

# Community Archaeology Westray

Minutes of Meeting 21/1/20 at 2:00 p.m. Learning Centre

## Present:

Peter Needham (PN) (Chair)  
Ian Ricketts (IR) (Treasurer)  
Elizabeth Drever (ED) (Secretary)  
William Turnbull (WT)  
Hazel Moore (HM)

## Apologies

Stephen Hagan (SH)  
Graeme Wilson (GW)

**PN welcomed everyone.**

### 1. Minutes of Meeting of 20/11/19

The minutes of the meeting of 20/11/19 were circulated and approved by WT, seconded by IR and signed by the Chairman.

### 2. Treasurer's Report 20/11/19 par 2

Funds held currently amounted to £2,202.47 (£1,342.04 in bank, £860.43 in cash), IR would pay some of the cash in to the bank account. IR had arranged for £104 of CAW funds held by Westray Development Trust (WDT) to be transferred to CAW bank Account. IR had ascertained that CAW's financial year end was 24/5/20 at which time annual accounts and report should be prepared.

IR

### 3. Responsibilities of SCIO Directors 20/11/19 par 4

The training session on the roles and responsibilities of SCIO directors held on 30/11/19 by Voluntary Action Orkney had been very informative for those who had attended.

### 4. Tourism Advisor 20/11/19 par 5

c/f It was agreed to wait for positive feedback from Historic Environment Scotland before contacting Ann Marwick about being CAW's tourism advisor.

### 5. Historic Environment Scotland (HES) 20/11/19 par 6b

Following discussion it was agreed that the draft Memorandum of Understanding (MoU) received from HES should be emailed to each Director in turn for comments and when the wording had been agreed upon (by email) PN would forward to HES's Head of Development for their comments. It was agreed that the MoU needed to state CAW's project & HES's project, it

also needed to include a possible timeline and sequence of decision making plus key stages for CAW.

PN

**6. Working Documents 20/11/19 par 6d**

It was agreed to use Word for working on documents needing input from Directors as a suitable document sharing app had not been found.

**7. CAW website 20/11/19 par 6a**

PN & IR had met with Phill Hellewell to find more user-friendly methods of updating CAW's web pages up-to-date. PN had designed new web pages which he demonstrated and following discussion it was agreed that anyone with comments on the pages should let PN know. The pages had not yet been made public.

All

HM left the meeting during discussion of this item.

**8. AOCB**

**SCIO Logo**

IR advised there was a logo that should be used and it was agreed that he would email the logo to PN for inclusion on CAW's letterheads and web pages.

**9. Date of next meeting**

The next meeting would be held at 2 pm on Tuesday 10/3/20.

The meeting ended at 3:15 p.m.