

# **Minutes of the Board meeting of Westray Development Trust (WDT) held Tuesday 3<sup>rd</sup> July 2018 at 19.30 in the Community Classroom**

**Present:** Phillip Bews (PB) (from 19:45), Douglas Leslie (DL), Peter Needham (PN), Ian Ricketts (IR), Andrew Seatter (AS), William Turnbull (WT) Alan Flint (by Video conference link).

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

**1. Apologies:** George Drever (GD), Andy Makin (AM)

In the absence of the elected Chair (GD), DL (Vice Chair) took the Chair for this meeting.

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

Meeting on 05/06/18 (Quarry only)

proposed – WT; seconded – AS

Meeting on 05/06/18

proposed – PN; seconded – AS

**Matters arising:** An update on the quarry project was given. PB was not in the room for this update. The minutes of the Quarry Project update are given in a separate minutes document.

## **3. Administration & Finance Officer's Report:**

### **3. a Finance Sheets**

For information.

### **3. b Funding**

John Banks and Lauren Marcus were each awarded £45 for the Italian Language and Culture course. Ann Rendall and Jamie Rendall were each awarded £20 (not £40 as first claimed) for a First Aid course.

### **3. c Financial Year End**

The final accounts for 2017-2018 need to be with Alan Long by 20<sup>th</sup> August. A meeting needs to be arranged in September for the Boards of WDT and WRE to meet with Alan Long to agree and sign off the 2017-2018 accounts. It was noted that both Boards need to be quorate for this meeting and that Alan Long wishes to be there in person.

Janice Kirkness (JK) has agreed to come into the office one day when MM is back from annual leave to check that everything has been completed for the year end accounting.

**Action:** MM sort out a date for a Year End Accounts meeting.

**Action:** MM meet with JK to check that everything necessary for the annual accounts has been done.

### **3. e Auk Talk**

**Action:** PN and EJW to produce a report for the July issue of Auk Talk; deadline for copy is 20<sup>th</sup> June.

### **3. g WRE**

Enercon has stated that it will send engineers to assess the problem with the turbine on 17<sup>th</sup> July. Any necessary parts will then need to be ordered prior to a date being agreed for a repair to be carried out. MM has been chasing Enercon almost daily to try to get things moving. Time spent in this way has detracted from the time available to complete the accounts and invoicing. MM has advised Wullie Bain (Chair of WRE) of the current situation and the need to continue to chase Enercon for progress. The Board thanked MM for her persistence in this matter.

### **3. h Annual leave**

MM advised that she has been under great pressure to complete her work under the abnormal circumstances of the turbine malfunction and AM being off sick long term, and the additional work that has resulted from this situation. She hopes that on her return from annual leave, when she will be working full time during the school holidays, she'll be able to catch up with her outstanding workload.

## **4. Housing Project:**

IR and PN have made significant progress in taking this project forward. Stage 1 of the application to the Scottish Land Fund (SLF) has been approved and WDT now has three months to submit Stage 2. SLF insists that we again raise the option for OIC to gift aid Bayview to WDT despite the latest communication from OIC stating that they will not consider this.

Following advice from Luke Fraser the proposed plans for Bayview have been amended such that the original house will be divided into four flats (flat 1 – ground floor, one-bedroom; flat 2 – ground floor and first floor, one-bedroom; flat 3 – first floor, one-bedroom; flat 4 – second floor, two-bedrooms) and there will be a new three-bedroom house at the rear of the property instead of flats.

This is a £1m project with an expectation of recovery of 80% of the project costs.

IR and PN estimate that they have spent at least 34 hours effort to bring the project to this point and produce a workable business plan.

SLF strongly advises that at this stage an up-to-date survey of community support for the project be undertaken to inform a mandate to proceed with the project. With a three month time window to complete Stage 2 of the supplication to SLF if we are to go ahead with this project we need to produce and distribute a new survey of the Westray community as soon as possible. IR and PN suggest a leaflet with current information and a brief questionnaire to be sent out with a stamped return envelope giving a 6-week deadline for replies. The cost of a survey would be approximately £600.

The risks associated with spending further time and money on the project are:

The Stage 2 application might be turned down by SLF (unlikely);

Occupancy levels might not achieve 80% or might fall below 80% (80% occupancy was the figure suggested by Luke Fraser for the business plan);

The business plan might be flawed;

Deadlines might be missed through lack of planning and effort.

