

## **Minutes of Westray Development Trust Board Meeting**

**Wednesday 16<sup>th</sup> January 2019 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), Isobel Thompson (IT)

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

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

Meeting on 02/12/2018

Proposed – DL; seconded – PB

**3. Matters Arising:**

CL updated the Board regarding the tendering for an accountant. AS and PB, as WRE directors, confirmed that WRE would be happy to put a tender out as it was acknowledged that problems could arise from a situation where WDT and WRE have separate accountants. The finance subgroup agreed to meet with MM to decide what elements should be included in the tender.

JB mentioned that he has been exploring the possibility of leasing an aerobic digester for the production of soil conditioner at Westray Processors with the hope that other Westray businesses can benefit from disposing of their waste in this way. The soil conditioner could be used by the garden project and potentially by local farms, however, the legislation surrounding the final product would need to be verified.

AF is unable to make Wednesday's for Board meetings so the Board agreed to change subsequent meetings to the first Thursday of every month to allow AF to attend via video link.

**ACTION: Finance subgroup to formulate accountants' tender document for final approval by the Board.**

**4. Administration and Finance Officer's Report**

MM confirmed in her report that Ian Christie from the turbine insurance company has received all the information he needed from Enercon to process the insurance claim.

**5. Graduate Placement Report**

Planning permission has been received for the development of Bayview, however, IT has yet to receive confirmation of the sale of Bayview from OIC. Highlands Small Communities Housing Trust (HSCHT) have agreed to do the rural housing fund application alongside a costed proposal for their potential management of the project. This cost will be included in the grant application to the rural housing fund.

IT and AM will contact Billy Groundwater and provide him with the information he needs to produce a tender for the refurbishment of Bayview, this can then be released.

IT's ScotGrad placement has now come to an end and she is now officially employed as Project Officer for WDT.

IT made several recommendations for improving the current grant system;

- The Board agreed that it was no longer necessary to have % funding allocations within the total pool set aside for grant claims. The different grants already have a monetary cap.
- The Board agreed to raise the cap on the entertainment grant to £500 while reducing the current restrictions on what this grant can be used to for. The £500 may now be spent on anything pertaining to the provision of entertainment for the specific event stipulated in the grant application. The entertainment grants will still be assessed by the office staff subject to confirmation that the £500 is still within the limit of what the office team can approve.
- The Board agreed to incorporate development grants into the community grants given that their nature is very similar.

Given the above changes to the grant system and some feedback from the public, AS suggested WDT could hold an open evening to host community groups and general public to help ensure that as many people are aware of the grants available and to offer any assistance to anyone thinking of using the grant system, the Board agreed.

The Board reviewed the candidates for the Your Island, Your Choice funding project and were happy that they all comply with WDT's charitable objectives. The Board Agreed to the transfer of the funding pledged to the project to VAO.

**ACTION: IT to contact Billy Groundwater.**

**ACTION: CL check WDT policy regarding the size of grants which office staff can approve.**

**ACTION: CL to make arrangement for an open night at the Höfn.**

## **6. Project Proposal – Westray DeFib Network**

After discussing the proposal to fund the installation of a network of defibrillation units throughout Westray, in some instances, utilising old telephone boxes, the Board agreed to provide a £15K budget. This was slightly more than the figure requested to allow for additional maintenance to be conducted on the phone boxes which are in poor repair. IT will hold consultation with the public to decide where best to put the units.

## **7. PEG Recommendations**

### **CG07-2018 Westray Church of Scotland and Baptist Kirk Group – Island Christmas card - £250**

Since 2006 the Kirk groups have produced a Christmas card which is posted to every household on the island. The card gives details of all Church services and related events over the festive period and is well received by the whole community. The funding covers the cost of printing, stationary and postage.

The WDT Board had previously approved the implementation of a system whereby annual grants, such as the Kirk Christmas card which changes little year to year, can be approved for a three year period subject to there being little change in the make-up of the grant application.

PEG awarded this application a score of 12.

The Board agreed to award the Kirk Group £250, as requested. The board also agreed to allow this grant to be assessed on a three yearly grant award. Therefore, the Kirk group's annual application can be approved

by the office staff for the next three years unless the award goes over £350 during that period, at which point it would need to be reassessed by PEG. The application will need to be reassessed by PEG in 2023.

**CG08-2018 Westray Nursery – Affordable Healthy Snack for Nursery Children in Westray - £734.16.**

WDT have enabled the Westray Nursery to provide a healthy snack for its children for the past four years. This grant allows the Nursery to offset the increased cost of fruit and veg from the local shops and provide a greater variety of health conscious snacks to the children. Parents continue to contribute to the purchase of snacks and the nursery have also had a stint in the bargain box to give them additional funds. The money provided by WDT will give 12 children a healthy snack every day which contributes to their health and wellbeing. The benefits of this kind of start in life are well documented. The PEG suggested that the annual application from the nursery also be considered for approval for a three year period.

PEG awarded this application a score of 14.

