

## Minutes of the Board meeting of Westray Development Trust (WDT) held Tuesday 5<sup>th</sup> December 2017 at 7.30pm in the Community Classroom

**Present:** Phillip Bews (PB), George Drever (GD) Chair, Douglas Leslie (DL), Peter Needham (PN), Andrew Seatter (AS), Ian Ricketts (IR) (from 9.55pm)

**Attending:** Janice Kirkness (JK), Andy Makin (AM), Eileen Woodhouse (EJW)

**1. Apologies:** Edith Costie (EC), Alan Flint (AF), Ian Ricketts (IR), William Turnbull (WT)

**2. Minutes of previous board meetings:**

Meeting on 31/10/17: proposed – PN seconded – DL

Meeting on 07/11/17: proposed – AS seconded – PB

**3. Operations Manager's report:**

**a. Quarry**

PB left the room whilst AM gave a verbal update.

**Action: AM – draw up tender documents for i) development of the track and fencing and ii) production of aggregate. AM will approach Danny Harcus for assistance with these documents.**

**b. Housing**

An increase of £1,090 to the cost of conducting the study owing to a larger plot of land potentially being available to us at School Brae had been approved by GD prior to the meeting.

An independent valuation, a requirement of the Scottish Land Fund, was arranged with Billy Groundwater at a cost of £360 including VAT. This was approved by GD prior to the meeting.

AM will meet with representatives from the Scottish Land Fund and the Island Housing Fund in January 2018 to discuss how WDT can make full use of all the potential areas of funding that are available if this project goes ahead.

**c. Food Miles**

A plan has been agreed with the gardeners for work to be done over the winter. Any potential changes to this will be discussed and agreed with AM.

PB has agreed to do the necessary preparation work in the field for cultivation (spraying, rotavating, ploughing, rotavating) and has been made aware that this preparatory work needs to be done as soon as possible.

The shed is in need of some repairs which Mark Dickinson (MD) has advised he would be able to do. The Board agreed a budget of £50 for the necessary materials for this work.

The payment from LEADER for the first claim has been made.

**Action: AM – liaise with MD to have the repairs to the shed carried out.**

**d. Graduate Placement**

The Board agreed that Isobel Thompson (IT) be appointed for one year from January 2018 to conduct a review of the grants and loans processes and to identify a way of measuring the social and economic impact of them.

The Board further agreed that the cost of employing IT would be set against the Project Development Budget. This budget will comprise £8,000 + HMRC costs + £2,000 to cover work related expenses.

**e. Joint Working Group**

The Joint Working Group (comprising members from WDT and WRE) met for the first time to consider the potential ways forward for future income generation.

**f. Maintenance Contract**

AM and AS will meet in the New Year to prepare a proposal to put to the Board at the March Board meeting.

**g. Maternity/Paternity and Parental Leave Policies**

This subject was discussed after the end of the main part of the meeting after JK and EJW had left the room.

**h. Electric Vehicle Charging Point (EVCP)**

Uka Summers (US) is doing an excellent job of taking forward the need for EVCPs on Westray, and the other Northern Isles, with OIC. DL has been attending meetings of the group (on behalf of WDT to maintain a 'watching brief') at which this subject is being discussed and US's work has been presented. There is currently no need for WDT to become actively involved.

**Action: DL ask US if a letter of support from WDT would be of help.**

**i. Land at North End**

The triangular strip of land within the Northend field owned by WDT and close to the Kalisgarth grounds is owned by OIC. June Harcus is contacting OIC with regard to the fence which the Friends of Kalisgarth would like to see moved.

**j. WDT Christmas Gathering**

Around 30 staff and partners from WDT, WRE, PEG and project staff will be attending the Christmas gathering on Friday 15<sup>th</sup> December. A box will be available for donations towards the cost of drinks. Volunteers will be needed to assist with the cleaning up etc. afterwards.

**k. WDT Christmas Office Hours**

The Trust office will be open between 10:00 and 14:00 on Wednesday 27<sup>th</sup> and Thursday 28<sup>th</sup> December. Otherwise it will be closed from 12:00 noon on Friday 22<sup>nd</sup> December and fully reopen on Wednesday 3<sup>rd</sup> January.

**4. Administration & Finance report:**

**a. Growing Project**

It had been agreed that Benny Norquoy's costs would be set against the Staff budget; this has the potential to put us over the agreed Staff budget and will need to be monitored. The Board agreed that JK continue to monitor the staff budget.

**b. Westray Bargain Box**

The Board agreed JK's proposal that the £20,000 be the total budget for the Bargain Box with £6,000 taken from the renewables fund and the remaining £14,000 being taken from the WDT projects/repairs/development fund.

