



**MEETING OF THE WESTERN ISLES DEVELOPMENT TRUST
(COMPANY NUMBER SC271462)**

Meeting of Western Isles Development Trust held at committee Room 3, Council Offices, Sandwick Road, Stornoway; VC to Balivanich Council Offices (Committee Room); and VC to Tarbert Council Offices at 5pm on Thursday 28 February 2019.

PRESENT

Nominated Members

Norman A. MacDonald (Director and Nominated Member) Chair
Carola Bell (Director and Nominated Member) Vice Chair
Norman MacDonald (Director and Nominated Member)
Fiona Stokes (Community Land Scotland Nominated Member)
David Muir (Director and Nominated Member)
John Mackay (Director and Nominated Member)
Iain Maciver (Director and Nominated Member)

Elected Members

Andrew Mackenzie (Elected Director for Lewis and Ordinary Member)
Sarah Maclean (CBAB Elected Member, Barra)

APOLOGIES

Calum MacKay (Director and Nominated Member)
Andrew Walker (Elected Director for Uist and Ordinary Member)
Iain Archie MacNeil (Director and Nominated Member)
Donnie Morrison (Elected Director for Lewis and Ordinary Member)

IN ATTENDANCE

Allan MacDonald

1. WELCOME AND APOLOGIES

The Chair welcomed the directors to the meeting. The meeting was quorate.

2. MINUTES OF THE MEETING OF 25 OCTOBER 2018

- The Minutes of the meeting of 29 November 2018 were approved subject to noting that Norman MacDonald was present.

3. MATTERS ARISING

No matters arising.

4. EXPRESSIONS OF INTEREST

No new expressions of interest.

5. APPLICATIONS FOR FUNDING

Press release for the recent Kinloch Historical Society award discussed.

- Agreed to wait until construction was closer to completion before press release/photo. Fiona Stokes happy to attend for photo for press release.
- David Muir happy to attend for photo for press release of NUDC Windfarm once construction had started.

6. CURRENT FINANCIAL POSITION

- Report was noted.
- Agreed not to proceed with internet banking at this time.
- Agreed that Company would write to all directors who had yet to provide information for opening of Bank of Scotland account in order that all information would be received by mid-March.

7. WEBSITE & CRITERIA FOR DISBURSEMENT OF FUNDS AND COMHAIRLE ADMINISTRATIVE SUPPORT

Directors discussed the changes to the website and the letter from the Comhairle's Chief Executive concerning administrative support. The discussion included the following points:

- Amendment to criteria for funding on hold until website changes put in place;
- It was not clear how much feedback Jane Morrison-Ross had had from fellow directors on the suggested changes;
- One director suggested a professional should be employed to run the website and requested a policy on the website;

It was agreed:

- David Muir will contact Jane Morrison-Ross for update on website.
- Once website review complete the proposed changes will need to be authorised by the Board.
- The Chair will discuss the Comhairle's position with regards providing administrative assistance to the Company directly with the Comhairle's Chief Executive.
- Andrew Mackenzie will develop a Communications Policy.

8. MATTERS ARISING FROM TRAINING WORKSHOP HELD ON 12 FEBRUARY 2019

Directors discussed the above; the discussion included the following points:

- One director requested that Mr Liddell be instructed to review or audit the Company and produce relevant policies – this proposal was not supported by the majority;
- It was highlighted that the scale of WIDT was significantly different to the scale of the charities used by Mr Liddell as examples of practice;
- It was suggested that the professional advice had already been provided through the training;
- Directors were keen to have a private intranet where they could access Board documents and policies etc;
- It was proposed that directors with their experience (particularly on other boards) could propose policies for the Board to adopt;
- It was further suggested that once policies were agreed in principle it might then be appropriate to ask Colin Liddell to check them;

- There should be a meeting to discuss and work through policies with directors attending in person - meeting would be in Leverburgh in early course (March was seen as being suitable). Chair would send round Doodle Poll to work out most appropriate date; and
- One Director was unhappy with the draft Anti Bribery Policy – it was explained that the draft was drawn up in order to allow the Board to add further detail.

It was agreed:

- **The draft Anti Bribery Policy would be adopted (subject to change by the Board in due course).**
- **Andrew Mackenzie would produce a Communications Policy and Risk Policy.**
- **Carola Bell would provide a Register of Interests template and Conflict of Interest Policy.**
- **The Board would meet in Leverburgh at a mutually convenient time to review and conclude policies.**

9. NEW DIRECTORS

As corporate directors are to be phased out it was discussed whether CBAB should step down as a director and for a process to ensue to elect two directors for Barra and Vatersay (as the other position was already vacant).

- **It was agreed that there would be an advert placed in Guth Bharraidh for new members from Barra and Vatersay.**
- **Sarah MacLean agreed to discuss the matter with community members to raise awareness of the Company in order to increase membership and ensure that the vacant director position would be filled.**
- **At the next meeting a process would be put in place to elect new directors in Barra and Vatersay.**

10. APPLICATION FOR ORDINARY MEMBERSHIP

The Board accepted the application from Jane Ballantyne, Newmarket to become a member of the Company

11. PROJECT UPDATES

It was suggested that the reviews should be available on a Facebook and Twitter page. The response was given that this would be part of the website review.

- **Updates Noted**

12. DATE AND TIME OF NEXT MEETING

- **Thursday 28 March 2019 at 5pm**

END.