

Minutes of Westray Development Trust Board Meeting
Thursday 6th February 2020 at 19:30 in the Community Classroom

Present: Helen Bain (HB), Anne 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), Isobel Thomson (IT).

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

2. Minutes of previous board meeting:

Meeting on 05/12/2019

Proposed – DL; seconded – AB

3. Matters Arising:

JB confirmed the GoWestray now have their new digital equipment.

IT confirmed the Olwyn has painted the Höfn and that meetings had taken place between two of the three current Höfn Youth Workers, both of whom were happy with the proposed contract changes. Attempts are ongoing to meet with the remaining Höfn worker.

IT said that the school were extremely grateful to be given the World Book Day grant and plan to put it to good use increasing the school library as well as increasing the support resources for the Oxford Reading Tree scheme which the school employs in the primary classes.

The Community Council are still considering whether they would be able to contribute any funding towards the cost of the library van coming out to Westray more often.

MM informed the Board that all of the fuel grants have now been paid except for the residents of Kalisgarth who JB is still trying to find a solution to the payment problem.

The donation to the Parish Kirk has been made.

4. Administration and Finance Officer's Report

Unfortunately, MM was unable to submit the VAT return using Quickbooks as previously planned due to this function not being set up yet by The Long Partnership.

AS suggested that JB begin the drawing up of a tender document for account services now so that there is plenty of time to have it finalised and tenders received before this year's AGM.

MM has not yet been able to meet with the Finance subgroup. A meeting has been provisionally arranged for Tuesday 3rd March.

ACTION: JB to look into a tender document for account services.

ACTION: MM to organise Finance Subgroup meeting.

5. Project Officer's Report

Bayview

The building warrant for Bayview has been approved by OIC, the tender is out and the dead line for submissions is 21st February 2020

Bargain Box

The Board Agreed to approve the quotes for the topographical survey and structural/civil engineer. JB queried the seemingly large difference between the quote for the quantity surveying for the Bargain Box project compared with the one received for Bayview and will look into this further before the Board approves this quote.

ACTION: JB to look into the details of the Quantity Surveying quotes.

ACTION: JB to contact the contractors to approve the topographical and civil engineers.

Quarry

JB has had a meeting with the subgroup where it was concluded that the cost per ton to extract the stone needed to be reassessed as the soil depth is greater than previously estimated.

ACTION: JB to act on outcomes of Quarry subgroup meeting.

Defib Network

Defibrillator training is due to take place at the end of February.

Garden Project

A development plan for the garden project has been drawn up. CL and JB are still to draw up a proposed budget. Funding has been applied for from the People's Postcode Lottery for improvements to be made to the garden shed.

ACTION: JB and CL to work out a proposed budget for the garden project.

Hofn

CL has been appointed as the new Höfn Youth Support Worker and will join the rota once a satisfactory PVG check has been received.

Entertainment Grants

IT has found that the average cost of holding an entertainment event was £995. After discussion the Board Agreed to raise the current cap on the Entertainment Grants to £700. This includes the staff team's authority to approve Entertainment Grants up to this amount.

ACTION: IT to update the Entertainment Grants policy accordingly.

Sailing Club Shed

The lease for the shed has almost been finalised with some last amendments to be made including the removal of the fencing needing to be stock proof and confirmation that it is the Sailing Clubs responsibility to organise access to the shed with Westray Processors as there will be no access through Bayview.

LP expressed some concern over the quote the Sailing Club had received as being significantly more than had been budgeted for. The sailing club are holding a meeting with NILPS to seek further funding. It was agreed that JB should attend this meeting to represent WDT.

LP asked what the Sailing Clubs obligations would be toward the ongoing upkeep and maintenance of the septic tank system, which they will share with Bayview, will be. DL said that a clause outlining that WDT and the Sailing Club will split these costs 50:50 between them should be incorporated into the lease agreement.

LP left the room.

JB asked the Board to confirm whether WDT would be in a position to offer funding to the Sailing Club for building works. The Board agreed that the sailing club would be able to submit a grant application through the Community Turbine Grant scheme and have this application assessed by PEG in the normal manner.

LP returned to the meeting.

ACTION: IT to seek updates to the Sailing Club lease.

ACTION: JB and IT to attend NILPS meeting.

Westray Conference

IT has had 25 replies to her survey so far. The Board Agreed that October would be the most suitable time to hold the conference and that IT could begin looking into organising guest speakers. IT plans to get the islands youth involved in the conference. The Board asked that IT take on the job of organising the conference without the need for a separate subgroup.

ACTION: IT to begin organising speakers for Westray Conference including engaging with the youth to get their views on the future of Westray.

WRE

Sam Marcus has stepped down as a director of WRE. WDT requires another Board member to join the WRE Board to maintain the presence of two WDT directors. LP volunteered to join WRE Board.