The potential benefits of this project are:

Housing provision for up to 14/15 people;

Support for Westray employers whose employees (and potential employees) need housing.

**The Board agreed** that the project should proceed; **the Board authorised** spend of approximately £600 for the survey with stamped addressed envelopes included.

AS agreed to help with the tasks associated with making the survey happen.

**Action:** IR and PN continue to take the Housing Project forward.

**Action:** IR, PN and AS produce and distribute an information / questionnaire leaflet.

## **5. HR Resource Advice Update**

WDT has recently agreed a contract with VAO at £75 per annum to cover general requests for HR help, but VAO may not have sufficient knowledge and expertise for more in depth HR advice.

Fiona Smith (FS) (SORTON) has been our HR contact for several years and our existing policies were written by FS. In light of changes in legislation several of these polices may need to be revised and new policies may be needed. FS is no longer in business and she has recommended Judith Fenton (JF) of Fenton HR (based in Shetland) to WDT. IR and PN have had a free exploratory meeting (via SKYPE) with JF. Consultations with JF would cost £40 per hour / £280 per day. It is proposed that we contract with JF to do a complete review of WDT's policies. This would be a ten-day contract costing £2,800.

It is possible that HIE might be able to offer support for a review of WDT's policies, and, as part of his recent contract with WDT via HIE, Colin McAndrew (CMA) would be happy to assist with HR matters.

**The Board agreed** to wait until the expected report from CMA is available and assess the options for a review of polices in the light of his recommendations.

## **6. Graduate Placement Report**

### **6. 2 Höfn Youth Support Workers**

There have been four applications for the roles of Höfn Youth Support Worker: Lena Pottinger, Jonathan McEwen, Sally Dickinson and Theresa Sandison; all four are registered with the PVG Scheme. Two of the applicants are parents of children who are entitled to use the Höfn and there was some feeling that this might not be ideal. CMA has reviewed the proposed contract.

**The Board agreed** that the four applicants be offered the roles without interview and that the contract be amended to include an initial six-month review with subsequent reviews at a longer time interval. IT explained that WDT should be registered with the PVG Scheme for the employment of these Youth Support Workers as well as for the employment of Home Help workers.

**Action:** IT amend the contract as above.

**Action:** IT request the forms required for WDT to apply for membership of the PVG Scheme.

### **6. 4 Shetland Trip**

Eight people have opted to go to Shetland in September: GD, PB, IR, AS, WT, AM, IT and Sam Harcus (SH) (director of WRE). SH has warned that his working schedule sometimes varies so he might have to pull out at short notice. IR agreed to be a named driver for the car hire requirement. Following a discussion of accommodation costs **the Board agreed** to a self-catering house with four bedrooms where four people would share two rooms with single beds. Two people would need to be accommodated separately at a B&B. This will be considerably cheaper than booking eight single rooms at a hotel.

**Action:** IT book the self-catering house and a B&B as required.

**Action:** IT arrange for car hire on Shetland (2 cars).

## **7. PEG Funding Recommendations**

### **CG11-2017 Westray Community Cinema**

This project aims to develop and sustain a community cinema on Westray which will add to the social and cultural life of our Island. The screenings will be open to anyone to attend and the project will aim to be self-sustaining once established. It is planned to have at least six screenings per year; there will be an entry ticket which will be priced so as to make it affordable for as wide an audience as possible, and there will also be a raffle at each screening.

The Group has booked a week at the Bargain Box in August and has already raised £230 in ticket and raffle sales.

The expected costs are: annual membership fee of 'Cinema 4 All' - £65; film licence fee at £85 per screening - £510; venue hire, promotion and advertising - £155.

The PEG considered this application to fit well with a range of WDT charitable objectives and gave the project an overall score of 15.

**The Board agreed** to award the Westray Community Cinema project £500 as requested.

**Action:** EJV write to the successful applicant.

### **CG12-2017 Further information required**

## **8. Kalisgarth Turbine Agreement**

**The Board agreed** the new Kalisgarth Turbine Agreement. If Kalisgarth contacts the WDT office to report a fault, staff need to contact AS.

**Action:** MM/EJV amend the agreement to include WDT and Kalisgarth signatories, arrange for the document to be signed, give Kalisgarth a copy and keep a copy on file.

