

## Minutes of Westray Development Trust Board Meeting

Thursday 7<sup>th</sup> March 2019 in the Community Classroom at 19:30

**Present:** Helen Bain (HB), Julian Barnett (JB), Philip Bews (PB), Douglas Leslie (DL), Louis Pottinger (LP), Gill McEwen (GM), Andrew Seatter (AS) (Chair).

**Attending:** Alan Flint (AF), Clare Lucas (CL), Margo Makin (MM), Isobel Thompson (IT)

**1. Apologies:** Anne Burgher (AB), William Turnbull (WT).

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

Meeting on 07/02/2019

Proposed – GM; seconded – PB

**3. Matters Arising:**

CL has been liaising with GoWestray to find options to enable WDT to hold a PAT testing course on the island. Nothing could be found locally, therefore, the Board agreed to the arrangement of an online course. AS volunteered to supplement this with some practical demonstrations. CL, AB and Liz Drever are to have their places funded by WDT with the other course spaces opened up to the community.

CL has made initial enquires with BT in regards to the cost of a community fibre broadband installation and is waiting to hear from them.

Danny Marcus inspected the Bargain Box floor and confirmed that there were no serious structural issues to be concerned about but he installed an additional brace under the floor to try and stop some of the movement.

MM has been in been contact with RBS regarding the WDT business credit card and is awaiting confirmation that the necessary changes to signatories has been actioned.

**ACTION: CL to arrange PAT course with GoWestray.**

**ACTION: AS to arrange the purchase of a PAT tester for use by WDT and the Bargain Box.**

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

MM has received a figure for the ongoing insurance claim for the turbine of £84,260 but mentioned that it may be worth enquiring about loss of interest incurred due to the time it has taken to resolve the claim. The Board Agreed to accept this figure.

The deadline is approaching for the yearly gift aid payment from WRE to WDT so MM is working with Smartest and SSE to ensure outstanding invoices get paid.

**5. Project Officer's Report**

The Board Agreed to approve the zero hours contract to be applied to the job of Head Gardener and Assistant Gardener for the garden project. The Board Agreed to raise the wage for the Head Gardener in line with increases to the living wage due to come into effect in April 2019.

The Board Agreed to set the hourly pay rate for Home Help employees to the highest tier of living wage, regardless of the employee's age.

IT and JB will be arranging a six month review of the Höfn Youth Worker positions.

The Board Agreed to fund 50% of course fees for IT's project development training.

**ACTION: IT to implement new contracts for garden employees.**

## **6. Defib Proposal**

IT received correspondence from a charity called the Community Heartbeat Trust who specialise in providing support to communities installing defibrillation networks. The Board Agreed that we could work alongside the Community Heartbeat Trust to implement the defibrillation project. IT proposed the organisation of a community consultation to keep the island informed of the projects progress.

**ACTION: IT to liaise with the Heartbeat Trust.**

**ACTION: IT to organise a public consultation regarding the Defib network.**

## **7. Loans proposal**

As of the time of the meeting IT had not yet received the loans proposal she had been expecting. This item will be discussed at a later date.

## **8. Operations Managers Post**

This item was discussed during WDT Board Only.

## **9. Housing Project**

IT had received a revised quote from the Highlands Small Communities Housing Trust (HSCHT) for their assistance in securing funding and finance package, appointment of contractors and preparing grant drawdowns. Part of this money will be reclaimed through the Rural and Islands Housing Fund. The Board Agreed to accept this quote.

Due to the current vacant post of Operations Manager to put together the Rural and Islands Housing Fund application, the Board Agreed to contract HSCHT to do this on WDT's behalf. The additional cost for this would be met by the salary which would otherwise be paid to the Operations Manager and would not need to be included in the housing budget.

The Staffin Development Trust made contact with the WDT office to discuss a potential collaborative funding application for the housing project through LEADER. The Board Agreed to find out more information.

