

Minutes of the Board meeting of Westray Development Trust (WDT) held Tuesday 4th September 2018 at 19.30 in the Community Classroom

Present: Phillip Bews (PB), Geordie Drever (GD) (Chair), Douglas Leslie (DL), Louis Pottinger (LP), Andrew Seatter (AS), William Turnbull (WT), Alan Flint (by Video conference link).

Attending: Clare Lucas (CL), Margo Makin (MM) (from 19:45), Isobel Thompson (IT), Eileen Woodhouse (EJW – Minutes).

1. Apologies: Andy Makin (AM)

2. Minutes of previous board meeting:

Meeting on 07/08/18

proposed – AS; seconded – DL

Meeting on 21/08/18

proposed – WT; seconded – AS

** Note: EJW handed in her notice on Monday 12th August giving seven weeks' notice. Contractual end date is 30/09/18.

3. Matters Arising:

Matters arising will be covered in the agenda items.

4. Administration and Finance Officer's Report:

4.5 CCLA

The Board agreed to the proposed transfer of £124,000.00 to the deposit fund.

Action: MM transfer £124,000.00 to the deposit fund.

CCLA Meeting Update – item 10) on the Agenda

DL, AS and IT met with Heather Lamont (HL) on Tuesday 28th August; AF had been unable to join the meeting. Though short, due to HL's delayed flight, the meeting was positive with discussions of WDT's investment risk profile and the potential effects of BREXIT on the investments. HL confirmed that CCLA is taking a pro-active approach to the possible effects of BREXIT and adjusting their investment portfolio accordingly.

If WDT wants lower risk investments we would probably have to use a different company; lower risk investments would give a lower return - the current long term investments are not high risk. CCLA is managing the WDT funds at a very reasonable cost. The Board agreed to continue with CCLA and the investments as currently managed.

4.6 Bargain Box

The Board agreed that CL be added as a signatory to the Bargain Box bank account.

Action: MM set up the Bargain Box bank account.

4.8 HR Help

Colin McAndrew (CMA) has been of great help in recent weeks; his monthly fee as an HR consultant to a business the size of WDT would be £80.00. The Board agreed to contract with CMA for this service.

Action: MM to set up the contract with CMA.

5. Graduate Placement Report:

5.3 Höfn Youth Support Workers

IT reported that WDT has been accepted by Disclosure Scotland as a Registered Body to countersign PVG checks and that Disclosure Scotland requires WDT to have a Disclosure Policy. Disclosure Scotland provided a copy of their Disclosure Policy which IT adapted for WDT use. With the amendment of changing the reference to the Data Protection Act 1998 to the current GDPR legislation, the Board approved the new Disclosure Policy.

IT reported that one of the appointees for the position of Höfn Youth Support Worker has pulled out. The Board agreed to re-advertise the position.

Action: IT amend the Disclosure Policy.

Action: IT re-advertise the position.

5.4 Planning Shetland Research Trip

IT reported that Sam Marcus (SH) is now unable to join the trip to Shetland due to work commitments. The place was offered to DL and to CL; CL declined, DL advised that he would let IT know later**. PB advised that he might not be able to travel to Shetland with the group – but would expect to be able to travel later the same day or the following day. The people now on the list to go to Shetland are: PB, GD, LP, AS, WT, AM and IT.

Action: IT cancel all bookings for SH.

Action: PB advise IT as soon as possible of his required travel arrangements.

** 05/09/18 - DL advised IT that he would not be able to go.

5.5 Höfn Turbine – Maintenance Issue

The continued costs of running the Höfn turbine would consume almost all of the income generated. AS suggested that it might be an option to allow an external company to host a new turbine on the site which should allow WDT free power usage.

Action: AS investigate the option of the involvement of an external company.

5.9 HIE Marketing

IT reported that HIE wish to make a film, featuring IT, to highlight the benefits of the ScotGrad scheme, and that they also wish to feature IT and WDT in an article in their magazine 'Focus'. The Board agreed for these marketing initiatives to go ahead.

Action: IT to agree to HIE's requests subject to WDT being able to approve the magazine article prior to publication.

6. Colin McAndrew (CMA) Report & Recommendations

The minutes of the Board meeting with CMA on 21/08/18 were distributed at the meeting having just been received by MM and were adopted as per item 2. CMA has further reports to submit but is having to have his reports recovered following an accident with his laptop.

Action: CL to add this item to the agenda for the next Board meeting.

7. AGM

7.1 Reports for the AGM:

Chair Report

GD is awaiting input from CMA before he can complete his report. The Board agreed the Chair report as far as it goes. At this point a discussion of the turbine arose: the expected life of the turbine (20 years), the availability of public liability insurance, the grid connection agreement, planning permission and FITS payments were discussed. It was recognised that WRE needs to investigate the concerns discussed and look at the options available. PB and AS, directors of WRE, were involved in this discussion.

Operations report

With a few updates, the Board agreed this report.

Action: IT to update the report.

Grants Awarded Report

With one minor change The Board agreed this report.

Action: MM to update the report.

Key Themes Report

With a few updates, the Board agreed this report.

Action: IT to update the report.

Treasurers Report

The Board agreed this report.

WRE Report

With the addition of a short paragraph stating that the turbine would need a major overhaul in October 2019 and that the resultant downtime would not be covered by insurance, the Board agreed this report.

Action: EJW update the report as suggested and re-submit to Wullie Bain (Chair of WRE) for approval.

Learning Centre Report

With one minor change to correct a date the Board agreed this report in full.

