

Minutes of Westray Development Trust Board Meeting

Thursday 31st 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), William Turnbull (WT).

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

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

2. Minutes of previous board meeting:

Meeting on 03/10/2019

Proposed – GM; seconded – HB

3. Matters Arising:

JB has been in contact with Orkney Renewables to enquire about whether the maintenance schedule for the micro generators was being performed as per the maintenance contract. Orkney Renewables confirmed their plan to come out in November to look at the Kalisgarth turbine but said that, given the Höfn turbine's recent refurbishment, it was not due a service at this point.

JB has managed to organise a date for the Quickbooks training some day during week commencing 18th November.

JB is waiting for GoWestray to get back to him with a list of the digital equipment they would like to see purchased for the learning centre.

4. Administration and Finance Officer's Report

MM is in the process of making improvements to the finance sheets with the hope that they are more user friendly in the future.

The finance subgroup met on Tuesday to discuss an application to the business loans scheme. There were several points which the subgroup felt needed clarifying before the loan was approved for the next stage with SCF.

The fuel grant has proved extremely popular and we have received over 100 application forms.

There is currently £563K in the CCLA deposit account.

ACTION: JB to meet with the business loan applicants to discuss their application.

5. Project Officer's Report

Bayview

The building warrant for Bayview has now been submitted.

Quarry

JB informed the Board that further test holes had been dug at the quarry site and the stone was found to be deeper than it was first thought. This will increase the costs associated with setting up the quarry and JB advised that the quarry subgroup should visit the site later in the year to look into potential options for dealing with this issue.

Defib Network

The adoption paperwork for the Westside kiosk has been approved. All the defibrillators have been installed except for the Westside. Jutta Meiwald has agreed to help organise and provide training on using the defibrillators.

Garden Project

Appointments are being made in the coming weeks with the local shop owners to get their feedback on how they feel the project has done this year. There is a garden subgroup meeting on Friday 8th November to assess this year's growing season and plan for next year.

Home Help

Alaya Christie has moved away from the island and therefore is no longer employed by WDT to provide Home Help service. Her service user commitments have been taken on by Angela.

6. AGM 2019

WT agreed to pick HL and AL up from the Hotel before the AGM and transport them to the Old Kirk and back.

The Board Agreed to recommend The Long Partnership to provide the account auditing service for WDT and WRE for 2020-21.

7. Correspondence

There was no correspondence to discuss.

8. AOCB

- a. There were three membership applications which were approved from Ralph Stevenson, Valerie Thompson and John Fordyce.
- b. An enquiry had come to the office from the Community Council regarding their community grant application to purchase festive street lighting (CG05-2018) which was deferred for more information last year. They had asked for the application to be reconsidered, however they still did not have the information which had been originally requested. The Board Agreed to reconsider the application providing the Community Council could confirm that the lights would be put up just before the annual tree lighting and taken down in early January.
- c. JB collected the fireworks for the Hofn's firework display and also collected the accounts from The Long Partnership.
- d. IT agreed to remind the Höfn workers to conduct regular, random spot checks of the Höfn on nights when the Höfn kids are using the space. These should be recorded on their individual timesheets.
- e. The Board Agreed to hold a further succession planning meeting on the 21st of November to produce a document to illustrate the roles and responsibilities of a Trust director as well as mapping the aims

of the Trust for the next year. It is hoped this will provide a useful tool for those members wishing to become directors.

ACTION: CL to inform new members of their application approval

ACTION: IT to speak to the Höfn Youth Support workers

ACTION: CL to book the Community Classroom for succession planning meeting.

9. Date of Next Meeting

AS thanked WT for his years of service to the Board, this being his final meeting before he steps down at the AGM next week.

Next Board meeting to be held immediately after the AGM on Tuesday 5th November 2019 at the Old Kirk.

JB, CL, MM and IT left the meeting at 20:45.

10. WDT Board Only

The meeting closed at 21:00.

A handwritten signature in black ink, appearing to be 'R. W. M.', written in a cursive style.