Billy Groundwater has submitted budget costings for the housing project which were reviewed by the Board. After some discussion The Board Agreed that the proposed new build house at the rear of Bayview will not be feasible and that it will be withdrawn from the project.

AS suggested the possibility of the sailing club moving their proposed shed from the land at Sand O Gill to the rear of Bayview. JB pointed out that this may affect the parking facilities at Westray Processors. The Board Agreed that it was worth having a discussion with the sailing club to explore this possibility. LP agreed to speak to the sailing club on behalf of WDT. IT to contact the architect, Shane Scott, to see how this may affect the housing project at Bayview.

IT reminded the Board that the Scottish Land Fund funding application was subject to WDT making an alteration to their articles of Association. An EGM will be required after a resolution is approved by the Board at the next Board meeting.

We are still awaiting a planning decision from OIC regarding the extension to the Trust offices to house the new Bargain Box. Due to the need to move the current Bargain Box the need to reduce the volume of stock was highlighted. GM and HB agreed to assist with this task. It was felt that the Bargain Box would benefit from having a set of guidelines released outlining the type and quality of the items it receives. It is hoped that this will raise the quality of the items for sale while reducing the workload for the volunteers who sort through the stock. These guidelines to be displayed on social media and the Auk Talk.

The Board Agreed to put the Bargain Box construction out to tender. IT to get a quote from Shane Scott, architect, for drawing up a tender document.

**ACTION: IT to confirm contract with HSCHT and touch base with Staffin Development Trust**

**ACTION: CL to arrange EGM**

**ACTION: resolution to be drawn up**

**ACTION: LP to arrange meeting with the sailing club**

**ACTION: GM and HB to organise clear out of the Bargain Box**

**ACTION: Office staff to put together Bargain Box guidelines to be included in the Auk Talk and on social media.**

**ACTION: IT to contact Shane Scott re: tender**

## **10. Correspondence**

MM received a renewal quote from VAO for their advisory HR service, the Board Agreed to accept the £70 renewal price. It was also agreed that an employment training session with VAO was required.

AS received a letter from the sailing club with funding confirmation from the North Isles Landscape Partnership.

**ACTION: MM to renew the contract with VAO**

**ACTION: CL to organise training with VAO**

## **11. AOCB**

- a. IT to attend the North Isles Digital Forum.
- b. The community Association had requested that the Board consider paying the outstanding funding on DG14-2015, which had expired, due to extenuating circumstances. The Board Agreed to award the £600 outstanding against the grant but that it must be reiterated to the Community Association

that they must comply with the Terms and Conditions of the grant, including the provision of a project feedback report before funding will be paid. If the Community Association would like further funding they would be required to submit a fresh grant application to PEG.

- c. The Board Agreed to the funding proposal from the Golf Club as follows:
- For the years 2019 and 2020 WDT will increase the funding given to Westray Golf Club to £8,000.
  - This equates to an increase of £3,000 and 2019 and £3,435 for 2020.
- d. The heritage Trust have agreed to put on an exhibition to celebrate 20 years of the Trust provided WDT cover the costs, including a contribution to labour. The Board Agreed.  
The Board also agreed to hold to reception for invited guests at the Heritage Centre on Friday 25<sup>th</sup> October.

**ACTION: CL to inform the Community Association of the Board's decision.**

**ACTION: CL to inform the Golf Club of the Boards decision.**

**ACTION: DL to liaise with the Heritage Trust in preparation for the WDT exhibition.**

### **12. Date of the Next Board Meeting**

Thursday 4<sup>th</sup> April 2019 at 19:30 in the Community Classroom.

**ACTION: CL to book the community Classroom.**

CL, MM and IT left the meeting at 22:30.

### **13. WDT Board Only**

The Board Agreed to accept Colin McAndrew's recommendations regarding staff holidays, pensions and maternity leave policy in order for WDT to be in line with similar sized and structured organisations.

The Board Agreed to advertise for a full time Operations Manager.

The meeting closed at 23:30.

