

Minutes of Westray Development Trust Board Meeting

Thursday 4th April 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), Margo Makin (MM), Isobel Thompson (IT)

1. Apologies: Clare Lucas (CL)

2. Minutes of previous board meeting:

Meeting on 7/03/2019

Proposed – GM; seconded – DL

3. Matters Arising:

VAO has been in touch with MM with more information regarding employment law training. The Board agreed that all Directors and office staff would attend and a training session be arranged for an evening in June. The group training session will cost £80.

ACTION: MM to arrange with VAO an employment law training session on a suitable evening in June for 12.

MM has finalised the insurance claim for community turbine. MM is expecting to receive a report from the insurer.

ACTION: MM to keep in contact with the insurer.

4. Administration and Finance Officer's Report

MM notified the Board that a final claim to HIE for Garden Project costs has been finalised and will be sent to HIE. £900 is expected.

MM notified the Board that the accountant had submitted the accounts to OSCR.

MM warned the Board that if WDT does not spend 67% of its income annually on charitable activity then it will receive a red flag from OSCR, which has happened on previous years. Due to delays in the Housing project spending this year has been delayed. It is expected that before June a significant amount of the money budgeted for both the Housing and the Bargain Box projects will have been spent and so this percentage achieved.

MM notified that due to Board and Staff changes the signatories on the Bank need changed. The Board Agreed to remove the signatories no longer employed at WDT or on the Board, add GM as a signatory and wait until the Management position is filled before further changes.

MM requested a meeting be arranged with the Finance Sub-Group to discuss how to allocate currently unspent funds. Board members on the Sub-Group agreed to meet with MM 8/4/2019 at the WDT office.

ACTION: MM to remove signatories no longer on the WDT Board or employed by WDT and add GM as a signatory.

ACTION: Finance sub-group to meet and discuss allocation of unspent funds and come to the Board with a recommendation.

5. Project Officer's Report

Loans

The Board Approved the Loan Management Proposal from Scottish Communities Finance Ltd (SCF) dated 19th March 2019. The Board Requested a worked example be provided by SCF to evidence using a variable interest rate based on CPI. IT to clarify the frequency of interest rate review that SCF will undertake.

Housing

IT notified the Board that there was still no progress from OIC regarding the sale of Bayview. AS to call OIC. The Board Approved the resolution to change Article 19 of WDT's Articles of Association. This change will be proposed to WDT members at and EGM held 06/06/19 for their approval.

The Board Agreed to continue to pursue the possibility of 30% funding for Bayview renovations from LEADER in a joint application with the Staffin Trust in Skye. IT advised for this application WDT and Staffin would need to show the shared benefit of a joint application beyond the financial, for example shared knowledge and skills. The Board suggested sharing descriptions of our organisations and the expertise of our Boards and staff/volunteer teams to show where we can support each other. The Board Agreed to ask Highlands Small Communities Housing Trust to start working straight away on the Rural Housing Fund application and not wait for news of sale from OIC.

Bargain Box

IT informed the Board that planning permission for the new extension to the WDT office to incorporate the Bargain Box had been approved. IT informed the Board that the Westray Tourist Association had agreed to change their Bargain Box week in May (wb 20th May) to the end of the rota so that week could be used to move all Bargain Box contents into the Höfn in order for the portacabins to be moved. The Board Agreed to encourage a greater clearing of older goods in the shop so that there would be less to pack when the portacabins are moved. The Board also Agreed to assist in a call for volunteers to help with packing and to provide sturdy cardboard boxes.

The Board Approved Architect Shane Scott's proposed fee of £15,970 to for all architect work from the Building Warrant and tendering stage until project completion. IT informed the Board that Shane Scott will also be assisting in collecting other quotes required for the project. The Board Agreed that utilising the same design team that has already been hired for the Housing project to also work on the Bargain Box project, which is taking place simultaneously, would be beneficial.

The Board Agreed to pursue match funding (50%) for the project from the National Lottery.

Garden Project

IT informed the Board that the new gardening contracts for the gardening team had been signed.

IT informed the Board she had completed a grant application to Vegware for a grant of £200 monthly towards the running costs of the project. IT proposed this go towards gardener salaries. The decision from Vegware is expected in June.

IT informed the Board that S Parry had been contacted to provide a quote to WDT for the repair of the garden shed and for the replacement of part of the roof with polycarbonate sheets in order to make the shed multi-functional.

Community Composting

IT proposed that WDT purchase a composter that can be housed at the Garden Project. The composter would be used by the garden team to produce compost for the garden from waste IT proposed to include garden waste, domestic garden waste, cardboard, paper, seaweed, and fruit and vegetable waste from the local shops. IT highlighted that grant funding from Climate Challenge Fund, Zero Waste Scotland or National Lottery could be applied for. Quotes from two composting suppliers on a variety of sized composters were supplied. SEPA when contacted had suggested that if the project produced less than 100 tonnes per year and restricted to non-meat based waste then no license would be required for the project. Due to a potential crossover with a project being proposed at the Westray Processors, highlighted by JB, the Board Agreed to pursue further information on both projects to determine whether or not they would conflict or could be combined. JB to arrange a meeting with the supplier of the equipment proposed for the factory and the Garden Sub-Group so this could be discussed in more detail.

