

DRAFT Minutes of the Board meeting of Westray Development Trust (WDT) held Tuesday 3rd April 2018 at 7.10pm in the Church of Scotland Old Kirk

Present: Phillip Bews (PB) (arrived at 7.30pm), George Drever (GD) (Chair), Douglas Leslie (DL), Peter Needham (PN), Andrew Seatter (AS), Ian Ricketts (IR), William Turnbull (WT)

Attending: Andy Makin (AM), Margo Makin (MM), Isobel Thompson (IT), Eileen Woodhouse (EJW) (minutes)

1. Apologies: Alan Flint (AF)

2. Minutes of previous board meeting:

Meeting on 06/03/18:

proposed – AS; seconded – PN

3. Impact of, and actions arising from, the EGM

The Special Resolution to change the WDT Articles of Association (AoA) was passed by the EGM held just prior to this Board meeting. Companies House and the Charities Commission need to be informed.

Action: AM - send signed copy of the new AoA to Companies House and the Charity Commissioner

4. Operations Manager's Report

4.a Quarry

PB was not present at the meeting for this item. Minutes for this item are reported on a separate Minutes document.

4.b Housing

Orkney Islands Council (OIC) has already agreed to sell a Pierowall property to WDT for the sum of £150,000. This sum is consistent with the independent valuation obtained by WDT. Recent correspondence with the OIC Estates Manager strongly indicates that OIC would not consider making an Asset Transfer of the property to WDT despite earlier conversations with an OIC manager which indicated that OIC would consider in a favourable light an application for an asset transfer.

The Board agreed that WDT would make an offer to OIC for the purchase of the property at the valuation figure subject to successful funding applications to the Scottish Land Fund (SLF) and the Rural Housing Fund (RHF) and favourable planning permission for the proposed development of the property.

The Board further agreed that in view of the capital sum for purchase of the property now required in order to proceed with the project WDT would submit an application for funding for the purchase of the property to SLF. This reverses an early decision (Board Meeting of 6th March 2018) which was based on the assumption that an asset transfer would be acceptable to OIC and thus funding to purchase the property would not be needed.

The Board further agreed that PN and IR would assist with the development of the bid for funding to SLF.

AM outlined the cost risk to WDT of proceeding with the project. Before a bid for funding to RHF for the development of the property can be made planning permission must have been submitted. The work necessary by the Architect, Shane Scott, to bring the project to this point will cost around £22,000 plus VAT. If WDT proceeds with the project this cost will be incurred regardless of the outcome of the funding bids or the planning permission submission.

The Board agreed to go ahead with the project.

The Board further agreed to allocate a budget of £30,000 to cover this financial risk which is to be withheld from the proposed transfer of £154,000 to CCLA.

4.c Food Miles

Following discussions with LEADER, AM reported that LEADER would be interested in funding the development of the micro salad initiative.

The Board agreed to the development of the micro salad initiative subject to LEADER funding.

Action: AM – submit a funding application to LEADER to develop the micro salad initiative.

4.d Future income streams

AM and Sam Marcus (Director of WRE) will attend the CARES conference in Glasgow later this month.

4.e Out-of-hours bookings for the Höfn

When Edith Costie (EC) resigned as a director of WDT she arranged with Ian Dixon (a parent on the Höfn Parents' Rota) for Ian to be a local key holder for the Höfn.

The Board agreed with this arrangement.

EC also agreed with Anne Burgher for Anne to be the main organiser for the Westray Bargain Box.

The Board agreed with this arrangement.

Following discussion of the need for someone to be responsible for unlocking and locking the Höfn for out-of-hours bookings:

the Board agreed that for out-of-hours bookings made by Westray residents the person making the booking would be asked to collect the key from the office prior to the event and to return the key through the office letter box after the event;

the Board agreed that for out-of-hours bookings made by non-Westray residents a key would be made available in a key box and the code given to the person making the booking. The code would need to be changed regularly.

Action: ?? to provide and fit a key box in a suitable location near to the door of the Höfn.

4.f Painting tender

One tender has been received for the painting of the Bargain Box.

The Board agreed that this tender be accepted.

