

Minutes of Westray Development Trust Board Meeting
Thursday 5th December 2019 at 19:30 in the Community Classroom

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

Attending: Julian Barnett (JB), Isobel Thomson (IT), Janice Kirkness (JK) minutes.

1. Apologies: Helen Bain (HB), Margo Makin (MM).

2. Minutes of previous board meeting:

Meeting on 31/10/2019

Proposed – GM; seconded – AB

Meeting on 05/11/2019

Proposed – LP; seconded – DL

3. Matters Arising:

JB confirmed that the Kalisgarth turbine had been serviced.

JB confirmed that the QuickBooks training had taken place.

JB has received a list of equipment required for the learning centre from GoWestray and is now looking into prices.

JB informed the board that the paperwork has been sent to allow the due diligence checks to be carried out on the loan application.

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.

MM requested that WDT make a donation to the Parish Kirk for use of the building for the AGM. It was agreed that WDT would donate £50.

MM plans to meet with the finance sub group in the new year and has asked the board to have a think about what budgetary information they would like to get at board meetings.

The fuel grant proved extremely popular and we received 232 applications. MM has made the majority of payments with coal and voucher key payments being arranged w/c 9th December.

MM has requested that in future budgets are set for events such as the 20th Anniversary celebrations as she is unsure of how much was allocated to which costs. During discussion on this item, it was suggested that a review of the entertainment grants be carried out as band costs appear to be higher than thought.

MM suggested that a letter of thanks be sent to William Turnbull (WT) for his years of service on the Board of WDT. The board agreed.

ACTION: MM to arrange a donation to Westray Parish Kirk.

ACTION: All board members think about budgetary information requirements for future meetings.

ACTION: MM to arrange a letter for WT.

The office will be closed for Christmas from Friday 20th December 2019 to Monday 6th January 2020.

5. Project Officer's Report

Bayview

IT hopes to hear regarding the building warrant w/c 9th December. The tender document is almost ready.

Historic Scotland project – the Board agreed provided it didn't increase project costs for WDT, or increase the workload of WDT staff or delay the project start date.

Luke Fraser is going to organise a workshop to help all the community development trusts with housing projects to write their own Local Lettings Policy.

Bargain Box

Shane Scott is working on preparing the building warrant package for the new extension.

Quarry

JB is in the process of arranging another sub group meeting.

Defib Network

IT requested that some of the excess funds be used to purchase a training defib the same as the defib at the school. The Board agreed.

Garden Project

IT is drafting a project plan for the board to discuss. JB and CL are preparing a budget for 2020. The final LEADER claim will be submitted in January 2020.

Hofn

The quote for repainting the interior of the Hofn came in at £1,720 – the Board approved this expenditure.

Sally has resigned from the Youth Support; office staff have taken this opportunity to review the Hofn contracts (mainly hours of work and holiday entitlement and pay). Provided agreement with the remaining Youth Support workers, the Board approved the changes.

Home Help

WDT now have three service users.

Education and Training Grants – proposed policy change

Changes were proposed to clarify what the grants will cover in terms of course costs and driving licence costs. The Board approved these additions.

Isobel's Training

The course that IT has been doing does not provide certification, however, for an additional £360+VAT she can enrol in the ILM course, submit all her work she has done for Emerging Leaders and achieve the ILM certification. The Board agreed to this additional cost.

WRE report

WRE has received the FITs payment to the end of June 2019. JK's Outlook email appears to be working again. There was some discussion around the hosting of the westrayenergy domain and JB agreed to contact Phill Hellewell regarding this.

ACTION: IT and JB to contact Historic Scotland re proposed project.

ACTION: IT to purchase training defib.

ACTION: IT/JB contact OB re Hofn painting

ACTION: IT/JB meet with Youth Support to discuss proposed amendments to contracts and then advertise Youth Support position.

ACTION: IT/JB update ETG and advertise changes.

ACTION: JB contact PH re webhosting.

6. Sailing Club Lease

LP declared an interest in this item and left the room while it was discussed.

North Isles Landscape Partnership Scheme will cover the legal costs of the lease and it was therefore agreed that WDT would charge WSC £5 in annual rent. This will be due annually from the date of entry. The lease can be passed to WSC.

ACTION: IT pass lease onto WSC

7. World Book Day

WBD falls during the first weekend in March and IT suggested that WDT approach the school with the offer of £1,000 to increase its library. The Board agreed to this proposal

It was also suggested that WDT offer to fund the costs of bringing the library van out to Westray for the four visits per year that were dropped due to budget cuts. It was agreed that WDT would approach the Community Council to ask if they would be willing to collaborate with WDT on this project at 50/50 per organisation.

ACTION – IT to contact school

ACTION – IT to contact WCC

8. Wellbeing Strategy – Emerging Leaders Business Change Idea

This is part of IT's coursework which will require input from other staff members and volunteers. The Board approved this.

ACTION – All staff and volunteers to contribute

9. Correspondence

- a) The Board were provided with an update from Cloudnet – they are awaiting news of funding.
- b) Papa Westray Development trust have approached WDT asking if they could provide some finance work assistance. Both MM and JK have confirmed they would have time to provide some assistance.

ACTION – JB, JK and MM to look into PWDTs requirements.

- c) Westray Heritage Trust report – the Board require income and expenditure information before making a decision on the next lot of funding. **ACTION – DL request the information from the Board of WHT.**

10. AOCB:

The Prince's Trust Farm Resilience programme has been well received. DL had attended the first meeting last night on finances along with 15 or 16 other farmers. There will be further meetings within the next year to focus on other areas.

11. Date of next meeting: Thursday 16th January 2020

JB, IT and JK left the meeting at 9.05pm

12. WDT Board only

