

**Minutes of the Board meeting of Westray Development Trust (WDT) held on Tuesday 6<sup>th</sup> June 2017 at 7.30pm in the community classroom, Westray**

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

**Attending:** Janice Rendall (JR), Eileen Woodhouse (EJW) Minutes, Mark Dickinson (MD) Food Miles Project update only.

**1 Apologies:** John Stout (JS)

**3.4 Update on Food Miles Project**

MD attended the meeting to update the Board on the Food Miles Project. £100 worth of produce has been sold so far; £40 per week of cucumbers. The tomatoes are slower in coming to ripeness. MD is unsure if the priorities are commercial or community based; we cannot successfully meet both commercial and community targets. The current greenhouse set up is ideal for a community based project but not for a commercial project. There are issues with heat loss and the consequent cost of trying to keep an even temperature in the greenhouses. To continue to produce through the winter months is likely to be very expensive in heating costs and we may need to look at artificial lighting as well. This would need to be carefully assessed as some forms of lighting are not suitable.

MD is confident that with some development we could extend the current set up into a break-even community growing project.

JR advised that if we want/need to make any changes to the original plan we would need to request a change agreement with LEADER.

This is a two year pilot project which must meet certain conditions from the funder, LEADER. MD is happy that we can satisfy whatever conditions are in place.

The Board agreed that AS and PB would monitor the Food Miles Project to ensure that the conditions and project milestones are met (or if not that we can justify/explain why not) and to consider the best way forward for the project. MD left the meeting at 8.05pm.

**2 Minutes of previous board meeting:** 2<sup>nd</sup> May 2017

Proposed AS, Seconded PN

**3 Administration & Finance Report**

**3.1 Finance:** The Board agreed to the proposed increase in the Essential Expenditure Budget from £98,000 to £102,000 for the financial year 2017-2018 to cover the increased salary costs for the office cleaner and the Administration Assistant. The new figure still allows £5k contingency.

**3.3 Query:** We have no information on any plans that BT might have regarding a cable between Westray and Eday. BT was not represented at the recent NID forum meeting which PN attended.

**Action: DL to make enquiry at the Directors' meeting on Monday.**

**3.4 Growing Project:** We can continue to grow through the winter but it will cost more. The cost of running heaters is 50% more than in the project proposal.

**Action: JR to check on LEADER application what we should be doing.**

**Action: JR to ask Daniel Marcus Construction to provide a quote for hooking up the small greenhouse to the Höfn turbine.**

**Action: JR make the LEADER report available to MD.**

**3.5 Housing:** An Expression of Interest Form has been sent to the Rural Housing Fund with a view to applying for feasibility funding which will be used to carry out investigations into the possible development at four sites within Pierowall and one property at Gill Pier.

Luke Fraser (LF) will continue to work with WDT and will help with funding applications. The Board agree to continue with this project.

**Action: IR to contact LF to let him know that we will continue with the project.**

**3.10 Fundraising Shop:** The new door to the shop has been fitted. It is hoped to be able to start to bring items/fittings into the shop in the next couple of weeks. It is hoped to be able to open the shop next month.

There is no formal budget for this project; EC asked if the £200 previously requested was still available – the Board agreed. EC requested that a £50 float be made available – the Board agreed.

**Action: GD to request quotations from Steven Gibson (1) to paint the exterior and also (2) to supply the paint only.**

**3.12 Links of Noltland:** A sub-group was agreed comprising PN, IR and WT to work up a project for the Links of Noltland. The project would need to involve all interested parties particularly including HES (because of the land question). The Board agreed that the report could be sent out to all interested parties.

KS left the meeting at 9.00pm; before she left GD gave an update on Andy Makin (AM), who has a Fit Note for a further four weeks.

**Action: JR to put copy correspondence in AM's file.**

**3.13 North Isles Landscape Partnership Scheme:** Hazel Moore has been in touch with the NILPS; it was agreed that there should be a single point of contact at WDT. JR was designated as our point of contact.

#### **4 Quarry**

PB left the room whilst the Quarry project was discussed. The notes from the meeting concerning the Quarry project will be issued separately to non-interested directors only.

#### **5 External Notice Board**

We would need planning permission for a free standing notice board. A notice board attached to the end of the fundraising shop, or attached to the Höfn building, or attached to the existing poles which support the HIE notices would be preferable.

**Action: EJW to check costings for a notice board to be fitted as above.**

#### **6 WDT Project Management**

There is a Future Strategy Workshop arranged on Tuesday 13<sup>th</sup> June with Ewan Mclellan (EM); as many directors as possible should attend. The report on Project Management submitted by IR can be used at this meeting.

IR expressed a view that the Board meetings could be more focused by having email discussions on relevant topics prior to the meetings.

A 'Wish List' of projects had been proposed and discussed in 2013; ideas from this could be used for future planning.

**Action: JR distribute the Wish List to directors.**

**Action: GD look at setting up a meeting with EM and two or three former WDT directors.**

#### **7 Correspondence**

**7b Scottish Resilient Communities Fund:** It was thought that this project, to provide a hook-up generator at the school, might be more appropriate for the Westray Community Council. WDT do not have the staff to undertake a new project at this stage.

**Action: GD to speak to DH about this.**

**Action: JR respond to the Council declining the opportunity to apply.**

**7c DG05/2016:** It was agreed to revise the previous decision with regard to the funding application DG05/2016 for the Westray Skiff following receipt of further information. The Board agreed to fund the £3,000 requested without the condition that the skiff be built in Westray.

**Action: JR to write to Sam Harcus to confirm.**

#### **8 AOCB**

**Remote access to the server:** Following a request from IR to be able to access documents on the WDT server from home, RM Computing had proposed two options. Concerns were expressed about remote access being made available. This item has been deferred until later.

**Action: EJW check with RM Computing the cost of monitoring such usage.**

**Membership applications:** Applications for membership of the WDT had been received from EJW and John Banks. The Board approved these applications.

#### **9 Date of Next Meeting**

Tuesday 4<sup>th</sup> July 2017.

JR and EJW left the meeting at 10.50 pm.

#### **10 WDT Board only**

**Additional hours worked by JR:** JR has accumulated a considerable number of additional hours work during the absence of the Operations Manager. The Board agreed to pay her for these hours and for future hours worked in this respect.

**Utilising existing Trust experience:** The Board discussed ways of tapping into existing knowledge and experience of the Trust particularly with respect to former directors.

**Action: GD to speak to David Seatter regarding his possible help with the Housing and the North Isles Landscape Partnership Scheme projects.**