

Minutes of Westray Development Trust Board Meeting

Thursday 7th February 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: Alan Flint (AF), Clare Lucas (CL), Margo Makin (MM), Isobel Thompson (IT)

1. Apologies: None

2. Minutes of previous board meeting:

Meeting on 16/01/2019

Proposed – JB; seconded – WT

3. Matters Arising:

WT informed the Board that the sailing club had been in contact with their architect to clarify whether the proposed position of the shed was too close to the boundary line. The architect confirmed that, for this type of proposal, the proposed proximity of the shed was satisfactory and that it would not impede public access.

The replacement turbine at the Höfn has been ordered. Half of total cost is due upfront and MM is waiting for an invoice to that effect.

MM advised the Board that she has spoken again to Ian Christie who has informed her that he still requires further information from ENERCON but he is hoping to have this soon so that the insurance claim can finally be resolved.

CL has booked the school hall and community room for 26th October 2019 to hold the WDT 20th Anniversary dinner dance. Further arrangements will be made amongst a subgroup comprised of CL, DL, LP and HB.

The proposed open evening at the Höfn has been arranged for Wednesday 13th February.

ACTION: MM to pay turbine invoice once received.

4. Administration and Finance Officer's Report

MM wanted to clarify which WDT bank account the funds for YIYC should come from, DL confirmed that the funds would come from the community turbine fund as with other grants awarded.

5. Project Officer's Report

The Board Approved the changes made to the Community Funding Policy and Processes. The Board confirmed that any application for funding over £50K goes through PEG in the normal way and would be mentioned at the AGM.

IT pointed out that the housing project has now moved beyond the first phase, funded by the £30K previously set aside for this purpose. A budget now needs to be agreed for the next phase of the project. Using the quotes provided by the contractors currently undertaking this project work on WDT's behalf, the Board Agreed to set aside a further £30k to fund this next phase.

IT will be attending the Rural Housing Scotland conference on 22nd February. HIE will be providing a travel bursary to cover travel expenses for this trip but the Board Agreed to cover any shortfall, should there be one.

The Board Agreed that WDT can take over the maintenance of the defibrillator located outside of the Healthy Living Centre from the school, but it will remain locked with the code retrieved by dialling 999. The rest of the defibrillators in the proposed network will have the code on the unit.

IT informed the Board that the Höfn Youth workers had expressed a wish to arrange some days to town with the Höfn Youth. WDT's insurance company has confirmed that trips of this nature are covered under the current insurance policy. The Board agreed that the Youth workers can claim additional hours for attending these trips. The Board also agreed that the Höfn Youth workers can be placed on a Food Hygiene course, funded by WDT.

ACTION: MM and IT to arrange the allocation of funding for the next stage of the housing project.

ACTION: IT to arrange food hygiene course for Höfn Youth Workers.

6. Appointment of Operations Manager

AM provided the Staff team and the WDT Board with a handover document which was discussed by the Board.

IT has received a template zero hours contract from Colin McAndrew, which she can adapt to the employees of the garden project to come into effect on April 1st 2019. The contracts should be ready for Board Approval for the next meeting.

The Accountancy tender is temporarily on hold until JK is available to consult on the tender document.

The Board Agreed that the 5% of the Bargain Box pot which comes to WDT for maintenance of the building can be used as petty cash within the office.

The Board Agreed to arrange a PAT testing course and to pay for AB, Liz Drever and a staff member to participate. The other places on the course would be available to the community and people would be able to apply for Training Grants in the usual manner. The Board Agreed that it would be beneficial for the trust to purchase its own PAT testing machine. AS agreed to look at PAT testers and decide which machine to purchase.

The Board Agreed to contact Danny Harcus to request he look at the Bargain Box floor which may need some repair.

The Board Agreed that it would be worth making initial enquiries into the prospect of developing a project to bring superfast broadband to the island.

JB agreed to provide line management support to the office staff while the Trust seek a replacement for the Operations Manager position.

The Board agreed to meet with Colin McAndrew to discuss ongoing HR issues including evaluation of the Operations Managers job description.

PB agreed to contact RBS's Kirkwall branch to try to resolve ongoing issues with the company credit card.

ACTION: IT to produce zero hours contracts for the garden staff.

ACTION: MM to set up a system of petty cash for the office.

ACTION: AS to arrange purchase of PAT tester.

ACTION: CL to contact Westray Learning Centre re: PAT testing course.

ACTION: CL to contact Danny Harcus.

ACTION: CL to make some enquiries re: Broadband infrastructure.

ACTION: JB to liaise with office staff as line manager.

ACTION: PB to contact RBS.

7. WRE Forward Planning Meeting

WB and SH met with representatives of OIC to discuss the potential of a project to erect turbines on Faray and Faray Holm which OIC are in the process of purchasing. OIC are currently in discussion with SSE about laying an export line to the islands. OIC may be interested is an investment opportunity involving WRE.

WDT received a letter from Paul Wheelhouse, Minister for Energy, Connectivity and the Islands, which suggested that the grid connection would not be terminated at the end of the current 25 year contract agreement period.

8. Correspondence

There was no correspondence to discuss.

9. AOCB

- a) Colin McAndrew, JB and IT to arrange an interview for the Home Help applicant.
- b) DL has completed a list of people to invite to the dinner dance. HB, LP, DL and CL to make further arrangements.
- c) The North Isles Landscape Partnership (NILP) would like to arrange a meeting with the trust. WT and DL agreed to attend a meeting.

ACTION: IT to arrange interview.

ACTION: IT to arrange meeting for WT and DL with NILP.

10. Date of the Next Meeting

Next Board meeting on Thursday 7th March 2019 at 19:30 in the Community Classroom.

ACTION: CL to book the Community Classroom.

The meeting closed at 21:30.

A handwritten signature in black ink, consisting of several overlapping, fluid strokes that form a cursive-like shape. The signature is positioned horizontally and appears to be a personal or official mark.