

Minutes of the Board meeting of Westray Development Trust (WDT) held Tuesday 6th February 2018 at 7.30pm in the Community Classroom

Present: Phillip Bews (PB), Edith Costie (EC), George Drever (GD) Chair, Alan Flint (AF) (by phone link), Douglas Leslie (DL), Peter Needham (PN), Andrew Seatter (AS), Ian Ricketts (IR), William Turnbull (WT)

Attending: Janice Kirkness (JK), Andy Makin (AM), Margot Makin (MM), Eileen Woodhouse (EJW) (minutes)

1. Apologies: none

2. Minutes of previous board meeting:

Meeting on 09/01/18: proposed – WT; seconded – EC

Matters Arising:

- 8:** AM had received a request that the Board give agreement in principle to the Sailing Club's request to build a shed at Sand o' Gill. The Board agreed to this request subject to the outcome of the Board's consideration of the detailed information previously requested from the Sailing Club.

Action: AM respond to request from the Sailing Club.

Meeting on 09/01/18 Quarry Project: proposed – AS; seconded – DL

Meeting on 17/01/18: proposed – EC; seconded – AS

Meeting on 17/01/18 Quarry Project: proposed – DL; seconded WT

Meeting on 24/01/18: proposed – PN; seconded EC

3. Operations Manager's Report

3.1 Quarry

PB declared an interest and left the room for this item. Minutes for this item are reported on a separate Minutes document.

3.2 Housing

If WDT wish to acquire property via the asset transfer route it is necessary for an amendment to be made to the Articles of Association (AoA). The Board agreed to call an Emergency General Meeting (EGM) to obtain agreement from the Members to the required changes to the AoA. The Board further agreed that this meeting (which would be very brief) would take place at 7pm on Tuesday 6th March 2018 immediately prior to the March Board meeting. Notification of an EGM must be given 21 days prior to the meeting (i.e. 14/02/18) and details of any special resolutions must be given with the notification. DTAS has provided a model AoA which would cover the legal requirements for WDT to become an asset transfer body.

Action: AM circulate to all Board Members the model AoA from DTAS for approval; all comments to be returned by Friday 9th February.

Action: EJW to make the necessary preparations for holding an EGM on 6th March 2018.

AM expressed concerns that the requirement for housing in Westray is not proven. The Board agreed to a mail shot to every household and also to each significant employer on Westray requesting feedback on current and perceived housing needs - with provision for post or on-line responses.

Action: AM prepare mail shot document and on-line survey.

4. Administration and Finance Report

Nothing further to add to the Report.

5. Graduate Placement Report

Isobel Thompson (IT) is settling in well and making good progress. AM and IR are meeting with IT on 7th February to further discuss the direction and needs of the database IT is creating.

AM requested the Board's support for a Training Grant application submitted by IT for a contribution towards driving lessons. The Board agreed that IT's application be approved.

Action: EJW process IT's application.

6. Director's Action List

PN, AM and IR had had an informal discussion on a perceived need for a sub-group to anticipate and look at topics for which the Board would need to make decisions, in order to move forward more quickly on these subjects. This sub-group would create a list of topics with their thoughts and their prioritisation of the topics. The Board agreed to this suggestion; the sub-group will be entitled the Planning Sub-group and will initially comprise AF, PN, AM and IR.

Action: AM will circulate to the Board the list of topics which were informally discussed between PN, AM and IR; Directors are requested to respond with their thoughts and any further topics they feel should be on the list.

7. 20th Anniversary celebrations

No suggestions for suitable 20th anniversary celebrations have been received to date. The conference that resulted in the creation of WDT took place in 1998 with the WDT being created in October 1999. The Board agreed that it would be the creation of WDT that would be celebrated in 2019 and that this project would be on the Planning Sub-group's list.

8. Correspondence

8.1 Les Donaldson (LD)

LD had contacted AM regarding an OIC initiative aimed at empowering Island communities to become more resilient particularly with regard to the effects of power outages. This initiative would involve the use of a satellite phone and would cost around £3,000. IR observed that there are two satellite phones at the Westray Surgery which, he believes, have never been used. The Board agreed that this initiative should be further investigated.

Action: IR check if either of the satellite phones at the Surgery would be available for such use.

Action: AM request further details and costs from LD.

8.2 Mike Cooper (MC) – RNLI Safety Officer

MC had contacted AM with regard to WDT assistance with transport costs to Westray to enable him to conduct a water safety course at the school and a presentation on the use of life jackets to anyone in the community who has an interest in, or works on, the water. The Board agreed to cover the cost of a return ferry fare for MC and a van from Kirkwall to Westray.

Action: AM to contact MC to advise him of the Board's decision.

8.3 Katell Roché (KR)

KR had contacted AM regarding the setting up of a Yoga class on Westray under the Active Life Scheme. A sample day had been held which had attracted 40 local people who were very keen to be able to continue with Yoga. OIC will cover the cost of bringing an instructor to Westray in the initial period until a couple of local people can be trained to become instructors who would then take over the running of the classes. Once people have joined the Active Life Scheme activities are then free of charge. KR is seeking the cost of the air fare and a taxi and the hire of the Community Hall from WDT to start up the Westray Yoga Group. Two sessions would be held in the day and would most probably take place on Saturdays. The Board agreed to cover the air fare for a six month trial period. It was suggested that a local contribution from people

attending the Yoga sessions be requested to cover the cost of hiring the Community Hall and also possibly a local volunteer to do the taxiing to and from the Airport.

Action: AM to respond to KR.

9. AOCB

9.1 Golf Club Trophies

AM reported that at the AGM of the Westray Golf Club, held on 5th February 2018, it was agreed to approach WDT to request sponsorship of two Winter Trophies (Men's and Ladies') at a cost of approximately £150. This would encourage use of the Golf Club facilities during the winter months and help keep the Golf Club running. The Board agreed to this proposal up to a maximum of £150.

Action: AM to respond to the Golf Club.

9.2 Food Project Publicity

PN advised that WDT is selling surplus winter grown tomatoes and greens (cucumbers and micro salad) to the Lynnfield Hotel in Kirkwall and suggests that an article in the Orcadian to publicise this would be good. The Board agreed to this suggestion.

Action: PN contact Malcolm Stout (owner of the Lynnfield Hotel) for a suitable quote to be included in the article and circulate Director's with the wording for the article for approval.

9.3 Westray Heritage Trust (WHT)

WHT has put together a new exhibition of clothing from the late Victorian to the 1980s era in the Westray Heritage Centre. All clothing on display has been worn by a Westray resident. WHT is inviting groups of people to a private evening viewing and wish to extend an invitation to WDT Directors and staff, and their partners, one evening in March.

Action: GD to ascertain which dates in March are available and let AM know for circulation to Directors and staff.

10. Next Meeting

The next meeting will be held on Tuesday 6th March 2018 at 7.30pm with an EGM preceding the Board meeting, at 7pm. IR gave his apologies for these meetings.

Action: EJW – book the community classroom.

AM, MM, JK and EJW left the meeting at 9.45pm.

11. WDT Board Only

Nothing to Minute.