

Minutes of Westray Development Trust Board Meeting

Tuesday 2nd October 2018 in the Community Classroom

Present: Philip Bews (PB), Geordie Drever (GD) (Chair), Douglas Leslie (DL), Louis Pottinger (LP), Andrew Seatter (AS), William Turnbull (WT).

Attending: Clare Lucas (CL), Margo Makin (MM), Isobel Thompson (IT)

1. Apologies: Alan Flint (AF), Andy Makin (AM)

2. Minutes of previous board meeting:

Meeting on 04/09/2018

Proposed – WT; seconded – PB

3. Matters Arising:

AS has made enquiries into the possibility of hosting a replacement turbine at the Höfn. Unfortunately this will not be a feasible option for the trust. AS is awaiting a quote for a new turbine from Kingspan but similar turbines elsewhere are in the region of £12.5K. With FITS payments ceasing in 2028 a new turbine may not prove economically viable. The board agreed that a previous quote for repairing the turbine should be explored in more detail to find out exactly what the refurbishment would entail.

Action: AS to contact Maintenance Company and discuss the quote for refurbishing the turbine.

4. Administration and Finance Officer's Report

Alan Long (AL) has assured GD that the majority of the financial accounts will be complete in time for the AGM in November. AL is due to come to Westray early next week to discuss the accounts with the board.

MM has had trouble accessing the RBS bank statements and it was found that Janice Rendall (JR) was the only member of staff who is able to access the RBS account. The board agreed to ask JR if she can arrange for MM to be added to the account.

MM requested that the board approve IT as a signatory to the Bargain Box bank account, along with CL due to the temporary nature of MM's employment. The board decided that the Bargain Box would benefit from a bigger pool of signatories, therefore MM, CL and IT to all become signatories.

Action: CL to bring WRE AGM forward and book the Community Classroom for AL's meeting.

Action: MM to ask JR to contact RBS and give MM authorisation to access the account.

Action: MM to arrange for MM, CL and IT to become signatories for the BB.

5. Appointment of Auditor for 2018/19

The board agreed to start the tendering process in the New Year and to open it up to companies operating in Orkney, Shetland and Caithness. The Board will then review the auditor provision again in 2020/2021.

Action: CL to add this item to the agenda in December 2018.

6. Graduate Placement Report

The Höfn Youth Workers require an induction before commencing work mid-month. GD and IT to meet with the youth workers on Wed 10th October.

The Shetland trip was very successful with lots of meetings held and contacts made. IT is in the process of doing a follow up report to be made available to the Board when complete. IT also informed the Board that a couple of the contacts they made in Shetland are hoping to visit Westray sometime in October. The Board agreed to meet with them and show them around the island. The Board agreed that IT would benefit from attending the Development Trust Officer's meeting in Kirkwall in AM's stead.

Action: IT to arrange induction day with Youth Workers.

Action: IT to confirm visit from Shetland.

Action: IT to attend Development Trust Officer's meeting in Kirkwall

7. Loans Proposal

IT has researched potential options for how the Trust continues their Loan scheme. These were discussed at length. The Board requested that IT seek the advice of AF and undertake further research into the proposed options. The Board agreed that the Loan scoring matrix devised by IT would be a useful tool for initially assessing incoming loan applications but that it wouldn't replace the in-depth individual assessment given to each application. It was also suggested that the matrix include a score for the term of the loan requested.

Action: IT to make addition to scoring matrix

Action: IT to speak with AF

8. AGM

- a. Agenda approved subject to minor changes
- b. AL and IT to act as vote counters
- c. Pack letter confirmed subject to minor changes and addition of Anne Burgher to directors standing for election
- d. The Board would like to take their special guests out to dinner before the AGM

Action: CL to make changes as discussed and submit Agenda to Peter Needham

Action: CL to arrange a meal for the AGM special guests

9. Garden Project Proposal

CL provided the board with a proposal for the future of the Garden project which was discussed at length. Following this report The Board agreed that the project should continue next season as it is with some alterations made to hours worked by the garden staff to be discussed with Colin McAndrew (CMA). Meanwhile, CL, IT, PB and WT are to form a management group to explore the way forward for the Food Miles project.

Action: CL and IT to liaise with PB and WT on steering the Garden Project

Action: MM to contact CMA regarding potential contract changes.

