, including the programme for extraction, for crushing and for stockpiling and DL will meet with JR in the office to put together this information for them. **Action: JR/DL**
It had been suggested to Dalgleish Associates that the WDT yard could be used for stockpiling but the Board felt that this would involve double handling of the materials as well as additional security fencing which would incur needless extra costs. Therefore it was decided that the materials would be stockpiled within the quarry site.
JR will pass on the contact details of interested parties to Dalgleish Associates. **Action: JR**

7/ Graduate Placement: IR, PN and Eileen Woodhouse (Administration Assistant) will carry out interviews with the applicants. IR is away south from Saturday morning but it was suggested that interviews could be conducted through Skype. **Action: IR/PN/EW**

Fiona Smith at Sorton will be asked to draw up the employment contract and check pension requirements for the successful applicant. **Action: JR?**

8/ Hofn: EC gave an update on the meeting with parents and how the Hofn is running now that it had been re-opened. She asked for permission to purchase a stepladder to enable the youngsters to reach the projector and this was approved by the Board. She also said about various maintenance issues and will put together a list of requirements and give it to JR to action. **Action: EC/JR**

She asked for an update of remaining funds for the refurbishment as she wanted to consult with the youngsters on paint for the big room. **Action: JR**

She also informed the Board that she planned to help the youngsters with a fund raiser to buy a games console for the small room as it was little used at the moment.

EC was thanked for taking on the Hofn and sorting out the situation.

9/ CCLA: Heather Lamont will be in Westray on 25th May to meet with the Board in relation to the funds invested with CCLA. There will be a working lunch and JR will sort catering for this. **Action: JR**

EC offered to collect Heather from the plane and to take her a tour of the island if this was something she wanted to do. **Action: EC**

10/ Fundraising shop: the Board had approved, by email, a budget of £200 for JR to purchase shelving and other suitable items to display goods for sale but she had not found anything suitable when she was in Kirkwall on Friday. EC has offered to liaise with groups regarding the painting and 'kitting out' of the units. **Action: EC**

The painting of the outside of the units is in hand. One unit is in place and the other is ready to be put in place once the walkway to join the two has been sorted.

Office heating – JR will engage with DHC regarding this. **Action: JR**

4 Fundraising shop- quotes for door and heating:

The door on the unit is unsuitable and so DHC was asked to quote for replacement PVC door and fitting. The quote had been received and was £975 plus VAT – the Board approved this expenditure and JR will inform DHC of this. Bruce Liddle had been asked to provide a quote for the supply and installation of an air to air heating system for the units and had provided this. The quote was £1,344.60 plus VAT and the Board approved this expenditure. JR will inform Bruce of the decision. **Action: JR**

5 Project Evaluation Group further information on previous applications:

DG03/2016 – more information was requested on this application at the last Board meeting. Following discussion at PEG and Board, this application has not been approved. The applicant will be informed. **Action: JR**

DG04/2016 – this application has been withdrawn by the applicant

DG05/2016 Westray Sailing Club – Skiff build project: the original application stated that the boat would be built ON Westray however, through correspondence with the applicant it was noted that the intention was to provide the materials to an apprentice boat builder based in Stromness and that the hull of the 'Westray' skiff would be built there and transported to Westray for kitting out. Following discussion it was decided that the offer of the grant still stands but only on the condition that the boat is built on Westray. **Action: JR**

DG13/2015 Westray Golf Club – 5 year plan Year 2 funding: WT left the room while this was discussed. WGC had provided an updated cash flow forecast and a report on year 1 funding which was assessed by the Board. It was

noted that although the expenditure was higher than forecasted, the income was also considerably higher than forecasted. Therefore, the Board approved year 2 funding on the same conditions as year 1 (provision of a progress report and updated cash flow forecast in order to consider year 3 funding). **Action: JR**

6 Correspondence:

a) North Isles Landscape Partnership monitoring and evaluation meeting: there will be no one attending from WDT due to lack of available time.

b) European Small Islands Federation visit: the group are welcome to come to Westray however, WDT won't contribute towards costs or take on organisation of the trip.

c) Restructuring the Third Sector Forum: there will be no one attending from WDT due to lack of available time.

d) Sunspace proposal: it was felt that this proposal was not something that WDT would pursue.

7 AOCB:

Development Trust networking meeting: DL will attend this on behalf of WDT if it is held in June, he is not available before then.

Visit to Unst, Shetland: this was something that had been discussed following a visit from three ladies from Unst. It had been suggested that the visit take place in May but it was felt that there wasn't enough time available to organise it and so it might be considered again for August or September.

Links of Noltland study: PN has offered to deal with this in Andy's absence. **Action: PN**

8 Date of next meetings:

25th May – meet with Heather Lamont in the Hofn 12.30 for 1pm for a working lunch

30th May – meet with Luke Fraser to discuss housing 7.30pm until 8.30pm in the community classroom

30th May - strategic planning brainstorming 8.30pm – 10pm in the community classroom

6th June – next full business Board meeting, 7.30pm in the community classroom

9 Long Term planning strategy: because of the amount of business dealt with, this has been postponed until 30th May.

JR left the meeting at 10.05pm

10 WDT Board only:

Nothing to report.

The meeting was closed at 11pm