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

**Tuesday 5th June 2018 at 19.30 in the Community Classroom WJH**

**Present:** Phillip Bews (PB), George Drever (GD) (Chair), Douglas Leslie (DL), Peter Needham (PN), Andrew Seatter (AS), Ian Ricketts (IR), William Turnbull (WT) Alan Flint (by Video conference link).

**Attending:** Margo Makin (MM), Isobel Thompson (IT), Eileen Woodhouse (EJW – Minutes).

**1. Apologies:**  Andy Makin (AM), Louis Pottinger (LP).

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

Meeting on 01/05/18 (Quarry only) proposed – PN; seconded – IR

Meeting on 01/05/18 proposed – AS; seconded – PN

**3. Operations Manager’s Report:**

**3.a Quarry**

PB left the room for this item. Minutes for this item are recorded on a separate Minutes document.

**3.b Housing**

The Stage 1 funding application has been submitted to the Scottish Land Fund and has been received. A decision should be notified to us by the middle of July.

IR and PN will be meeting with Luke Fraser on Thursday and with Shane Scott next week. Test bore holes at Bayview were completed on Saturday.

There has been no response as yet from OIC regarding the Trust’s informal, conditional offer for Bayview.

Orkney Leasing has been contacted with regard to the management of the development, but has not yet responded.

IR and PN have created a cost analysis of the project based on current known and otherwise estimated figures. Based on these figures, the project is economically viable. The Board needs to consider what objectives this project would meet and if proceeding with this project constitutes the best use of the money.

**3.c Food Miles**

This project is proceeding well. Malcolm Stout of the Lynnfield Hotel in Kirkwall is very happy with the produce being supplied. The local shops are being offered whatever is available on a weekly rota basis as there is currently insufficient produce to share between three shops. It is expected that main crop tomatoes should be available in the next few weeks.

The project would benefit from a few extra hours per week at present and Benny Norquoy (BN) has enquired if more hours would be available.

**The Board** agreed that BN can be offered three more hours per week.

**Action: MM to organise the extra hours for BN with the gardening team.**

**Action: WT to cut the grass in the field around the currently planted area on Thursday.**

**Action: AS check with Friends of Kalisgarth if they intend to maintain the top part of the field.**

**Action: MM Check with the gardeners what additional equipment they need in order to keep the currently uncultivated part of the field tidy.**

**3.d Kalisgarth Turbine**

The Friends of Kalisgarth have requested that WDT assume the responsibilities of running and maintaining the Kalisgarth Turbine according to the “policy”, and have also asked for details of the insurance for the turbine.

WDT has an insurance policy for the turbine and a service contract with Orkney Renewables; there is also an *unsigned* policy which isn’t entirely satisfactory.

Under the service contract the turbine should be serviced every year, but there are no records for any service having taken place.

**Action: IR request from Orkney Renewables the complete service history for the Kalisgarth Turbine and push for an urgent repair.**

**Action: IR advise the Friends of Kalisgarth that there is an insurance policy and a service contract for the turbine and that service provider has been advised that there is a fault.**

**Action: IR & MM update the policy to be that during normal office hours (Monday to Friday 09:00 – 16:00) the WDT office is the first point of call for any issues and outwith these hours Andrew Seatter is the contact person.**

**3.e Höfn Proposal**

At a meeting with Höfn kids’ parents the proposal to employ Youth Support Workers was enthusiastically agreed. The suggested revised opening hours were also accepted.

IT had drafted a job description for the Support Workers which includes responsibility for unlocking / locking the Höfn outside of WDT office hours for the youth bookings only. Responsibility for unlocking / locking for private bookings would remain the responsibility of the office staff and the booker - utilising the key safe recently fitted to the wall by the door.

**The Board agreed** the proposal to employ between four and eight Youth Support Workers.

**Action: IT to advertise the Youth Support Worker positions.**

The Board thanked IT for her work in bringing this proposal forward.

**3.f Bargain Box**

The Bargain Box cabins have now been painted. Anne Burgher provided information on the takings at the Bargain Box since it first opened its doors in August 2017 and this information was included in the WDT page of Auk Talk for the June issue.

**3.g WDT Forward Planning**

Following a meeting with GD, AM, AF and Francesca Couperwhite (FC) of HIE, FC agreed to appoint a specialist (Colin McAndrew (CMA)) to assist WDT with its future planning. CMA plans to be in Westray next week and has requested a meeting with all WDT Directors and all WDT office staff. This meeting will take place at 19:30 on Tuesday evening 12th June in the Community Classroom. The PEG meeting already scheduled for this time and place will be re-arranged.

**Action: MM forward AF’s contact details to CMA.**

**Action: MM check with AMC and book accommodation.**

**Action: EJW change PEG meeting date.**

**3.h Office Windows**

**The Board agreed** that the office windows should be replaced.

**Action: MM contact Danny Harcus, Simon Parry and Bruce Liddle to ask for quotations to replace all the WDT office windows.**

**3.i GDPR**

The new data protection regulations came into effect on 25th May. The main change for WDT is to erase personal data that is no longer needed. Thus bank account details (for example) cannot be held once the full grant payment has been made.