10. PEG Funding Recommendations

CG01-2018 – Westray Fairtrade Group

The Westray Fairtrade Group have again secured “Fairtrade Island” status for Westray. This project seeks to produce “Fairtrade Island 2018-2020” plaques for all participating groups, businesses and organisation who have signed the Fairtrade Charter, which commits them to supporting Fairtrade. The cost of this project was estimated to be £200. £50 had been granted from Westray Community Council, a further £50 would come from the Fairtrade Group.

The PEG awarded a score of 15 in assessing this application.

Queries were raised regarding some recent news about the future of the Fairtrade label.

The Board agreed to award Westray Fairtrade Group £100 as requested.

Action: CL to speak to applicant regarding the future of Fairtrade and inform them of their successful application.

CG02-2018 – Westray and Papa Westray Tourist Association

This project seeks to provide an outdoor information sign board and information leaflets. This sign will show a map of the island with an enlarged section showing the village, illustrating key places/facilities e.g. airfield, ferry terminal, bus stops, shops, café, galleries, tourist information points, public toilets, bicycle & car hire, places of historic & archaeological interest, Heritage Centre, post offices, Doctor surgery, walks, beaches, bird watching points etc.

The project would cost £1044; £375 – design & artwork; £469 sign manufacture and delivery; £200 sign delivery. WPWTA applied for 45% funding of 469.

PEG awarded this application a score of 13.

The Board agreed to award the Westray and Papa Westray Tourist Association £469 as requested.

However this is subject to an agreement from the Tourist Association to make the proposed board available to the public to be proof read prior to installation.

Action: CL to inform the Tourist Association of the special conditions for their grant approval.

CG03-2018 – Go Westray CIC

This project seeks to continue the Westray Community Website.

The costs of this project are; Site hosting - £55; Security certificate - £60; Monthly maintenance to keep the site backed up and virus protected - £360. Total = £475. External funding has been confirmed from Links of Noltland Steering GROUP (£120), Westray Community Association (£120), Westray Community Council (£120). £120 was requested from WDT. Go Westray has previously donated £200 from Bargain Box fundraising to maintaining the community website.

PEG awarded this application a score of 14.

The Board agreed to award Go Westray CIC £120 as requested.

Action: CL to write to the successful applicant.

CG04-2018 – Further information required.

CG05-2018 – Further information required.

CG06-2018 – Westray Sailing Club

This project is to complete the Sailing Club’s new skiff ‘Ailsa’ with new sails.

The cost of this is estimated to be £1061.66. The Sailing Club applied for £550 from WDT, the rest of the cost will be met by the club’s own funds (e.g. Bargain Box fundraising). The WDT logo would be printed on the new sails.

PEG scored this application a total of 14.

The Board agreed to award £550 as requested.

Action: CL to write to the successful applicant.

PEG Scoring

There was a discussion about the current scoring method used by PEG for funding applications. The Board decided that, to prevent applications being deferred at this stage, the PEG could adjust the current method of scoring applications.

Action: AS and WT agreed to raise this issue of PEG scoring at the next PEG meeting in December.

11. Bargain Box

- a. The current Planning Permission for the Bargain Box expires in March 2019. The Board agreed to task IT and CL with submitting an extension to the current planning permission.
- b. The Board agreed that the Friends of Westray Surgery would qualify for using the Bargain Box
- c. An outside light and smoke alarm is required on the Bargain Box

Action: IT and CL to submit an extension to the current planning permission

Action: MM to inform Anne Burgher about the Board's decision

Action: MM to ask Danny Marcus Construction to fit a light and smoke alarm.

12. Correspondence

The Board decided that there was insufficient information to make any decisions about joining the Children's and Young Peoples Partnership.

13. AOCB

- a. Application for Directorship by Anne Burgher was nominated by GD and seconded by AS.
- b. Application for membership by Clare Lucas was approved by the Board
- c. WT expressed a wish by the Westray Golf Club to submit a funding application to LEADER for the erection of a new clubhouse at the golf course. This would be on land owned by WDT. The Board agreed that the Golf Club could erect a clubhouse on the land.

Action: CL to update member list

Action: CL to inform AB of the Board's approval of her application for Directorship and that her name will be included on the list of members standing for election at the AGM.

14. Date of Next Meeting

Another Board Meeting will be held before the AGM, on Tuesday 30th October at 19.30 in the Community Classroom.

Action: CL to book Community Classroom. LP to arrange a key to the Classroom.

CL, MM and IT left the meeting at 22.30.

15. WDT Board Only

