

Minutes of Westray Development Trust Board Meeting

Thursday 3rd October 2019 at 19:30 in the Community Classroom

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

Attending: Julian Barnett (JB), Clare Lucas (CL), Margo Makin (MM).

1. Apologies: Alan Flint (AF), Janice Kirkness (JK), Isobel Thompson (IT), William Turnbull (WT).

2. Minutes of previous board meeting:

Meeting on 05/09/2019

Proposed – HB; seconded – AB

3. Matters Arising:

JB suggested that it would be better to postpone the new tender for an accountant until the new QuickBooks accounting system had been rolled out in the office. It is expected that this will streamline the accounts significantly which may mean that our subsequent needs should be reassessed with regards to the services we require from the accountant going forward, the Board Agreed.

4. Administration and Finance Officer's Report

JK requested clarification in her report to the Board on whether the micro generators were included in the SLA between WDT and WRE. JB advised the Board that it was within the scope of the time allocated to the administration of WRE for this to also include the micro generators, the Board Agreed. JK also raised concern as to whether the maintenance schedules for these turbine were being adhered to by Orkney Renewables so JB and JK will look into this further.

JB and MM are hoping to organise training for the new QuickBooks system at the end of October in time for the next VAT return to be completed on 7th November. Initially the system will be used for the WDT accounts and after a period of familiarisation it is hoped the can be used for payroll and WRE accounts so that the office finances all use the same system.

MM would like to meet with the finance subgroup to discuss the allocation of money to the budgets and the possibility of outlining sub budgets to better manage expenditure. GM agreed to take on the role of Treasurer until the AGM.

ACTION: JK and JB to look into the maintenance of the micro generators.

ACTION: MM to arrange a finance subgroup meeting.

ACTION: JB and MM to receive training for QuickBooks.

5. Project Officer's Report

Bayview

The building warrant for Bayview has still not been submitted but JB has had assurances from the architect that it will be completed by next week, JB will keep chasing to make sure it's done.

Garden Project

We have one more outreach event to organise between now and the end of the year to satisfy the funding requirements of LEADER.

Defib Network

The additional funding from NILPS for the repair of the westside kiosk has been approved, work can begin once the adoption paperwork is through.

AS began installing some of the other defibrillators this week.

Fuel Grant

Uptake of the fuel grant has been good and so far there have been no problems with the first payments to be made.

Misc

IT met with OIC to discuss their statutory obligations and will summarise the outcomes soon.

Two representatives for WDT have been invited to attend the SURF awards as winners from last year. CL can possibly attend.

ACTION: JB to chase building warrant for Bayview.

ACTION: IT to arrange final outreach event for the garden project.

6. Budget Review

This item is to be discussed at the upcoming finance subgroup meeting.

7. PEG Recommendations

DL declared an interest

CG01-2019 - The Board Agreed to award Westray Heritage Trust £500 towards the cost of printing the book 'Westray Shops and Vans' as per the recommendation of the PEG.

CG02-2019 - The Board Agreed to award the organisers of the Senior Citizens Evening up to £990.36 towards holding this event. The final amount is subject to any additional funding awarded from other sources, as per the recommendation of the PEG.

ACTION: CL to inform the PEG and grant applicants of the Board's decision.

8. AGM 2019

AF is now unable to attend the AGM. IT has nearly completed the draft of the annual report and this will be sent out next week for approval.

9. Correspondence

There was no correspondence to discuss.

10. AOCB

- b. CL reminded the Board that there is a succession planning workshop being held next week and that she will email round the associated learning guide.
- c. The Board Agreed to purchase some more WDT pens to distribute to members at the AGM.
- d. CL will be putting together some information for the Orcadian to include the housing project, bargain box, loan scheme and fuel grant. This will be sent to the Board for approval prior to submission to the Orcadian.
- e. The membership application from Steven Drever was approved.
- f. GoWestray has requested the WDT provide some up to date digital equipment for use in the Learning Centre. The Board Agreed to a budget of £3000 with ownership of the equipment being retained by WDT.

ACTION: CL to email round the learning guide.

ACTION: MM to re-order WDT pens.

ACTION: CL to inform SD of his new membership status.

ACTION: JB to work with GoWestray to purchase new digital equipment.

11. Date of Next Board Meeting

Next Board meeting to be held on Thursday 30th October 2019 at 19:30 in the Community Classroom.

ACTION: CL to book the community classroom

JB, CL, and MM left the meeting at 21:00.

12. WDT Board Only

The meeting closed at 21:30.

A handwritten signature in black ink, consisting of several overlapping loops and a long horizontal stroke extending to the right.