Westray Defibrillator Network

IT informed the Board that all going to plan installation was expected to be able to start in May following the community meeting on April 24th.

The Board Agreed that in light of the Community HeartBeat Trust offering to adopt and insure the existing public access defibrillator outside the Westray Healthy Living Centre and Junior High School against damage and theft that the existing cabinet could be replaced with one without a lock. The School's head teacher had been contacted to ensure the School would also be happy for this, S Hall had agreed.

Training

IT informed the Board that she was required to attend a 2-day training induction in Invergorden in April on the course approved by the Board previously.

ACTION: IT to contact SCF and request a worked example of variable interest rate based on CPI.

ACTION: CL to arrange an EGM to be held 06/06/19 and notify members in advance in accordance with WDT's Articles of Association.

ACTION: IT suggest sharing knowledge of skills and expertise with Staffin Trust.

ACTION: IT to contact HSCHT.

ACTION: IT to contact Shane Scott.

ACTION: IT to continue to pursue funding from the National Lottery.

ACTION: JB to arrange garden sub-group meeting.

ACTION: IT to confirm with Community HeartBeat Trust a new unlocked cabinet for the School defibrillator.

6. PEG

CG09/18 – The Board Agreed to grant Westray Tourist Association £280 as per their amended application towards 'Re-print of the Westray Walks leaflet'.

CG10/18 – DL declared an interest and left the room. The Board Agreed to grant Westray Heritage Centre £200 as per their application towards 'Garden Seating Area'.

DL re-joined the meeting.

CG11/18 – The Board Agreed to underwrite Westray Connections up to the value of £3000 as per their application for 'Westray Connections Festival 2019'.

CG12/18 – GM declared an interest and left the room. The Board Agreed to grant Sandy McEwen £390 as per her application towards 'Planting of mixed bulbs on Westray Roadsides'.

GM re-joined the meeting.

CG13/18 – The Board Agreed to grant Westray Sports Club £2554 as per their application towards 'North Isle Sports 2019'.

ACTION: IT to contact all grant applicants.

7. Sailing Club Shed

LP declared an interest and left the room.

AS informed the Board that the North Isle Landscape Partnership had agreed to pay the Sailing Club's architect fees and the planning permission costs for the site on which the Shed will be built. Meaning that if construction goes ahead at the Bayview site NILPS will cover the Bayview planning but not the cost already incurred at the Gill site. The Board Agreed to cover the cost of planning already incurred for the Gill site. However in the event construction of the Sailing Shed does not go ahead at Bayview but continues at Gill WDT would expect the reimbursement of costs for planning from NILPS to be come back to WDT.

ACTION: IT to contact Westray Sailing Club.

8. Correspondence

A) Community Archaeology Westray

CAW contacted WDT with an update on project progress and to request feedback to a Memorandum of Understanding, a non-binding agreement, sent to WDT. The Board Agreed that the lease of the land requested by CAW was acceptable but as the Golf Club's lease would need to be altered with their agreement CAW would cover the cost of both the cost of changes to the Golf Club's lease as well as the costs in drawing up a lease between WDT and CAW. CAW would be responsible for maintaining the land leased to the same standard as the Golf Club maintains their leased land. The Board Agreed to offer CAW a 20 year lease at £100 per annum. The Board Agreed with CAW that securing the funding for the venture and subsequent operation of the Links of Noltland Centre is the sole responsibility of the CAW Board (although WDT may at its discretion continue to provide financial and other support). That CAW will provide WDT with an annual report on the anniversary of this Memorandum of Understanding, summarising CAW's progress with the project. Changes to this Memorandum of Understanding may be made with the approval of the WDT and CAW boards.

B) CONFIDENTIAL Correspondence

ACTION: IT to respond to CAW.

9. AOCB

AS informed the Board that WDT was to be a case study for 'community groups with ambition' for the 2019 Strengthening Communities Conference 27th-28th May. A film crew will be visiting Westray in April to film for the case-study. The Board Agreed for IT to attend the conference with a Director. Director to be decided.

WT informed the Board that there was an issue with the Golf Course Boundary Fence. GM left the room at this point. Sections of the fence are in need of repair and one section risks being undermined due to a developing hole. The Board Agreed to contact the owners of the land neighbouring the Golf Course in order to split the cost of repair 50-50 as is standard with boundary fences. The Board also Agreed to contact the neighbours and request they fill in the hole that risks undermining the boundary fence. The Board agreed that with the neighbour's agreement WDT would cover the cost of materials and invoice the neighbours for 50%. WT stated that the Golf Club would be willing to do the repair work on the fence.

ACTION: IT to contact land owners.

10. Date of the Next Meeting

Next Board meeting on Thursday 2nd May 2019 at 19:30 in the Community Classroom.

ACTION: CL to book the Community Classroom.

11. WDT Board Only

The Board agreed that Janice would return to work for 10 hours a week.

The meeting closed at 22:30.

A handwritten signature in black ink, appearing to be 'WDT', is written across the page.