The Board agreed to award the nursery £734.16, as requested. The Board also agreed to this annual grant being put on a three yearly approval cycle. Therefore, the Nursery's annual application can be approved by the office staff for the next three years unless the grant goes over £800, at which point it would need to be reassessed by PEG. The application would need to be reassessed by PEG in 2023.

**HB and GM declared an interested in the following grant application and left the meeting while it was discussed.**

**DG01-2018 Westray Parent Council – Funding for After-school clubs - £1560**

Westray Parent Council have run a successful after school sports clubs for the last 6 years, focussing on but not limited to, football, netball and athletics. Equipment regularly requires updating, replacing and purchasing every year, particularly in recent years where the uptake at these clubs has been steadily increasing. As per previous grant applications the parent council have forecasted their expected outgoings for the period Jan 2019-Dec 2019 and have submitted an estimate of how much they expect this to come to. They have identified a need to purchase new football and netball equipment next year along with ferry tickets to enable the children to attend tournaments on Mainland. The Parent Council have some existing funds and plan to supplement this with a raffle and quiz at the AGM and regular stints in the Bargain box. In February, this will include a coffee morning at the Höfn.

PEG awarded this application a score of 13.

The Board agreed to award Westray Parent Council £1560, as requested.

**DG02-2018 – Westray Junior High School – Additional Digital Equipment for Learning – £5220.**

WJHS would like to purchase additional digital equipment to improve the learning resources available to the children in the school, as well as the wider community. The additional equipment would allow all the classes to have access to IT equipment. Currently, only the upper primary class has enough equipment for all the children to use, this was funded by OIC, therefore, OIC are unable to offer any further financial assistance to the school for this purpose. This leaves the secondary, middle primary, lower primary and nursery short of resources. Digital learning is increasingly dominant in the curriculum and WJHS feels the new equipment will give the children of Westray a significant enhancement of their learning experience. The school also plan to make the equipment available to community groups and individuals who could use it for a range of activities. The equipment must be purchased through OIC and would include 10 laptops, 2 portable interactive display screens with stands (these would replace the current interactive white boards) and 11 I-Pads.

PEG awarded this application a score of 12.

The Board agreed to award Westray Junior High School £5220, as requested. The Board also agreed to increase this figure should any of the other funding avenues sought by the school not be granted, up to £7520.

**Action: CL to inform PEG and the relevant claimants of the Board's decision.**

#### **8. Höfn Charges**

The Board agreed that WDT cannot offer free hire of the Höfn to charitable organisations and for charity fundraising as this would be competing with other rooms available for hire on Westray. Exceptions are the children who use the Höfn Youth Centre, WDT, Orkney Schools and the NHS.

**Action: CL to write a policy to clarify the procedure for Höfn hire charges.**

#### **9. Bargain Box Bank Account**

Unfortunately a dedicated bank account for the Bargain Box is no longer feasible due to the limited type of bank account available to the organisation, none of which are appropriate. Alternative arrangements were made.

#### **10. Höfn Turbine – Replace, Repair, Remove**

The merits of each option were discussed and the Board agreed that the most viable option would be to repair the turbine. An up to date quote will be required and it was proposed that the energy produced by the turbine might be utilised further by the garden project.

**ACTION: AS to request an up to date quote.**

#### **11. Orkney Ferries Consultation**

PB agreed to contact the company organising the consultation to highlight the islands need for improvements to the Ferry's service.

**LP and WT declared an interest in the following item but remained to answer queries from the Board.**

#### **12. Sailing Club**

The Board reviewed the plans provided by the sailing club along with their confirmation that there were no plans to install utilities to the building. The Board agreed to have a lease drawn up subject to the sailing club being granted planning permission and subject to the agreement of the sailing club to maintain access to the beach for the public at all times, including the hauling of boats into and out of the sea.

**ACTION: CL to inform the sailing club of the Board's decision.**

#### **13. WDT 20<sup>th</sup> Anniversary Celebrations**

The Board agreed that holding a dinner dance would be an appropriate way to celebrate the Trust's 20<sup>th</sup> anniversary. The Trust would also like to hold an event during the day for the island's children.

**ACTION: CL to begin arrangements for the dinner dance.**

**14. Correspondence**

Correspondence was dealt with during other items.

**15. AOCB**

- a. WDT were given a copy of the report produced by WJHS about the French trip.
- b. Membership applications from Andrew and Rebekah Wilson were approved by the Board.
- c. Kalisgarth enquired about WDT paying towards moving the boundary fence behind the Bargain Box. The Board agreed to pay half the cost of moving the fence.

**16. Date of Next Board Meeting.**

The Board agreed to hold the next meeting on Thursday 7<sup>th</sup> February 2019 at 19:30 in the Community Classroom.

CL and IT left the meeting at 22.40.

**17. WDT Board Only**

The meeting closed at 10:50.

A handwritten signature in black ink, consisting of several overlapping, fluid strokes that form a cursive name, likely belonging to a board member or the chair.

