

**Minutes of Westray Development Trust Board Meeting**

**Thursday 2<sup>nd</sup> May 2019 in the Community Classroom at 19:30**

**Present:** Helen Bain (HB), Anne Burgher (AB), Philip Bews (PB), Douglas Leslie (DL), Louis Pottinger (LP), Andrew Seatter (AS) (Chair), William Turnbull (WT).

**Attending:** Alan Flint (AF), Clare Lucas (CL), Margo Makin (MM).

**1. Apologies:** Julian Barnett (JB), Gill McEwen (GM), Isobel Thompson (IT).

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

Meeting on 4/04/2019

Proposed – WT; seconded – PB

**3. Matters Arising:**

- a. WT informed the Board that the area around the stretch of boundary fence which had been undermined had now been repaired. It was pointed out that the correspondence received from the landowners was correct in stating that there was no obligation for the land owners to contribute towards the cost of rabbit proof fencing. However, AS is awaiting clarification from WDT's solicitors as to which parties' bare financial responsibility.  
WT suggested the incorporation, with the land owners consent, of a couple of stiles would eliminate the need for golf club users to climb over the fence to fetch lost golf balls.

**ACTION: CL to acknowledge the correspondence by thanking the land owners for the repairs that have already been made and to suggest further negotiations take place through WT and Westray Golf Club.**

MM confirmed that the change of bank signatories had been submitted to the bank.

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

MM has received notification from Derek Skinner of Bruce Stevenson Insurance Brokers that, having reviewed how the turbine insurance claim was handled, they have acknowledged that the claim could have been processed more efficiently. As a gesture of goodwill they have offered the Claim Assist product free of charge for the next two years as well as a refund of £750 from this year's insurance premium.

The Board Agreed to request that David Wilkinson be asked to assist with an independent private business evaluation.

**ACTION: MM to contact David Wilkinson.**

**5. Project Officer's Report**

**Bargain Box**

AB and HB report that the process of clearing the stock from the Bargain Box prior to moving the portacabins is going well and they have received many offers of help from the various community groups who use the facility.

### **Gardeners Trip to Papay**

The Board Agreed that it would be a good opportunity to see what is being done at other similar projects if Mark and Clare could go to visit the Papay Community Garden.

### **Defib Network**

The telephone kiosk at the Westside requires repair work before it can be utilised as part of the new Defibrillator network. PB and AS plan to inspect the kiosk to decide what repairs are required, the Board Agreed to draw up a local tender based on this assessment.

The Board Agreed to ask the school if the local children would like to be involved in some of the decoration for the kiosk.

The Board Agreed that it would be beneficial for other relevant community groups, such as the fire service and lifeguards to have access to the new training equipment.

There had been a poor turn out for the defib consultation evening, however, those that did attend felt that it was a really useful experience and that it would be beneficial to host another event once the defib network has been installed with another push to encourage people to attend the training and information evening.

### **Farm Resilience Programme**

DL had heard from John Stout (NFU) who informed him that the Prince's Trust would like to encourage anyone with an interest in the programme to attend the initial meeting with no obligation to commit further to the initiative.

**ACTION: IT to organise gardener's trip to Papay.**

**ACTION: PB and AS to inspect the phone kiosk and report to the office staff.**

**ACTION: IT to liaise with the school and relevant community groups on the Board's decisions.**

## **6. Sailing Club Shed/Bayview**

Correspondence had been received from Westray Sailing Club, the contents of which were disputed by AS. The accuracy of the claims within the letter were called into question and subsequently the Board requested any future correspondence between WDT and the Sailing Club is through LP, the Commodore of Westray Sailing Club.

Issues with the shed plans require clarification before the project can move further forward. AS agreed to contact Shane Scott to confirm the specifications for the access required to the sailing shed.

**ACTION: AS to contact Shane Scott**

**ACTION: CL to contact the sailing club to inform them of the new channel of communication.**

## **7. Correspondence**

An invitation had been received to attend a Professional Facilities Management Course. The Board Agreed that with the trust accruing more and more building assets it would be beneficial to have some members of the Board and staff team who have some training in this type of asset management.

**ACTION: CL to contact DTAS and request a course itinerary.**

## **8. AOCB**

- a. **Query from member of the public**

WDT had received an email from a member of the Westray Community requesting clarification on WDT's policies for awarding funding for training courses, such as the recently advertised PAT testing course. The Board confirmed that any member of the public was entitled to attend courses run through the learning centre, however, anyone seeking grant funding to contribute to the course fees would need to be eligible according to WDT's grant funding policy. Anyone attending the course to enable them to profit commercially would not be eligible for grant funding.

**ACTION: CL to inform the relevant person of WDT's funding award policies.**

**b. Succession Planning**

CL had received an email from HIE to gauge interest in a succession planning conference held in Orkney. The email specified that at least 15 people would be required. It was suggested that it may be worth WDT enquiring about the possibility of hosting a planning session on Westray.

**ACTION: CL to contact Chessa at HIE**

**c. Visit Scotland**

WT informed the Board that a representative of Visit Scotland is due to meet with him next week in regards to the golf club. They may also discuss his involvement with WDT.

**d. Höfn**

HB requested that the Board consider temporarily relaxing the age restrictions for the Höfn kids on Thursday nights. This is to allow the, currently single, attendee the opportunity to socialise with the other kids who use the Höfn who are currently in the younger age bracket. The Board Agreed to relax the age restrictions for Thursday night until after the summer holidays when there will be a more even spread of ages in the secondary classes.

**ACTION: HB to inform the relevant parties of the Board's decision.**

**9. Date of the Next Meeting**

Next Board meeting on Thursday 6<sup>th</sup> June 2019 at 19:30 in the Upstairs Room at the Old Kirk. There will be an EGM held prior to this meeting at 19:00.

**ACTION: CL to book the Old Kirk.**

CL and MM left the meeting at 21:30

**10. WDT Board Only**

The meeting closed at 21:50.



