

## Minutes of Westray Development Trust Board Meeting

Thursday 5th September 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:** Julian Barnett (JB), Clare Lucas (CL), Margo Makin (MM), Isobel Thompson (IT).

**1. Apologies:** Alan Flint (AF), Janice Kirkness (JK).

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

Meeting on 01/08/2019

Proposed – WT; seconded – AB

**3. Matters Arising:**

JB will try to put out a tender for an accountant and would like to have potential candidates ready for review before the AGM in November.

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

AL has informed MM that the switch to using the Quickbooks software should be live in a couple of weeks. AL is coming to Westray on 30<sup>th</sup> September to approve the accounts for WRE/WDT. It was suggested that WRE could hold their AGM on the same night.

Reports for the AGM need to be in ASAP, AL will be doing a report and MM will produce a finance report. Heather Lamont has said she is available to attend the AGM, the Board Agreed to ask her to speak about the Trust's investments.

MM suggested it would be worth looking into re-evaluating the budgets for the community turbine fund and this item should be added to the next agenda.

**ACTION: JK to arrange AGM for WRE.**

**ACTION: Agenda item: Community Turbine Fund Budgets.**

**5. Project Officer's Report**

**Loans**

A template loan agreement has been drawn up by SCF which the Board Approved.

**Housing Project**

JB has been liaising with Shane Scott to try and get the Bayview project moving. A soundproofing testing has been carried out and once the results of that are known, this information can be used by Billy Groundwater to develop further costings for the next step of the project.

**Defib Network**

IT didn't receive any tenders for the installation of the defibrillators so she approached a local contractor who quoted £1,287.30 plus VAT. She had also received a quote to refurbish the Westside kiosk from Simon Parry for £3,375.48. The Board agreed to engage both contractors as per their quotes subject to increased funding for NILPS.

## **Sailing Club**

**LP and WT declared an interest and left the room for this segment.**

The sailing club have requested that a cap be included in their lease agreement to prevent any untenable rises in rent for the land in the future. The Board Agreed that the lease should state that any rise could not exceed the annual percentage rise of the consumer price index.

**ACTION: IT to speak to NILPS about funding for the kiosk.**

**ACTION: IT to ask Lows to begin drawing up a lease for the sailing club.**

## **6. Fuel Grant**

Due to the large amount of money left over in the community turbine fund, JB and IT put forward a proposal to set up a one off fuel grant. The grant will be worth £150 and be open to all residents to be paid directly to one of the household's fuel suppliers. Stronsay Development Trust have run a similar grant in previous years with great success. Excluded from the grant would be second homes, non-residents and businesses. WDT Directors will also be eligible to apply for the grant providing they fulfil the grants eligibility criteria. DL expressed concern over whether businesses whose domestic fuel bills are connected, such as farms, would be left unable to claim the grant. The legislation on this point is not totally clear and VAO will need to be contacted to provide WDT with the most up to date information. It was estimated that, if every eligible household were to apply, the fund would be worth approximately £42K. The scheme would be run this year in time for this winter and would be reviewed annually and would be subject to there being funds remaining in subsequent years. The Board Agreed to the proposal.

**ACTION: JB and IT to liaise with VAO to finalise the grant conditions.**

## **7. Report of the Trustees for year-end 30<sup>th</sup> June 2018**

The Board reviewed the report and had a number of additions to make including updates to the Bargain Box, Bayview, Loan Scheme, Home Help, Turbine update and the way the Grants are split. Once these changes have been made the new draft can be emailed out to the Board.

**ACTION: MM to draft the Report of the Trustees.**

## **8. AGM 2019**

Reports for the AGM need to be submitted ASAP. The AGM will now be held on Tuesday 5<sup>th</sup> November. Speakers to be Heather Lamont, Alan Long and Alan Flint.

## **9. Correspondence**

b. CL had received a request from the Orcadian newspaper to allow them to feature some up and coming news from the Trust. The Board Agreed to ask the Orcadian to do a piece on the Trusts 20<sup>th</sup> Anniversary.

**ACTION: CL to speak to Mark Harcus of the Orcadian.**

## **10. AOCB**

- a. Anniversary Dinner Dance subgroup meeting to be held on Monday 9<sup>th</sup> September 2019 at 19:30 in the Trust office.
- b. The Heritage Trust have quotes WDT £180 for the printing of the exhibit posters for the 20<sup>th</sup> anniversary celebrations. The Board Agreed to pay to have two sets of these printed so that a second set can be displayed in the school on the night of the dance.
- c. The date for the Christmas Meal was set as 6<sup>th</sup> December in the Grand Owlld Byre, subject to availability. LP agreed to contact the hotel regarding catering for the event.
- d. The Board Agreed to engage Harper Macleod on an adhoc basis.

**ACTION: CL to arrange Dance subgroup meeting**

**ACTION: IT to inform the Heritage Trust of the Boards decision**

**ACTION: CL to arrange Christmas Meal. LP to contact the Hotel.**

**ACTION: CL to contact Harper Macleod to inform them of the Boards Decision.**

## **11. Date of Next Board Meeting**

Next Board meeting to be held on Thursday 3<sup>rd</sup> October 2019 at 19:30 in the Community Classroom.

**ACTION: CL to book the community classroom**

JB, CL, MM and IT left the meeting at 21:25.

## **12. WDT Board Only**

The meeting closed at .



