

**The Ballantrae Trust  
Board Meeting  
21 March 2019**

**In Attendance:** Andy McAlpine (Chairman), John McIlwraith (Treasurer), Gavin Fairbairn, Mhairi McKenna, Claire Mills, Dan Cunningham, Anna Butler (TDO), Chris Hanna (CI) and, Andrew Ward (CI). Fiona Stevenson and Cheryl Agnew (joint chairs of the Play Park Development Sub Group) attended for item 7.

**Apologies** had been received from Jessie Brown, Carol Bell, and Alan Bell. Siobhan has resigned from the Board because of pressure of work although she will continue as a member of the BFFD 2019 sub group and the Tourism group. This means there is 1 vacancy going forward and to be raised at the AGM.

**1. Minutes of meeting held on 21 February 2019**

These were agreed. Proposed by Mhairi and Seconded by John.

**2. Matters Arising**

**(a) Oil Buying Scheme:** a post on the Trust and Information Ballantrae Facebook (FB) pages informed villagers that they can access the DTAS Oil buying scheme and encouraged them to mention The Ballantrae Trust. It will also be carried in the May Ballantrae News. Andy had arranged with Craggs Energy to include any purchases with a KA26 0 postcode to be credited to the Trust for commission whether the householder mentions the Trust or not.

**(b) Reporting progress on Trust projects:** We discussed Gavin's suggestion at a previous meeting about improving the way we report progress on Trust projects. This had been left to Gavin, Dan and Andy to explore. Gavin explained what he was hoping for - information on a project in one place rather than having to look back through lots of Board Update papers. **We agreed** that while Board Update papers should continue, options along the lines of what Gavin was suggesting should be explored.

**Action:** Gavin and Andy to explore options before the next meeting. Possible project could be the Tourism project.

**3. Accounts Summary: We noted** that the figures on BFFD 2019 need to be updated - they have changed since the statement was circulated. John reported that progress on opening a new bank account is proving frustrating and time-consuming. Recent discussions with RBS suggested that if our bank account contained less than £100,000 there would be no charges. If in excess of that it would be £5 per month which seems very low. Andrew suggested trying BoS. Creetown Initiative bank with them and they don't pay charges.

**Action:** John and Chris to continue to explore the opening of a new Trust bank account

**4. Grant Funding Summary:** Chris reported that we await decisions from Carrick Futures (May) on King's Arms Surveys funding and the cinema equipment for the Community Hall; from the Ballantrae Community Fund for Ballantrae News and the Trampoline for the play park upgrade; and Ayrshire LEADER for the play park (a decision has been put back again). There are no immediate funding deadlines before the next Board meeting.

£10,000 has been released from Ballantrae Community Association and will be received in the bank in the next few days.

Carrick Futures and Kilgallioch are awaiting quotes to fulfil their requirements. Chris and Anna are forwarding them as they are received.

**5. Fund raising for unrestricted funds:** The proposals by Carol (quiz sheets) and Anna (teddy bear hunt) will be on the agenda for the April Board meeting.

**Action:** Carol and Anna to produce proposals for the April Board meeting

6. **Ballantrae Festival of Food and Drink:** Board members had received a copy of the minutes of the sub group meeting held on 18 March. **We approved** expenditure of £1100 on cancellation insurance and a 25% deposit (£2775.90) for booking the marquee. This will be paid once £10k has been received by BCA. It was noted that there was no mention in the minute of the sub group meeting of the drafting of the Business Plan or the Economic Impact Survey. Chris confirmed both are work in progress and will be mentioned in future minutes when sufficient progress has been made. We discussed the wording on the labels for the Ballantrae Gin. It is predicted that £11k from the BFFD budget will be carried over on to next years budget

**Action:**

Sub group to record progress on the Business Plan and Economic Impact Survey at its next meeting. Meeting for EIS has been booked  
Claire to discuss the wording on the gin labels with SAC Trading Standards  
Insurance to be put in place asap - **Chris**

7. **Play Park Upgrade** (Fiona Stevenson and Cheryl Agnew joint chairs of the sub group joined us for this agenda item): They explained the various phases of the project, how it originated 3 years ago and some of the challenges they have faced along the way. Consultation with the children was key in finding out what was wanted and would be used. The phases include replacing the goal-posts (done); the installation of a MUGA (due to begin in April); renovating the seating area and installing sensory panels (£2.5k funding received for the Sensory panels, 1 x to be reflective, 1 x musical); and the installation of a trampoline. Future phases will include installing "The Circuit" around the perimeter of the Recreation Ground (Ballantrae Primary very keen for this phase) and installing exercise equipment for adults; replacing more of the play park equipment (not fit for purpose) and introducing some new equipment. The idea is that the playpark becomes more inclusive for all community use.

Other suggestions going forward would be bigger apparatus and slides for the older children, a zip wire, a shelter and a themed toddler area (poss boat)

Andrew suggested it would be worth checking the Council's 2019-20 budget to see whether any additional monies have been allocated to play parks (this has happened in D&G).

