

Minutes of Westray Development Trust Board Meeting

Tuesday 4th December 2018 in the Community Classroom at 19:30

Present: Helen Bain (HB), Julian Barnett (JB), Anne Burgher (AB), Philip Bews (PB), Douglas Leslie (DL), Louis Pottinger (LP), Gill McEwen (GM), Andrew Seatter (AS) (Chair), 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 30/10/2018

Proposed – DL; seconded – WT

Meeting on 06/11/2018

Proposed – PB; seconded - JB

3. Matters Arising:

WT had checked the Golf Club's constitution which states 'If upon winding up or dissolution of the Club there remains after the satisfaction of all debts and liabilities any property whatsoever this shall be transferred either to any association to which the Club is affiliated or, to some other organisation or organisations having objects similar to the Club. This organisation shall be determined by the members of the Club by resolution passed at a General Meeting.' The Board agreed that this was an acceptable clause for the redistribution of assets should the Golf Club dissolve.

4. Administration and Finance Officer's Report

MM raised the issue of the Trust's lack of a transparent policy regarding which users should be charged for the hire of the Höfn. The Board requested that the office staff compile some historical data on regular Höfn users to enable them to decide on a clear definition for who should be charged for Höfn use and whether any charities or groups should get an exemption.

Action: Office staff to provide the Board with the requested data.

5. Graduate Placement Report

IT asked for clarification on the process of arranging for maintenance to be done on the Höfn. The Board agreed that the Höfn kids could pick a colour scheme and Olwyn Bews can be asked to repaint the Höfn internally as had been done in previous years. The Youth Support Workers have arranged a small Christmas party for the kids which they plan to use as a chance to get to know the kids better and to find out from them what they would like to spend some of their fundraising money on.

IT has been representing the Trust at recent Your Island Your Choice (YIYC) steering group meetings and proposed that the Trust match fund the figure available through the scheme as well as gifting a small amount to enable the group to better advertise the scheme through a household mail drop. The Board agreed to match fund those projects that are in line with the Trusts charitable objectives and that projects receiving funding from the Trust through YIYC would be unable to apply for grant funding for the same project through the normal Grant Application process.

IT informed the Board that she had been asked to take part in an interview with the BBC about her work with the Trust.

ACTION: IT to arrange the repainting of the Höfn.

Action: CL to write to the Westray YIYC steering group to inform them of the Board's decision.

6. Project Introduction for New Directors

DL gave the new Directors an overview of the Quarry project. The other ongoing projects were covered in other agenda items.

7. Finance Subgroup Update

MM and PB gave the new directors an overview of WDT's investment policies and the outcome of the recent meeting of the finance subgroup. The Board agreed to authorise the financial transactions proposed by the subgroup.

AS looked into a short term investment proposal through Orbital Marine and has passed the information on to AF for his advice.

Action: MM to make approved financial transfers.

Action: IT to forward investment information to AF.

8. Tender for Accountants

The Board agreed to have a tender document drawn up ready for early next year.

Action: CL to find the previous tender document

9. Bargain Box/Garden Project Update

CL gave the new directors an overview of the Garden Project. The Board agreed to provide a budget of £3,000 to the garden project to be managed by the garden project staff over the next growing season. Project development will be ongoing by the garden subgroup. JB mentioned that Westray Processors were in discussion with companies to provide a means of disposing of its waste by turning it into soil conditioner using an industrial composter. He agreed to send CL the information he has to date with a view to the Trust acquiring something similar or working with the Processors to dispose of garden waste.

The Board reviewed the architect's plans for an extension to the Trust offices to include a permanent building for the Bargain Box. The Board agreed to request some alterations to the buildings footprint.

Action: MM and CL to set up garden budget

Action: IT to request Shane Scott to adjust the plans for the Bargain Box

Action: CL to email the Board with the updated plans once available

10. Housing Update

AS gave an overview of the housing project. The project is now at the stage where a tender needs to be drawn up for carrying out the building work. The Board agreed that the tender should be Orkney wide, however, in line with the Trust's charitable objectives, the Trust would like to award the project locally. IT showed the Board a letter she had received from the Scottish Parliament commending the Trust on its work to address the housing needs on the island.

Action: IT to speak to Shane Scott about producing an invitation to tender

Action: IT to reply to Liam MacArthur

11. Subgroup Organisation

Finance subgroup remained the same. GM volunteered to join the housing subgroup. JB volunteered to join the garden subgroup. AS stepped down from PEG. LP volunteered to join the PEG team. Quarry subgroup remained the same. AB agreed to represent the Bargain Box.

12. Correspondence

- a. Correspondence had been received from a member of the Westray Community regarding the Trust's position on the installation of Electric Vehicle charging points on the island. The Board agreed that the Trust were not currently in a position to help with this issue but that groups or individuals are welcome to apply for funding in the normal way.

Action: CL to inform the relevant parties of the Boards discussion

13. AOCB

- a. A membership application from Lydia Harris was approved by the Board.
- b. The Board agreed that a strategy session with VAO was not required at this time but this could be revisited in 6 months' time.
- c. The Board confirmed that they had never received the requested information from the sailing club regarding the erection of a boat shed on WDT land at Sand O Gill. They had previously requested a location plan which would need to be approved before a lease could be drawn up.
- d. The Board were happy with the report from the Heritage Centre and agreed to the next stage of funding which DL pointed out that the Heritage Centre was granted £7,578.96, not the figure quoted in the report.
- e. MM had received an invoice for taxi hire for the Home Help service. There had been a large percentage increase in the cost. The Board agreed that the increase was in line with increasing costs and were happy to continue using the service.

Action: CL to update member list

Action: CL to inform Lydia Harris of the Boards decision

Action: CL to contact Sam Marcus regarding the sailing club shed.

14. Date of Next Meeting

Due to the Christmas and New Year break, the next Board Meeting will be held on Wednesday 16th January 2019 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 22.20.

15. WDT Board Only

The meeting closed at 10:40

A handwritten signature in black ink, consisting of several overlapping, fluid strokes that form a cursive name. The signature is positioned below the text 'The meeting closed at 10:40'.