The Board agreed JK's proposal that during the weeks when no specific group is running the Bargain Box that the takings for those weeks be split 50/50 between the repairs 'pot' and the user groups 'pot' in order to ensure that the repairs pot has sufficient funds to cover the necessary repairs to the buildings and equipment, purchase of labels etc. for use within the shop and other running costs such as hydro, fire extinguisher servicing etc.

Following discussion on the main objective of the Bargain Box the Board agreed that only Westray groups should be allowed to be on the occupation rota. Funds raised by local groups which support national charities (such as the RNLI) are all gifted away from Westray.

**Action: AM to speak to EC (the Director with responsibility for the Bargain Box) regarding the Board's decisions.**

**c. Grants % Review**

Following the motion carried at the AGM that there would be a review of the grant percentage levels within the grants budget JK had carried out a review based on previous years' figures and presented a proposal that the overall budget remain the same and the percentages change as follows: Community Grants from 20% to 17%; Development Grants from 33% to 39%; Education & Training Grants from 5% to 2%; Entertainment Grants remain the same at 2%; and the Local Investment Budget remain the same at 40%. The Board agreed this proposal.

**d. Funding**

Johny McEwen was granted £64 towards training in coding and computing.

An application for a Training Grant in September was rejected as the training had already taken place.

**5. DG01/2017 WHT**

DL left the room whilst this item was discussed.

DL (in his role as Vice Chair of the Westray Heritage Trust, and with assistance from AM and JK) had submitted further detailed information in support of this grant application. An Income and Expenditure 5-Year Forecast had been submitted together with detailed supporting notes and a supporting Statement. Based on these figures the WHT application for funds has been revised to reflect a more realistic perceived need.

The Board agreed that the information now presented satisfies the WDT charitable objectives.

PN suggested that there are some areas where WHT might need to buy in some expert help (for example in producing professional display material and in updating their web site) and suggested that the Board consider supplementing the grant amounts requested by a further £500 pa. He stated that he would be happy to discuss (in a private capacity) with DL various ways in which WHT could utilise its current assets to generate more income and also offer advice on professional design matters.

The Board agreed to support the WHT over the next five years subject to the following conditions: an annual review of progress against the plan; a commitment that WHT will engage with the local community as outlined in their letter of January 2017; evidence that WHT is actively seeking other external funding to cover the projected costs of repairs to/replacement of the windows in 2019/2020.

The Board agreed to grant £6,500 to WHT for the period 1/11/17 to Oct 2018.

DL returned to the room following the Board decisions and was updated on these decisions.

**Action: AM to write to WHT with the decisions and conditions agreed.**

**6. Correspondence**

**a. Helen Bain**

Following the WDT AGM in November, Helen Bain applied for membership of the Trust.

The Board agreed her membership.

**b. Megan McEwen**

Megan brought to the Board's attention a potential funding opportunity for the improvement of the playpark and playing field.

**Action: JK to reply to Megan advising her of the ownership situation and that WDT has done some work to look at this situation and shall continue to do so.**

**c. North Isles Landscape Partnership Scheme**

The letter from Alister Brown was noted.

**d. THAW**

Peter Rickard, of THAW, had written to AM regarding two ideas for helping to address fuel poverty on Westray. These ideas were discussed but were thought to be of no value to Westray.

**Action: AM to respond to the letter.**

**e. Learning Centre Report**

Hazel Moore (HM) had submitted a detailed report on her activities with the Learning Centre together with proposals for future development.

**Action: AM to contact Ernie Skea at OIC with regard to upgrading the IT Kit and internet connections and to respond to HM.**

**7. AOCB**

AM has received a copy of a draft letter regarding the possibility of the Westray Sailing Club taking a lease on some land near Sand o Gill.

Concerns have again been raised regarding the possibility that alcohol is being consumed within the premises of the Höfn. The Board agreed that unannounced spot checks at the Höfn would be carried out by two directors. WT and IR were suggested as being suitable. [IR joined the meeting at 9.55pm]

**Action: AM to update EC (as Director responsible for the Höfn) on the concerns raised and the Board's decision.**

**8. Next Meeting**

The next meeting will be held on Tuesday 9<sup>th</sup> January 2018.

**Action: EJW book the community classroom.**

JK and EJW left the meeting at 10.05pm.

**9. WDT Board Only**

AM discussed with the Directors the options for covering JK's maternity leave. The Board agreed to recruit a full-time suitably qualified person for 18 months starting in mid-February.

**Action: AM to create and distribute (UK wide) a job advertisement.**

The meeting ended at 10.30pm and EJW locked up.