Andy explained that the decision at the last Board meeting to devote more Board resources to the project - an additional Board member (Aylie) to join Claire Mills (also a Board member) on the sub group plus the support of our two Development Officers (Chris and Anna) should help to take some of the pressure off. The Board **agreed** they now have a better understanding of the big picture and will do what they can to publicise the sub group's work, administration support and support the raising of funds for the various phases still to come.

Fiona and Cheryl left the meeting.

**Action:** Andy to check the Council's budget to establish whether any additional money has been allocated to play parks in 2019-20 (and if necessary discuss with Councillors)  
Sub group meetings to be arrange to further the projects.

8. **New website:** Dan reported that intense work had been undertaken on this over the last 4 weeks to populate and build the new website. The sub group will be working their way through it in detail during the coming week to tweak how it looks and combine some of the content before the draft (the Beta version) is circulated more widely for feedback. The site will go live in April (on schedule) but the BFFD element and ticket sales access will go live first. The 3 days free consultancy support from Digital Boost Scotland to support us through the process and help us prepare the specification for web designers and "search engine optimisation" had now come to an end and had been very valuable.

**Action:** Dan to ask Board members and others for feedback on the Beta version of the website before it goes live. Approx beginning of April

9. **The King's Arms Hotel:** In Alan's absence abroad, Andy reported that following the site visit and the submission of a grant application to fund the surveys, he and Alan had met to discuss who

might do the various surveys and the timescales for the various steps up to the end of the community consultation. A summary of the outcomes of that discussion will be circulated shortly.

Mention of “actively pursuing the feasibility of buying the Kings Arms for the community” had been mentioned in the Members Update in early March and FB posts (Trust and Information Ballantrae) shortly thereafter. We discussed village reactions so far and while all of the comments had been supportive we were surprised there had been so few comments.

A small group of Board members will be needed to receive and analyse the survey reports and make recommendations to the full Board. **It was agreed** the group should comprise Alan, Andy, Gavin, Claire and Dan supported by Andrew and Chris. Andrew will let Andy have a copy of the Scottish Government’s Land Fund application form for circulation to Board members so we are ready to submit the form as soon as we know whether we are going ahead with the purchase.

Andy asked whether Board members wanted to add to “The Kings Arms Story” which had been created at the January meeting containing suggestions of what the building might be used for in the future. Dan suggested adding a micro brewery.

**Action:**

Andy to circulate a draft note setting out the stages between now and the completion of a Community Survey

Andrew to provide a copy of the Land Fund application form for circulation to Board members for information only at this stage

Andy to update “The Kings Arms Story” to include mention of a micro brewery

10. **Tourism issues:** Andy reported that he had convened a meeting on 19 March of interested parties who are well connected on tourism issues to discuss how Ballantrae and its tourism businesses can take advantage of the many opportunities about to present themselves, increase bed nights and income. The meeting had been very positive and a note of the meeting will be circulated shortly.

**Action:** Andy to circulate the note of the Tourism meeting

11. **Village Development Plan:** During the discussion on the King’s Arms earlier in the meeting, Andy had suggested consultation on the new Village Development Plan might be held at the same time as the community consultation on the Kings Arms. For a variety of reasons **we agreed** they should not be carried out at the same time.

12. **Update Paper:** The contents were **noted**. There were no questions on items not already covered in the agenda.

13. **Membership:** Chris presented applications from 3 new members (2 x Full Membership, 1 x Associate Membership). **All were approved**. Trust membership now stands at 131.

14. **Contacting those who have already offered to volunteer to support Trust projects:** The Members’ evening resulted in two new offers of assistance - both with the new website. A request for help with specific projects in the March Members e-newsletter did not result in any offers. **We agreed** we now need to approach individuals on a one-to-one basis.

**Action:**

Andy to work with Anna and Chris on a list of people who have offered their services for circulation to Board members who will identify people they will approach.

Anna to collate responses to ensure individuals do not receive multiple approaches

All Board members to contact “their” members to assist with BFFD 2019 in the first instance and if not to offer them alternatives from the list

Anna to co-ordinate responses

15. **Suggestions for amendments to Membership Forms:**

**Action:** Anna and Chris to circulate re-drafts before the next meeting

**16. Issues approved by email since the February Board meeting:** We noted that there had only been one - agreement that the Trust should apply to become a "Proud Supporter" of the Biosphere. Our application had been accepted. If the Community Council's application is accepted to become a "Biosphere Community", it is possible that Ballantrae might become the first in South Ayrshire.

**17. Health & Safety and Safeguarding issue:** nothing needs drawn to the Board's attention.

**"Boundaries":** At the last meeting we had discussed "delegated authority" from the Board to office bearers, other Board Members, Development Officers and Sub Groups. Because a number of Board members were absent this was carried over to the April meeting. Everyone was asked to consider whether any new guidance might be added.

**18. Date of the Trust AGM:** It was suggested this be held on the Board Meeting date in May (16th).

**Action:** Chris / Anna to email round to check this would be suitable for the majority of Board members

**19. Next meeting Thursday 18 April at 8pm in BRICC House.**