Action: AM accept the tender.

4.g THAW

THAW wish to make presentations to development trusts across Orkney with a view to requesting assistance with funding in order to continue their work.

The Board agreed to consider a written proposal from THAW.

Action: AM to advise THAW to submit a written proposal.

4.h Trust Board and PEG representation

Following discussion on ways to recruit new Board Directors and PEG members the Board agreed to postpone further discussion until suggestions have been received from AF.

A young adult member of the Westray community has expressed to AS a keenness to become involved with the Trust.

Action: AS to encourage this young man to become a member of the Trust.

4.i Why????

With the 20th anniversary of the WDT approaching in October 2019 AM suggests that this is an ideal opportunity to review the vision of the Trust and to attempt to engage the local community in participating in the work of the Trust. A priorities list for the Trust had been developed approximately four years ago but had not been moved forward.

Action: AM to circulate this priorities list.

5. Administration and Finance Report

5.d PEG meeting

AS volunteered to be a second Trust director on the PEG (with PN) following Edith Costie's resignation.

5.e Financial Year End

The Board agreed that it is necessary to conform with legislation coming into effect on 6th April 2018 that requires the minimum employer's pension contribution to be increased from 1% to 3%. It was agreed that this would be discussed under item 10. WDT Board only.

6. Graduate Placement Report

Together with her monthly report, IT had submitted sample reports from the Access database she is creating to show the type of reports that can be generated. She has input data from all the 2017/2018 grant applications so far received and has started to input the 2016/2017 data. Grant application forms will be amended as a result of IT's work and the data collected from the new forms will allow much more detailed and informative reports to be produced. The Board praised IT for the report she submitted and the results she has achieved to date.

7. PEG Recommendations

CG08-2017 Westray Industrial Show

The Board agreed to award the Westray Industrial Show £500 as requested.

CG09-2017 Community Workshop & Public Lecture: Orkney Photographica

The Board agreed to underwrite the Community Workshop & Public Lecture to £300 as requested.

CG10-2017 Bisgoes Run 2017

The Board agreed to underwrite the 2017 Bisgoes Run to £1,000. This is in line with the decision made when application was made for a grant for the 2015 Bisgoes Run; this decision, that in future WDT would only underwrite the cost of the event, was communicated to the organisers of the 2015 Bisgoes Run in the award letter.

Action: EJW to write to the applicants notifying them of the Board's decisions.

8. AOCB

8.1 Golf Club boundary fence

WT expressed to the Board the concerns of the Golf Club Committee/Board with regard to the possible adverse effect on the boundary fence and land of the Golf Club which adjoins land which is currently being dug out and a large pit is being created.

The Board agreed that there was nothing that WDT, as the land owner, could do at present.

Action: WT to suggest to the Golf Club that they discuss the matter with the owner of the adjoining land.

8.2 Westray Heritage Trust (WHT) 'Fashion Through The Ages' event

Those Directors and staff who had attended the event expressed their enjoyment of the event and their thanks to the WHT for organising the display and for inviting WDT to a private viewing with refreshments.

Action: EJW to draft a letter of thanks and appreciation.

8.3 GDPR

IR queried the progress of WDT becoming GDPR compliant given the approaching deadline of 18th May 2018. AM reported that the database that IT is creating will allow WDT to be compliant for future grant applications and that historical data would take a considerable amount of work to sort out. It is anticipated that when Janice Kirkness (JK) returns to work from maternity leave there will then be a number of weeks with both JK and MM employed during which time the hand-over of the Administration and Finance Officer role back to JK will take place and time should be available for the necessary work to be done with the historical records.

DL queried the impact of the Regulations on such things as contracts, maintaining a meaningful history of WDT, and meeting minutes.

Action: AM to report back on these queries.

9. Next Meeting

The next meeting will be held on Tuesday 1st May 2018 at 7.30pm.

Action: EJW – book the community classroom.

AM, MM, IT and EJW left the meeting at 9.40pm.

10. WDT Board Only

The Board agreed that the employer's pension contribution would remain at the legal minimum, now 3%.

The meeting closed at 10.40pm.