

**Minutes of the Board meeting of Westray Development Trust (WDT) held
Tuesday 9th January 2018 at 7.30pm in the Community Classroom**

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

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

1. Apologies: none

2. Minutes of previous board meeting:

Meeting on 05/12/17: proposed – PN seconded – DL

Matters Arising:

- 3c:** PB has sprayed the field; the second payment from LEADER has been received and the LEADER criteria have changed in our favour; GD and AM will carry out the repairs to the shed roof.
- 6e:** AM is meeting Ernie Skea at the end of the month.
- 9:** The maternity leave cover job has been advertised Scotland-wide.

3. Project Evaluation Group (PEG) recommendations

CG02-2017 Westray Connections Music Festival, underwrite the 2017 Festival: £5,200.

The Board had already made the decision that the Westray Connections Music Festival would be treated as one event and thus as far as the Entertainment Grant is concerned the maximum amount that can be applied for for each Festival is £300.

The Board agreed that WDT would underwrite the 2017 Westray Connections Music Festival to a maximum of £2,000.

Action: EJW – write to the Festival organisers to confirm that the Festival is one event; advise them that WDT will underwrite the cost of the 2017 Festival to a maximum of £2,000 on the usual terms and conditions of a grant award; request a full breakdown of costs and income; encourage them to submit applications for funding for future Festivals prior to the PEG meeting before the event which would normally be held in June.

CG06-2017 Westray Nursery, affordable healthy snack for nursery children in Westray: £579.60

The Board agreed the PEG recommendation to fund the application to £579.60.

Action: EJW – write to Westray Nursery to confirm the Board's decision.

CG07-2017 Links of Nolmland (LoN) Legacy Project phase one public consultation and development of a proposal: £750

PN, IR and WT declared an interest and left the room for this item.

The Board agreed the PEG recommendation to fund this application to £750.

Action: EJW – write to the LoN Steering Group to confirm the Board's decision.

DG03-2017 Westray Community Association, new chairs for the Community Hall plus tables and chairs for the Community Room: £10,508.59

EC declared an interest and left the room for this item.

The Board agreed the PEG recommendation but this application will be transferred to the Local Investment Budget which has sufficient funds to cover the amount requested. Clarification is required as to the relevant Fire Regulations concerning the requirement for linkable chairs.

Action: EJW – write to the Westray Community Association to confirm the Board's decision and request the clarification required.

4. Operations Manager's report:

4.1 Quarry

PB stated that he had received the letter from the WDT solicitors and had instructed his solicitor to turn down the offer. He stated that he believed that the amount of compensation he would receive would not off-set the costs he would have and the subsidies he would lose.

PB, having declared an interest, then left the room.

The Board's subsequent discussion and decisions are reported on a separate Minutes document.

4.2 Housing

Apart from a number of WDT Directors no-one attended the open day at the Höfn in December. AM received a verbal enquiry about housing availability this afternoon. A report is expected from Shane Scott before the end of January.

4.3 Food Miles

In addition to the Lynnfield Hotel, two of the Westray general stores and the Pierowall Hotel have expressed interest in the micro salad.

4.4 Maternity cover

Five applications have been received so far, all from Westray based people. Alan Long has agreed to develop the interview questions and take part in the selection and interview process. The interviews will take place on 22nd January. The interview panel will comprise Alan Long, AS and DL. AM will not take part in the selection or interview process as there is a conflict of interest as his wife is one of the applicants.

4.5 Graduate Placement

Isobel Thompson (IT) plans to arrive in Westray on Saturday 13th January. She has secured accommodation at Lastigar. The Scotgrad grant will cover 70% of the eligible gross salary costs and NI contributions, £263 towards IT's attendance at a three day residential course, and £310 towards the cost of travel for the course.

4.6 Shetland visit

AM anticipates that a visit to Shetland will be arranged for late July 2018.