WDT has purchased a professional copy of Adobe Acrobat which will allow the manipulation of PDF documents so that personal data can easily be erased.

IT has revised the Westray Development Trust Data Protection Policy and the Westray Development Trust Data Protection Policy for Employees, Volunteers, Consultants and Board of Directors to include a revised Data Protection statement.

**The Board agreed** to adopt the Westray Development Trust Data Protection Policy which was signed by GD, and to adopt the Westray Development Trust Data Protection Policy for Employees, Volunteers, Consultants and Board of Directors once the retention period for payroll and tax information has been checked and revised.

**3.j Peter Miller’s Shop**

AM’s report provided an update on the situation with Uka and Ken Summers at the Peter Miller Shop.

**4. Administration and Finance Report:**

**4.a Finance Sheets**

There is an outstanding claim (£1,320) for Graham Garson (GG) for the English Higher course held last year. MM has written to him but as yet has received no response.

**Action: MM write to GG again stating that if he has not presented his invoice by the end of June 2018 the grant will be closed.**

**4.b Funding**

Two training grants had been received and approved by the staff team: AM ASQ Level 1 Certificate in Coaching Golf Qualification (£137.50); WT Safeguarding Children in Sport course (cost not known at this time).

**4.c Financial Year End**

MM works seven hours per week less than Janice Kirkness and is not familiar with the WDT Year End processes. MM is concerned that she will not be able to have the Year End Accounts completed by the end of June without working additional hours.

**The Board agreed** that MM work the hours she needs to work through June to complete the accounts and then take back the additional hours worked as TOIL at a convenient date.

Alan Long (AL) will come to WDT to meet with IR and MM later this month.

**Action: MM and IR to meet re the Year End Accounts prior to the meeting with AL.**

**Action: MM to work the hours necessary during June to complete the Year End accounts and take back the hours as TOIL.**

**4.d LEADER**

MM does not yet have a date for the training that she needs in order to be able to access the LEADER software to submit a grant claim for the growing project.

**Action: MM request an extension to the deadline for submitting the grant claim.**

**4.e Bargain Box**

The Bargain Box has been very successful; over £13,000 has been raised in the seven months since it opened in August 2017.

The Post Office does not offer a suitable account for the Bargain Box requirements, however the RBS does do so. Anne Burgher (AB) and Liz Drever (LD) have agreed to be signatories for a Bargain Box bank account.

**The Board agreed** that an RBS account be set up and that two members of the office staff, as well as AB and LD, be signatories on the account and that cheques be required to have two out of four signatures.

**Action: MM set up an RBS account for the Bargain Box.**

**4.f CCLA**

Following discussion on the portfolio of investments and the perceived low risk appetite of WDT **the Board agreed** that less volatile investments should be considered.

**Action: MM set up a meeting with the Finance sub-group, AF, Heather Lamont and herself to discuss the WDT investment portfolio.**

**4.g WRE**

There was a compulsory shut down of the turbine for 10 days in May because of essential SSE works. Following this shut down the turbine failed to start up correctly. Enercon visited the site and detected a fault, however Enercon has not yet been able to send a repair team to Westray and the turbine is still not working. Enercon predict that it will be several weeks before a repair team will be available to come to Westray. The turbine has now been non-functioning for over 24 days. MM has informed the insurance company of the situation; loss of income is covered on the policy.

MM reported that the process for dealing with WRE invoices has changed since Janice Kirkness handed over to MM. MM has been able to do the majority of the work but there are still some aspects with which she is struggling.

**4.h Annual Leave**

MM reminded the Board that she and AM would be on annual leave from Wed 4th July to Fri 19th July inclusive. MM expects to be able to take the completed end of year accounts to Alan Long in person on Wed 4th July.

**5. Graduate Placement Report:**

 **5.3 GDPR**

 This topic was discussed under item **3.i**

 **5.4 Höfn Youth Support Workers Proposal**

 This topic was discussed under item **3.e**

 **5.6 Planned Shetland Research Trip**

AM had asked IT to organise the planned trip to Shetland. IT is looking into useful organisations / projects to visit, date options, travel options, etc. The trip is likely to be 2-3 days plus traveling time.

**The Board agreed** that all directors of WDT, all directors of WRE and all WDT office staff be invited to take part in this planned trip.

**Action: IT to contact all the agreed invitees to find a date that would suit most people.**

**5.7 BBC Radio Scotland**

BBC Radio Scotland has conducted interviews with various people about various projects / businesses on Westray including the Food Miles project and the Bargain Box. Other businesses interviewed include: Westraak Tours, Westray Heritage Centre, Wheelingsteen Gallery, Noltland Farm and Westray Processors.