JB will take over from SH as primary contact for OIC in regards to the council's ongoing windfarm development plan.

ACTION: LP to join WRE Board

ACTION: JB to take over liaising with OIC

Business Loan Application

Due diligence checks have been completed relating to the loan application and SCF have recommended the application be approved. AF has looked over the report from SCF and agrees with their assessment based on this information. The Board Agreed to approve the loan provided the house is offered as security with documentation to that effect. DL confirmed that the money for this loan was to come out of the loan account.

ACTION: IT to inform the loan applicants of the Board's decision and to facilitate the next step of the loan process.

6. WHT Report and Accounts

DL left the room.

The Board Agreed to approve the ongoing grant to WHT, however, clarification was requested regarding the WHT plans to replace the windows at the Heritage Centre.

DL returned to the meeting.

AS asked DL about the Heritage Centres plans for replacing the windows. DL confirmed that after reassessment it was decided that remedial work on the windows was sufficient and that this was funded in-house. The part of the grant associated with replacing the windows was never applied for.

ACTION: CL to inform WHT of the Board's decision.

7. PEG

CG03-2019 – Christmas Tree Lighting Ceremony 2019 – Westray Community Council

PEG recommended that the Board approve funding of £636 to the Community Council towards this grant. The Board Agreed.

ACTION: CL to inform the Community Council of the Boards Decision.

8. Dog bins

The issue of the lack of availability of dog poo bins has been raised so IT has been in contact with OIC about the possibility of installing more public bins along the current waste collection route. DL said that WDT would be unable to purchase the bins even if OIC agreed to empty them, IT will confirm this position with OIC.

Some local beaches are also suffering from high volumes of litter and with Bag the Bruck a while away, IT asked the Board if she could organise a WDT led community beach clean, the Board Agreed.

ACTION: IT to contact OIC re: bins

ACTION: IT to organise local beach clean

9. Cloudnet

CL, AS, GM and JB met with representatives from Cloudnet last week. CL ran through Cloudnet's initial proposals with the rest of the Board for island wide improvement of digital connectivity. It was agreed that a comprehensive service level agreement with Cloudnet would be required to ensure good performance levels should any of the proposals go ahead. Funding avenues should be explored to establish whether WDT can be assisted with this project, IT will contact the R100 team. It was also decided that we should contact Liam MacArthur and Alistair Carmichael to raise the issue of Westray's low priority level on the government's connectivity schedule. Once this information has been gathered, WDT will look into arranging some public consultation.

ACTION: IT to contact R100 team and explore other funding potential.

ACTION: CL to write to Liam MacArthur and Alistair Carmichael.

10. Correspondence

- a. WDT had received letters of thanks from several members of the public expressing their thanks and support for the fuel grants.
- b. A letter had been received from a member of the public requesting that WDT consider subsidising the cost of a hairdresser from Mainland to come out to Westray periodically to provide this service for those residents unable to get into town for a haircut. The Board felt that this would be funding a private business and, as such, wanted to explore other options at this time. MM informed the Board that she had discussed this issue with another hairdresser in town who has expressed an intention of coming out to Westray without the need for funding.

MM left the meeting at 21:30.

- c. JB had received a letter from a member of the public requesting WDT consider setting up a scheme where a loan for the value of the VAT on a self-build home was granted with it being repaid at the end of the build project. This would enable the self-builder to have some capital available to assist with starting the build in lieu of funds being released by the mortgage company. JB is waiting to be provided with some more details but it was made clear that WDT would need to look into this carefully to ensure it meets with charitable objectives and the issue of security on the loan would need to be investigated. IT is going to look into what funding options may be available for people looking to self-build and compile that information into a booklet for use by the community. There have been other Development Trusts who have run similar schemes who might be worth contacting for information, as well as confirming with VAO the implications of charity law for such a project.

ACTION: CL to inform 10 a.) of the Board's decision

ACTION: MM to contact her mainland hairdresser.

ACTION: JB to clarify the details regarding the self-build loan request.

ACTION: IT to create information booklet for self-builders.

ACTION: IT to contact VAO and other relevant development trusts.

11. AOCB

- a) Membership Application from Kim Gibson approved.
- b) Director application form received from David Stephenson. The Board are hoping to vote new directors onto the Board at an EGM.

ACTION: CL to inform Kim Gibson.

ACTION: CL to inform David Stephenson of the upcoming EGM.

12. Date of the Next Board Meeting

Thursday 5th March 2020 at 19:30 in the Community Classroom.

JB and CL left the meeting at 9.45pm

13. WDT Board only

The Board agreed that those staff members currently receiving minimum wage will be put on the Real Living Wage.

IT left the meeting.

Meeting closed at 10pm.

A handwritten signature in dark ink, consisting of several loops and a long horizontal stroke at the end.