## **9. AGM**

Alan Long (AL) has confirmed 6<sup>th</sup> November is OK for him; AF has advised that this date will probably be OK for him.

WDT will not cover traveling expenses for AL and AF.

**Action:** EJV book accommodation at the Pierowall Hotel for AL and AF for the night of the 6<sup>th</sup> November.

## **10. Correspondence**

### **10.a DTAS Annual Conference 2018**

An invitation to attend the DTAS Annual Conference 2018 has been received. PN will consider attending.

### **10.b Community Justice Co-ordinator**

The Community Justice Co-ordinator at Orkney Islands Council contacted WDT with regard to the provision of unpaid work as part of Community Payback Orders in Orkney, asking if WDT could offer any opportunities for offenders. **The Board agreed** that this was not something that we could currently consider.

**Action:** EJV reply to say no thank you and suggest that the Community Council be contacted.

## **11. AOCB**

### **11.a SURF Awards**

The purpose of the SURF Awards process is:

- to recognise and reward best practice in community regeneration;
- to promote and disseminate best practice across Scotland as a means of sharing knowledge and experience, and enhancing policy and practice;
- to highlight the role that regeneration projects and initiatives have in improving the wellbeing of individuals and communities in Scotland;
- to reward best practice in regeneration;
- to help promote and disseminate best practice in regeneration efforts across Scotland;
- to highlight how regeneration and inclusion initiatives can make a real difference to communities.

The Award Categories for 2018 are:

- Community-Led Regeneration (sponsored by HIE);
- Scotland's Most Improved Place;
- Housing;

Creative Regeneration;

Youth Employability: Overcoming Barriers.

Chessa (Francesca Couperwhite of HIE) may be able to assist with completing the application forms.

**The Board agreed** that WDT would submit applications as follows: Community-Led Regeneration – the Westray Bargain Box; Youth Employability: Overcoming Barriers – employing Benny Norquoy (BN) on the Food Miles Project.

**Action: Office staff to complete the application forms.**

**\*\* DL subsequently suggested that the consent of BN be requested before an application for the Youth Employability: Overcoming Barriers Award is submitted\*\***

#### **11.b North Isles Digital Forum**

The next meeting of the North Isles Digital Forum will take place on Thursday 16<sup>th</sup> August at the St Magnus Centre at 11:00am to 1pm. PN will attend.

#### **11.c S1 Jobs**

Louise Reilly contacted the office to remind us that WDT set up an account with two credits for two job recruitments. There is one credit left which must be used by 11/12/18 or it will be lost.

#### **11.d Andy Makin Sickness Absence**

AM has a further Fit Note to the end of July 2018.

#### **11.e Invitee to the next Board meeting**

**The Board agreed** to invite Louis Pottinger (LP) to the August Board meeting. He had been invited to the June meeting but did not attend.

**Action: EJW invite LP to the next Board Meeting**

#### **11.f Smart Heating System and EV Charger Trial**

Heat Smart Orkney is extending its remit to include the possibility of a fully funded electric vehicle charging point at people's homes. A poster with details had been received. **The Board agreed** that the poster would be distributed.

**Action: EJW distribute the poster around Westray.**

#### **11.g Funding Applications for Firefly recommended work**

A number of people who have taken advice from Firefly and who are planning to have work done to improve their home insulation and reduce the costs for heating their homes have enquired if they can apply for funding from WDT to cover the shortfall of the funding that Firefly have sourced for them and the total cost of the work. Such applications must be considered by PEG in the usual way and assessed against the WDT Charitable Objectives and the scoring matrix.

#### **11.h Board Meeting Documents**

Following the amendment to the WDT Articles of Association that allow for any person to request a copy of the minutes of general meetings or meetings of the directors of the company **the Board agreed** that this does not include the papers that are tabled at meetings. Such papers are confidential.

#### **11.i Annual Leave Arrangements**

MM confirmed that she had not put her emails on forward to EJW and that she would check her emails whilst on annual leave. AM is checking his emails whilst on sickness absence.

### **12. Date of Next Meeting:**

The next meeting will be held on Tuesday 7<sup>th</sup> August at 19:30 in the Community Classroom.

**Action: EJW book the Community Classroom**

MM, IT and EJW left the meeting at 21:35.

### **13. WDT Board Only:**

There is nothing to report from the WDT Board only meeting.

The meeting closed at 21:45.