4.7 General Data Protection Regulations (GDPR)

A telephone conference with Burness Paull has been arranged for the office staff on Thursday 11th January. AM anticipates that the work required to ensure that WDT is GDPR compliant by May 2018 will be substantial and advised the Board that it might be necessary to agree overtime hours for current staff or employ someone for this specific task.

5. Administration & Finance report:

The Westray Bargain Box has been operational for six months. The 50% 'pot' of the takings has been allocated as per the agreement with 5% (of the total amount taken - 2.5% of the 'pot') being retained by WDT to cover the operating costs and £141 being given to each of the groups which ran the shop for their allocated week.

6. Westray Lifeboat Guild – use of Bargain Box

A letter, apparently from the Westray RNLI Guild, had been received concerning the WDT decision not to allow the RNLI Guild to use the Westray Bargain Box to raise funds for the RNLI. A petition, with 150 signatures, had also been received. It was noted that one signature was a duplicate and one signature was a young child. The Board felt that the information given at the top of the petition sheets was not fully accurate and did not give a fair explanation of the Board's decision.

WDT is required by law to act in accordance with its Articles of Association and the Objects stated therein. These Articles of Association are published on the WDT website.

Board members have recently been approached by WDT members who have expressed their agreement with the WDT decision. Some WDT members have also stated that although they did sign the petition they would not have done so if they had fully understood the reasons for the Board's decision.

The original intention of the fund raising shop trial project was for local groups to be able to raise money for local benefit. The RNLI is a national charity which is potentially of benefit to anyone (UK residents and non-residents) in trouble around the coastline of the UK. It would be possible for funds raised locally to be directed specifically to the Kirkwall Lifeboat but the majority of the benefit provided would still be likely to be out with Westray. The Westray RNLI Guild is a very active fund raising group which raises thousands of pounds each year for the RNLI.

To make an exception for one national charity would not only raise questions about the legality of this action but would also raise questions about other national charities being allowed to fund raise via the Westray Bargain Box.

The Board agreed to confirm its decision to limit groups in the Westray Bargain Box to those groups which directly benefit Westray and also to have the Westray RNLI Guild removed from the Bargain Box rota.

Action: AM – draft a letter to the Westray RNLI Guild in response to the letter received.

7. 20th Anniversary celebrations

There have been no ideas forthcoming from members for appropriate celebrations for the WDT 20th Anniversary later this year.

Publicising this milestone via Auk Talk and DTAS was discussed.

8. Correspondence

AM received a letter from Keith Kent on behalf of the Westray Sailing Club formally requesting a long lease on the footprint of a shed, with access to the road and also to the sea, on WDT owned land near to Sand 'o Gill. The intention would be to erect a shed for storage and for use as a workshop for the continuation of the Westray Skiff project in association with the NILP application for funding. There would be no provision for power or water.

Concerns were expressed about the likelihood of success of the NILP funding application and also about the proposed lack of power and water in the shed. Before further consideration can be given to this request the Board requires further details of the exact location, the costing and the forecast for future funding.

Action: AM – respond to the letter requesting the information needed by the Board prior to further consideration being given to the request.

9. AOCB

With regard to the concerns raised at the last meeting regarding the possible consumption of alcohol at the Höfn and the Board's decision to carry out unannounced spot checks, WT reported that he and IR (as the Directors nominated to do the spot checks) had not yet carried out any spot checks and that they plan to attend a meeting that has been arranged by EC on Tuesday 16th January for the parents and kids who use the Höfn, at which they will reiterate the conditions of use of the Höfn.

There have been no further rumours / accusations concerning the use of alcohol at the Höfn.

10. Next Meeting

The next meeting will be held on Tuesday 6th February 2018.

Action: EJW – book the community classroom.

JK and EJW left the meeting at 10.00pm.

11. WDT Board Only

AM discussed with the Directors the transfer of line management responsibilities from JK to AM. The Board agreed that all line management responsibilities be transferred from JK to AM with immediate effect.

Action: AM – review and revise the job descriptions and any other documents as necessary.