

Minutes of Westray Development Trust Board Meeting

Thursday 4th July 2019 at 19:30 in the Community Classroom

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

Attending: Clare Lucas (CL).

1. Apologies: Julian Barnett, Alan Flint, Janice Kirkness, Margo Makin, Isobel Thompson.

2. Minutes of previous board meeting:

Meeting on 02/05/2019

Proposed – PB; seconded – WT

Meeting on 06/06/2019

Proposed – DL; seconded – GM

Meeting on 20/06/2019

Proposed – HB; seconded – GM

3. Matters Arising:

- a. PB and DL attended a meeting with the Tourist Association to discuss the possibility of a collaborative project to make improvements to the Noup Road. The TA are looking to make use of WDT's Ltd. status and experience with funders to pursue options for receiving grants towards such a project, as they have found that many organisations are unwilling to deal with a small group like the Tourist Association. PB and DL agreed at the meeting that WDT were happy to be kept informed of the progress of the project but have not formally committed at this juncture.
- b. GM and AS attended a meeting with Cloudnet to discuss the possibility of a community broadband initiative for Westray. Cloudnet were very positive about the potential and have requested a comprehensive list of the inhabited houses on the island to use to put a quote together.

ACTION: CL to contact Heritage Centre re: list of houses to be passed on to Cloudnet.

4. Administration and Finance Officer's Report

An extension to the LEADER funding for the garden project has been granted until 1st December 2019.

The administrative management work for WRE has now been handed over to JK, who also now has the use of the office laptop at home. We are still waiting for a new one for IT from RM Computing.

MM confirmed that GM is now a signatory for the bank account.

MM and PB met with Alan Long of the Long Partnership to make arrangements for the conclusion of the financial year. The Board Agreed that it would be happy for MM to work any extra hours during this period, if required, and to take this time as TOIL. Alan Long suggested that it would be beneficial to move to using the Quickbooks software system. The Board Agreed to the change and for MM to go into town at some point to receive training on the new software.

The Board Agreed to MM's request to spread her 25 hours work over four days with the remaining 2 hours being worked after the bus run one day a week on weeks where there are no meetings.

The end of July would be suitable for a finance subgroup meeting.

ACTION: MM to organise the switching to Quickbooks and relevant training.

ACTION: MM to arrange a finance subgroup meeting.

5. Project Officer's Report

Loans

The Board Agreed to approve the documents associated with the new loan scheme. The Board Agreed to relaunch the loan scheme now.

Housing Project

SLF have release their contribution to the purchase of Bayview (£142,500). It is hoped that the building warrant drawings and Bill of Quantities will be completed soon.

Garden Project

The Board felt that, due to Health and Safety concerns, along with potential issues with insurance policies that WDT would be unable to hire out the equipment from the garden project for use by the wider community.

IT would like to proceed with plans to get some kind of composting facility up and running for use by the garden project. The Board Agreed that this would be worth pursuing if funding can be found to assist with its setup.

Defib Network

WDT received no tenders for the repair of the westside telephone kiosk. However, the possibility of having the work done by the OIC Community Justice Team was discussed. The Board Agreed that it was worth contacting OIC but questioned whether they would send people out to Westray for this purpose. If OIC are unable to help in this instance WDT will approach someone to do the work.

North Isles Landscape Partnership Scheme (NILPS)

The NLPS team will be holding a meeting on 16/07/2019 to discuss their Core Path Project. IT will be unable to attend but several directors already planned to go. Anne Bignall from the NILPS stressed that the meeting wouldn't be to discuss Noup Rd but that she would be interested to speak to someone separately on this issue. It was suggested that she be put in touch with Hazel Moore of the Tourist Association.

Sailing Club Shed

The sailing club informed WDT this week that they had submitted a planning application for the proposed shed at Bayview. The Board looked over the plans and were provisionally happy with them. A question was raised as to whether the plans had been changed to accommodate a separate septic tank for the shed as this seemed to be an issue that OIC planning had previously voiced concern over. LP said he would clarify this with the architect.

Training with VAO

The previously cancelled employment law training needs arranging. VAO are also offering a charity law training package which The Board Agreed both directors and staff would benefit from attending.

Kalisgarth Christmas tree

Friends of Kalisgarth are in the process of purchasing a large outdoor artificial Christmas tree and had approached the Trust about storage. The Board Agreed that they could store the tree in one of the empty shipping containers at Gallohill.

ACTION: Revamped Loans scheme to be launched.

ACTION: IT to look into purchasing a compost machine for the garden project.

ACTION: IT to contact OIC Community Justice Team.

ACTION: Put NILPS in touch with the Tourist Association.

ACTION: LP to contact sailing club's architect.

ACTION: Arrange training with VAO for Late August.

ACTION: IT to inform Friends of Kalisgarth of the Boards decision.

6. PEG

CG14 – WT declared an interest and left the room. The Board Approved Westray Golf Clubs application for £1023.20 towards picnic benches, practice nets and left handed junior golf equipment.

CG15 – The application from Westray Parish Kirk for £6,193.00 was deferred to allow the office staff to look into the outcome of a similar application by the Baptist Kirk a few years ago.

CG16 – The application from Friends of Kalisgarth for £3098.00 towards an interactive touch table was deferred. The Board felt that, on the information so far provided, the device did not appear to offer value for money and the impact and need for its use by both the residents of Kalisgarth and the wider community, was not evidenced sufficiently to justify the approval of the grant application. There was also some query as to what had happened with the second hand device that Friends of Kalisgarth had said they planned to purchase during the recent Your Island, Your Choice funding awards.

CG17 – The application from the Connect Youth Group for £531.24 towards a trip to the Soul Survivor conference was approved by the Board.

CG18 – WT and LP declared an interest. The Board Approved the Sailing Club's application to underwrite the Westray Regatta up to £1,000.

ACTION: CL to inform PEG and the grant applicants of the Boards decisions.

7. DSL

AS has spoken to DSL who have clarified their debt recovery procedures.

8. Correspondence

9. AOCB

- a. Harper Macleod solicitors. This item was moved to the agenda for next month.

ACTION: CL to look into standard fees

10. Date of next meeting

Date of next meeting Thursday 1st August 2019 at 19:30.

ACTION: CL to book the Community Classroom.

CL left the meeting at 21:00

11. WDT Board Only

The meeting closed at 21:15

A large, dark, scribbled-out signature or mark, consisting of multiple overlapping, horizontal, wavy lines that obscure any text underneath.