The Board agreed the additional quotation from Peter Needham (PN) of £160 to expand the Annual Report so that the full Learning Centre Report could be included. An additional four A4 sides would be available for the lengthy Learning Centre Report and it was suggested that a report on the ScotGrad Placement by IT could also be accommodated.

Action: IT create a ScotGrad Placement Report and submit to the directors for approval via email by the end of the week.

Action: EJW advise PN that his additional quotation has been accepted by the Board.

Action: EJW forward the agreed reports to PN.

7.2 Catering

EJW reported that June Harcus has agreed to provide the catering for the AGM along the same lines as last year.

8. Housing Project Update:

The Highlands Small Communities Housing Trust (HSCHT) has submitted a quotation for completing Stage 2 of the application to the Scottish Land Fund of £3,500 + VAT. This falls within the previously agreed budget and the Board agreed to accept this quotation.

Action: MM to write to HSCHT to accept the quotation.

9. Quarry Update:

Andrew Sinclair Contractors and Plant Hirers has advised that they will submit a tender. Their representative advised that planning permission could take up to a year to process.

10. CCLA Update

This item was discussed under item 4.5

11. Correspondence:

Hazel Moore has submitted a request to change the name of her contract from 'Westray Learning Centre' to 'Westray Learning'. Following discussion of this request the Board decided that the current contract name would remain as is and can be reconsidered at the time of renewal of the contract.

Action: MM respond to HM to let her know the Board's decision.

12. AOCB:

12.a Application for membership

An application for membership of WDT had been received from Julian Barnett (JB). The Board approved this application.

Action: CL write to JB to let him know.

Action: CL to scan the signed application form and file the scan and paper copy as necessary.

12.b WDT Director Application

A WDT Director Application Form had been received from JB in the expectation of his application for WDT membership being approved. His Director Application was nominated by WT and seconded by GD.

Action: CL to write to JB to let him know that his Director Application has been nominated and seconded by the Board and that his name will be included in the list of members standing for election as director at the AGM.

Action: CL to update the list of members standing for election as directors at the AGM.

Action: CL to scan the signed Director Application form, Declaration of Eligibility Form and Register of Interests form and file the scans and paper copies as necessary.

12.c Acknowledgement of voluntary help by Caroline Kent (CK)

The Board agreed to recognise CK's service and the Board agreed to present CK with a gift voucher for her much appreciated help.

Action: CL to organise a gift voucher.

Action: CL to draft a letter of thanks from WDT Board for GD to sign and send this letter with the voucher to CK.

Action: IT to add CK's name to the list of volunteers to be thanked in the Operations Report.

12.d Additional Invitees to the AGM

The Board confirmed the additional invitees to the AGM: Luke Fraser, Francesca Couperwhite, Kevin Woodbridge, Stephen Clackson, Graham Sinclair, Heather Lamont (CCLA), Colin McAndrew, Alan Flint, Alan Long and Liam McArthur (MSP).

12.e WDT Christmas Party

The Board agreed to approach Anne Rendall (AR) to ask if she would do the catering and the preferred venue would be the Graand Owld Byre. Invitations on the usual lines to be sent to WRE directors, WDT Directors, WDT staff, and their partners, who have served during the year.

Action: CL contact AR regarding the catering and a suitable date.

Action: CL book the Graand Owld Byre.

****Note: the invitation is to be extended to Hazel Moore as well.**

12.f Director Nominations

For a number of years, several years ago, members who wished to stand for election as a director were able to state their intention at the AGM. Following a member's request that prior notice be given of any members' intentions to stand for election as a director it had been agreed to publish the names of members standing for election in the AGM papers sent to members with the notification of the AGM. The Board agreed that this practise should continue.

Action: MM include in the WDT page of the October Auk Talk that Director Application Forms must be submitted to WDT prior to Friday 12th October.

Action: IT publish on the WDT Facebook page that Director Application Forms must be submitted to WDT prior to Friday 12th October.

12.g Key Holder

EJW reminded the Board that as she is the only authorised key holder at WDT and as she is leaving WDT at the end of September, it will be necessary for another key holder to be appointed by the Community Association.

Action: LP (as a member of the Community Association) to sort out having a key.

12.h Bargain Box Planning Permission

EJW reminded the Board that the existing planning permission for the Bargain Box will expire in March / April 2019 and that it is necessary to re-apply in time for a new planning agreement prior to the expiry of the existing agreement.

Action: CL to check the expiry date of the current planning permission.

Action: CL to keep this item on the agenda until the application has been made.

12.i Payment of additional hours worked by EJW

The Board confirmed that the additional hours worked by EJW prior to the end of her contract at the end of September will be paid.

Action: EJW keep an accurate record of her additional hours and advise MM on her last working day, of the total hours to be paid.

13. Date of Next Meeting:

The next meeting will be held on Tuesday 2nd October at 19:30 in the Community Classroom.

Action: CL confirm the booking for the Community Classroom

CL, IT and EJW left the meeting at 21:20

14. WDT Board Only:

MM left the meeting at 21:45

The Board agreed that the Alan Long Partnership be asked to provide more assistance with the WDT accounts due to the current shortfall of resource available.

The Board agreed after a review of MM's probationary period to award MM a pay increase for the remainder of her contract in line with similar positions.

The Board agreed to offer IT a role at WDT in line with the recommendation of CMA. CMA will draw up a job description and contract at which time the offer will be formalised. It is hoped that this will aid WDT in implementing the recommended changes to staffing proposed by CMA.

The meeting closed at 22:05

