**Minutes of the Board meeting of Westray Development Trust (WDT) held**

**Tuesday 1st May 2018 at 19.30 in the Community Classroom WJH**

**Present:** Phillip Bews (PB) (arrived at 20.40), George Drever (GD) (Chair), Douglas Leslie (DL), Peter Needham (PN), Andrew Seatter (AS), Ian Ricketts (IR), William Turnbull (WT) Alan Flint ( Via Video Call)

**Attending:** Andy Makin (AM), Margo Makin (MM) (Minutes)

**1. Minutes of previous board meeting:**

Meeting on 06/03/18 (Quarry only) proposed – AS; seconded – BT

Meeting on 03/04/18 proposed – PN; seconded – IR

Meeting on 03/04/18 (Quarry only) proposed – AS; seconded - BT

**2. Matters Arising**

AS wanted to make clear him volunteering to be the Trust representative on PEG was only until the AGM in November

**3. Operations Manager’s Report**

**3.a Quarry**

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

**3.b Housing**

AM informed the Board that the Scottish Land Fund Stage 1 application is ready for submission. He PN and IR had a meeting with Paul Harrington and Francesca Couperwhite from HIE. In light of Paul Harrington’s view that Article 19 in the Articles of Association is not keeping with the membership of making an application to the Land Fund, AM produced evidence where funding had been successful previously to other organisations with the same Article. He is awaiting on a response from Paul Harrington. AM went on to inform the Board that applying for funding could delay the process by 3 months and the whole process had to be invoiced and completed by 31 March 2020. The question was raised to whether the Trust could move to planning without funding at a cost of £9140***. A vote was taken to move to planning without Land Fund funding at a cost of £9140. The Board agreed unanimously.***

AM said he had had meeting with OIC in respect of the management of the housing stock. Neither OIC or OHAL seemed keen to take on this but OPIDL offer a full service at a cost of 12% of the rent and £160 per tenant. After some discussion it was decided that before a final decision was made, WDT should also get a quote from Marie Noble of Orkney Lets for more information.

**ACTION AM TO CONTACT MARIE NOBLE.**

**3.c Food Miles**

AM informed the Board that he is working with the gardeners to explore other options before making a claim to LEADER. AM stated that the shops are being supplied with tomatoes and salad and this is a significant improvement to this time last year.

**3d Proposal for Höfn**

The proposal to employ some Youth Support Workers was met with overall agreement in principle. Job description to be available for next Board Meeting and a meeting with parents to discuss the proposals to be arranged.

**ACTION : AM to arrange meeting with parents and oversee a job description before June Board Meeting.**

**3.e THAW**

A report from THAW was discussed where they requested assistance from each of the Islands to try to help with fuel poverty related issues. An amount of £7047 was requested from WDT. ***After some discussion a vote was taken and a unanimous NO to any funding was decided.***

**ACTION AM TO INFORM THAW OF DECISION**

**4. Administration and Finance Report**

MM reported a busy month. MM apologised to the Board that the notes should have said that figures for the employee contribution for the pension were incorrect. The amounts given were a TOTAL pension contribution (Employer and Employee) and not just employee contribution. She also confirmed the employer contribution had been updated to the legal minimum of 2%.

She requested the go ahead to look to opening a bank account specifically for the Bargain Box. It was agreed that MM would get details from the Post Office.

MM said she had been unable to get a time to discuss the investment portfolio with Heather Lamont. Both have been busy. AF would like to be part of this discussion. He also asked for a copy of the full quarters report.

**ACTION – MM TO FORWARD A COPY OF REPORT TO AF AND INFORM HIM WHEN MEETING WITH HEATHER LAMONT**

MM said she and Eileen were in the process of developing procedures to chase up grant claims that were outstanding.

**5. Graduate Placement Report**

Together with her monthly report, IT has included copies of the new forms she has developed for applying for funding and guidance notes***. It was unanimously agreed that these forms can be used with immediate effect.***

**6 Application for Membership**

An application was unanimously accepted from Louis Pottinger to become a member of WDT.

**7 AOCB**

MM asked the Board if it would be possible to grant an extension to Kalisgarth Garden Project. After some discussion it was agreed to extend it until 31 December 2018 but it had to be reiterated to them that this would be the last extension granted.

**ACTION - EW TO WRITE OUT TO KALISGARTH WITH DECISION**

It was agreed that the DSL GDPR agreement was a legal requirement and should be signed

Go Westray had asked if it would be possible to fund their insurance at a cost of £600 per annum from the £2000 costs. After discussion it was agreed that this should be met by themselves.

**ACTION – AM TO INFORM GO WESTRAY OF THE DECISION**

GD and AF brought forward a suggestion they had been discussing with HIE for free consultancy to see how best for WDT to move forward. It was agreed to move forward with this and to arrange a meeting between Francesca Couperwhite from HIE, GD, AF and AM.

**8. Next Meeting**

The next meeting will be held on Tuesday 5th June 2018 at 19.30pm.

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

Meeting closed at 21.30