\*\*The interviews will be broadcast on Saturday 16th June 2018 between 06:30 – 08:00\*\*

**6. AGM:**

**The Board agreed** that the preferred date for the AGM is Tuesday 6th November 2018. The invited speakers to be Alan Long to present the accounts and AF to speak about future strategy. Heather Lamont is to be invited, along with the three North Isles Councillors, Francesca Couperwhite (of HIE) and Liam McArthur.

Reports for the Annual Report to be submitted to the office by the end of July. Reports are required from: GD (Chairman’s Report), IR (Treasurer’s Report), AM (Operations Manager’s Report and Progress on Key Themes), MM (Grants Awarded in the Financial Year 2017-2018). Other reports are required from: the Learning Centre, WRE and Alan Long. PN and EJW will work together to produce the Annual Report.

**Action: GD, IR, AM and MM to write and submit their reports.**

**Action: EJW to confirm the date with Alan Long and AF and book the Old Kirk.**

**Action: EJW to request reports from the Learning Centre, WRE and Alan Long.**

**Action: PN and EJW to create the Annual Report.**

**7. Application for Membership:**

Applications for membership of WDT were received from MM and IT. These were both unanimously accepted.

**8. CCLA Investment Report Q1 2018:**

This was discussed in item **4.f**

**9. VAO Service Contract:**

**The Board agreed** to proceed with a service contract with VAO to provide “general, ad hoc, HR information and advice for all WDT staff and directors” at a cost of £70 pa and the contract was signed by GD.

Fiona Smith had provided contact details for another HR consultant, Judith Fenton, who would be available on an ad hoc basis if required.

**10. Correspondence:**

**10.a Friends of** Kalisgarth

Friends of Kalisgarth wish to know if WDT would like Iain McDonald (IMD) to continue as the WDT representative for Friends of Kalisgarth.

**The Board agreed** that if IMD is happy to continue to be the WDT representative the Board is happy for him to continue in this role.

**Action: EJW write accordingly to IMD and Friends of Kalisgarth.**

**10.b Scottish Land Fund (SLF) End of Grant Report**

An email had been received from David Knight (DK) of the SLF confirming that the formal monitoring requirements for the grant for the Food Miles project is now complete and the SLF grant is now closed. DK had written “It is clear from your report that WDT have met and exceeded the expected outcomes of the Scottish Land Fund grant and your project is a good example of the significant impact that can be achieved from what is a relatively modest grant award. The funding itself however does not make the project ‘happen’ and I would take this opportunity to acknowledge all the time and hard work that the Trust, staff and volunteers have devoted to the project and to congratulate you all on its success so far.”

**10.c Orkney Marinas**

Orkney Marinas wrote to explain the need for a new toilet and shower block facility at Gill Pier and to request financial assistance with this project.

**The Board agreed** that consideration would be given to supporting / contributing to the project when a firm plan, with costs, is available.

**Action: EJW write to Orkney Marinas.**

**11. AOCB:**

**11.a Reports for board meetings.**

IR requested that for future reports that are created for board meetings all instances where a board action or decision is needed be highlighted / emphasised in some way in the report to help ensure that required decisions are recorded and actions allocated.

**Action: Everyone who produces a report for board meetings to ensure that required decisions and actions are highlighted / emphasised.**

**11.b DG02-2017 Bionic Arm for Lorna**

Following the news reported in the Orcadian that the NHS will pay for a bionic arm for Lorna it may be possible to close this grant application.

**Action: GD write to the applicant to enquire if there are any expenses that need to be covered.**

**11.c Höfn charges.**

Following a suggestion that a charge be made for the hiring of the Höfn *only* if the hire is for commercial gain **the Board agreed** that this was not appropriate and that the current charging structure should stand.

**11.d New WDT Membership form.**

**The Board agreed** that the new WDT Membership form is acceptable.

**Action: IT to make the form available on the website.**

**11.e Director Nomination form.**

**The Board agreed** that the application form for new directors should be available on the website.

**Action: IT to make the form available on the website.**

**11.f New Director Details form.**

**The Board agreed** that the Directors Details form does not need the information requesting the first three letters of several items of personal information.

**Action: IT to amend the form and make it available on the website.**

**11.g Trustees Code of Conduct.**

**The Board agreed** that the Trustees Code of Conduct should be available on the website.

**Action: IT to make the form available on the website.**

**11.h Charity Trustee Annual Declaration of Eligibility.**

**The Board agreed** that the Charity Trustee Annual Declaration of Eligibility needs to be completed annually by each director.

**11.i Website first page image.**

**The Board agreed** that the image with two turbines should be changed to show just the WDT turbine.

**Action: IT update the image on the website.**

**12. Next Meeting:**

The next meeting will be held on Tuesday 3rd July 2018 at 19.30pm.

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

**13. WDT Board Only:**

Nothing to report from the WDT only discussion.

MM, IT and EJW left the meeting at 22:30.

The meeting closed at 23:00.