

**Minutes of the Board meeting of Westray Development Trust (WDT) held Monday 29th April 2013
at 7pm in the Community Classroom**

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

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

Apologies: George Drever (GD)

1 Adoption of minutes of meeting held 25th March 2013: Proposed DS Seconded AR
Matters arising: DH confirmed that the Big Hanna composter had been removed from the premises at Westray Processors and is now in storage at Gallowhill.

2 PEG recommendations from 15th April 2013:

A copy of the goals of WDT is available from the Trust office.

19/2013 Screen machine visit: fits with goals a), e) and f)

PEG Recommendation 1 – the Board approves sponsorship of a minimum of £100, but up to the full £325 if Community Council does not have funds to support this.

It has been confirmed that WCC will contribute £325 towards this project but it was recommended that WDT contribute £100 also.

WDT Decision: The Board agreed to the PEG recommendation and granted £100 funding.

20/2013 Water tapping: fit with goals not stated

PEG Recommendation 2– DEFER. In principle, the PEG would support this project, however would need to see a formal quote first, and understand more clearly why a new tapping was required. They would also recommend that existing funding should be used first if this is available.

WDT Decision: The Board accepted the recommendation from PEG

Expression of interest – Golf Course Project Development: fits with goals a) and f).

PEG Recommendation 6 – Approve use of CDO time, but review regularly to ensure it continues to meet the Trust goals as well as wider community goals. This recommendation is on the basis that this is a community asset and the project needs to be taken to completion.

WDT Decision: The Board accepted the recommendation from PEG with the condition that the time allocated is within existing CDO contracted hours.

Expression of interest – existing business currently on the market: Fits with charitable goals f) and c).

PEG Recommendation 3 – The PEG strongly believes that the Trust should not allow the business to cease operating when someone is prepared to take it on. This is a business that has a knock on effect and helps the sustainability of the whole island. **The recommendation is the interested party be encouraged to put a business proposal to the PEG/WDT for loan assistance, if this is what is needed to make it possible for them to take ownership of the business and surrounding property.** Any loan offer would be dependent on a viable business plan and subject to available budget at the time of application.

WDT Decision: The Board accepted the recommendation from PEG.

PEG Recommendation 4– (residence criteria) the application policy is revised to allow the ‘intention to reside permanently’ to be sufficient to meet residence criteria.

WDT Decision: The Board accepted the recommendation from PEG

PEG Recommendation 5 – Further investigation is done to see if a condition of permanent residence could legally be put on any loan assistance (i.e. that the loan would be paid back in full if Westray stopped being the applicants main place of residence).

WDT Decision: the Board accepted the recommendation from PEG

Training grant application: assist with the costs of obtaining a full driving license. Costs include driving lessons, practical and theory tests and ferry journeys.

WDT Decision: The majority of the Board approved this application.

44/2012 Recumbent bicycle for WHLC: the full costs have now been obtained - £1370 for the bicycle and £269 freight costs to Kirkwall.

The Board approved the payment of this grant in full.

3 CDO report: CCs report was circulated prior to the Board meeting.

Contact Linda Russell, Orkney College to invite her to attend a meeting in Westray regarding the Learning Centre.

Action: CC

Attend the meeting on 4th June with HIE Assets team

Action: CC

Follow up on the Rapsness small boats access ahead of the Orkney Marinas meeting on 8th May.

Action: GC

Pass the link to the webinar on ‘How to make a social enterprise sustainable in hard times’ to Directors.

Action: CC

4 Office report: JRs report was circulated prior to the Board meeting.

The requested stationery order was approved.

Complete LEADER grant claim form and organise a phone call with the team to discuss. **Action JR**

Discuss the PQASSO system and procedures for reporting to Board.

Action JR & DH

5 Finance report: JRs report was circulated prior to the board meeting.

Contact RBS regarding charges on an operating account and an investment account

Action JR

6 Westray Processors update:

No action required at present as await a reply to letter sent following last Board meeting.

7 Quarry update:

The group will meet with an OIC representative tomorrow (Tuesday 30th April) at the quarry.

CC read the draft expression of interest letter to the Board; **this was approved.**

8 Stone chips update:

Westray Community Council is advertising to gauge the level of uptake in the scheme; applications should be submitted by the next WCC meeting in June. WCC have not set a budget for the scheme as yet. **It was decided that WDT contribution and budget would be decided once the level of interest had been established.**

9 Broadband update:

CC is continuing to meet with the steering group but it is not known what level of input the community can have. This may be established once BT plans have been confirmed.

10 Westray Walks leaflet update:

WCC have committed 50% of the balance to this project. **The Board agreed that WDT would contribute the remaining 50% of the balance;** both organisations paying £441.50.

11 Orkney Rocks update:

DH confirmed that WDT had reverted back to the original grant award letter sent following confirmation from the group of the entrance charges.

12 CDO trip to Tiree update:

CC had given a brief report to the Board but will be submitting a 1000 word report as part of her study. DH stated that he thought some parts of the report may be relevant to WDT and that it should be kept for future reference.

13 Tulloch Loan update:

The loan has been released.

14 Discussions with Developing Strathclyde Limited:

MH confirmed that the video link is working. It was agreed that as many Directors as possible attend this meeting. The date and time is to be confirmed.

15 Play park update:

The Friends of Westray Play Park is working on the stage two application to Community Spaces. They will come back to WDT with firm figures on the costs, funding applied for and the shortfall.

16 Miller's shop update:

PB and AR had met with Wilma Stout and this is progressing.

17 Rapness turbine:

Contact Erik Firth to enquire if there is any value or use in the turbine. **Action JR**

The decision was that if there is no workable value in the turbine, WDT would remove and put it for scrap.

18 Memo & Arts update:

A draft of a new document will be drawn up and sent to DH and DS for first comments. **Action JR**

19 Project priorities:

The list was circulated to the Board prior to the meeting. Some discussion was held and some projects were removed from the list.

DH gave an update on the village sewage scheme.

Update the priorities list and circulate to the Board for the next meeting.

Action CC

20 WECIC:

DH read an email he had received from Alasdair McVicar who was asking for information on the position of the company and clarification on advice the Board had received in regards to the company. DH read the reply he had sent which stated very clearly that WECIC is dormant until such time as WDT has a project to hand over.

21 AOCB:

Westray Heritage Trust (WHT), 'What's on, aff, been in Westray' publication: WDT had received a letter from Peter Needham which highlighted that WHT considered the Trust's contribution to the publication to be funding rather than a purchase of advertising space and the decision taken to

reduce the space WDT used from a page and a quarter to one page had resulted in WHT having to increase the selling price of the publication by 50p per copy.

DL stated that this letter had not come from the Board of WHT (DL is also a Director on WHT).

Discussion was held on the situation of WHT and DL stated that they were in the process of putting together an application to PEG for funding.

The feeling of the Directors was that WDT should be supporting WHT and so **the decision was taken to continue to pay WHT £125 per month towards the 'What's on...' publication but that WDT would just submit what it could, even if this was less than one page.**

WDT processes: a minute will be taken at the next available Board meeting where a decision has been made through email communication.

Grants/funding processes: DS and AR will meet with JR and CC to review the processes, including internal processes.

Community Power Orkney: CC informed the Board that there will be a technical meeting held soon. DH asked that WDT be provided with minutes of these meetings and also agendas for planned meetings so that WDT could establish whether it should send a representative. **Action CC**

22 Date of next meeting: Monday 27th May 2013 at 7pm in the Community Classroom.

Note to minutes:

Item 2 PEG: Training grant application – Directors decided to hold back the decision on the application for driving license grant until further discussion had been held at the next Board meeting.