

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

In Attendance: Andy McAlpine (Chairman), John McIlwraith (Treasurer), Carol Bell, Alan Bell, Mhairi McKenna, Jessie Brown, Aylie McIlwraith, Chris Hanna (CI) and Anna Butler (TDO)

Apologies Gavin Fairbairn, Siobhan Liddington, Dan Cunningham, Andrew Ward (CI)

We welcomed Anna Butler as the new Trainee Development Officer. A 'Milestone' - the first job created by the Trust in the local community.

1. Minutes of the meeting held on 17 January 2019. These were **agreed**. Proposed by Aylie and seconded by Mhairi.

2. Matters Arising: We noted that action on Oil purchasing scheme (response to Facebook Posts), Food Science Experiments, and Biosphere Charter were all still work in progress

3. Update on Membership: 7 new applications **were approved** (4 Full, 2 Associate, 1 Junior). 1 member left the Trust as he has now been appointed as the Trust's Accountant.

4. Members' Event Friday 15 February

28-30 people attended the event including Board Members. One member volunteered to help with the website. We discussed ways of better engaging with volunteers and **agreed** to take a stall at Gala Day on 6 July; put the revised "How Can You Help" paper on the new website; try to engage with those who volunteered when they completed their membership form; ask for specific help in the next e-newsletter; review the membership forms; visit village groups and make a short presentation and invite people to test the Beta version of the website before it goes live.

Action:

- Andy to book a stall at Gala Day
- Chris / Anna to amend the "How Can You Help paper" and put it on the new website
- Andy to suggest how we make contact with those who have already volunteered and suggest a programme of visits to some local groups
- Chris / Anna and Andy to draft a para asking for specific help in the next e-newsletter
- Chris / Anna to suggest amendments to the membership forms
- Dan to involve members in the testing of the Beta version of the new website

5. Policies and Procedures: Carol reported that **all** drafting is on track.

Action: All Board members to respond to any requests for comments within the deadlines stated.

6. "Boundaries"

We discussed "Delegated authority" from the Board to Officebearers, other Board members, Development Officers and sub groups and the actions that might be taken without specific Board consent in advance. **We agreed** the following should be referred to the Board:

- All sub groups to produce minutes of all meetings (normally within 7 days of the meeting) and these are to be circulated to Board members.
- Any expenditure over £500 for any project. (to be reviewed at a further date).
- Anything that may cause "reputational risk" to the Trust.
- Big issues (eg new payroll system, initial insurance arrangements, appointment of the Trust accountant etc)

It was also agreed

- Any matter on which any of the above is unsure as to how to proceed should be put to the Board.
- Matters agreed within email correspondence should be reported and noted in the minutes of the next Board meeting.
- If an issue is not going to be put to the Board (for whatever the reason) the principle of "a second pair of eyes" should be applied.
- If in doubt "put it to the Board"

Action: To be discussed further as other matters arise

7. Accounts Summary

We noted the contents of the paper including the £1,000 that had been moved from office equipment to "General". John reported the difficulties he has been experiencing with having re-named the BDG account to a Trust Account rather than open a new account. We agreed a new account should be opened in the Trust's name and that we leave it to John and Chris to get us the best terms. The existing account should remain in place and be used for the Ballantrae Food and Drink Festival 2019 to eliminate any delay in making payments.

Action:

John and Chris to investigate and open a new Trust bank account
Chris and Anna to seek further information and complete forms for forms for 'Project Funds'.

8. Grant Funding Strategy

Grant funding applications had been submitted to Carrick Futures for the cinema equipment for the Community Hall and for the surveys of the Kings Arms (see below). Representatives of the Play Park sub group were pitching at a Participatory Budgeting session that evening for £2400 for installation of sensory panels for the Play Park seating area. We agreed that grant funding applications for Ballantrae News (BN) and the Trampoline for the Play Park should be submitted to the Ballantrae Community Fund (BCF) by the deadline of 25 February (not 22nd as stated in the Funding Strategy paper)

Action:

Chris to submit Trampoline application and Andy to submit BN application to BCF by the deadline
Chris to amend entry for Ballantrae Food and Drink Festival (BFFD) funding to show the application to Scotrail had been unsuccessful

9. Fund raising for unrestricted funds

We agreed not to pursue any of the suggestions in the paper that had been circulated but instead to prepare quiz sheets and run a "Teddy Bear Hunt" during the summer holidays. We also agreed to consider the idea in the future of producing "Ballantrae Scenes" tea towels.

Action:

Carol to produce the quiz sheets
Anna to develop proposal for the "Teddy Bear Hunt" for the next meeting (or circulate by email)

Trust Projects

10. Ballantrae Food and Drink Festival 2019 (BFFD)

Mhairi brought us up to date on plans. The sub group's bottle label for Ballantrae Gin was circulated and the Board supported the design. It was agreed to spend £1000 to start the distilling process. A £302.50 payment was also agreed to pay the deposit to WC Fields for the portaloos. Chris reported that work is progressing on the development of a Business Plan and the specification for an Economic Impact Survey.

In discussion we asked the sub group to:

- Consider taking a stall at the Stranraer Oyster Festival (September) to sell the Ballantrae Gin
- Consider selling any unsold Gin from the festival to local establishments (Glenapp, Kings Arms, Woodlands Bay etc)
- Reconsider giving reduced entry to "everyone who receives Ballantrae News" given that many are read by visitors, passed on by friends etc. Should it be related to postcode instead?

Action: Sub group

11. Play Park Upgrade

Installation of the MUGA has been confirmed and will be starting on 22 April 2019 with an approximate timescale for completion of 3 weeks. It was suggested we publicise this and involve the school in potential publicity. Chris is currently awaiting a response from SAC to her proposal for a reduction in insurance and maintenance costs.

We discussed ways in which we could better support the sub group as we enter the next phase of the Play Park Development. **We agreed** that, in future, the Sub Group should comprise Fiona Stevenson and Cheryl Agnew (joint Chairs), Kenny Balfour, Claire and Aylie (Board Directors) and Chris and Anna (Development Officers). If the sub group can identify one or two volunteers prepared to join the sub group and attend meetings then they should recruit them. General Facebook invites to come along to meetings should therefore be unnecessary and only used when the sub group wants to consult more widely. Notes of meetings should be produced in line with the decision made on “Boundaries” earlier in the meeting. As Fiona and Cheryl had been unable to accept our invitation to attend a Board meeting before Christmas **we agreed** to invite them to the March meeting to allow us to better understand their vision of the Play Park Development and what it is hoped it will achieve.

We invited the sub group to consider:

- publicising the fact that work is starting on the MUGA in April, with photographs of the cutting of the sod and organising an official opening with children there
- the wording of the plaques on the MUGA showing logos / names of grant funders and the Trust

Action:

Andy to explain to Fiona and Cheryl about the future composition of the sub group and to invite Fiona and Cheryl to attend the Board meeting on 21 March

Chris and Anna to talk to Fiona and Cheryl about arranging an early meeting of the Sub Group to plan the publicity etc

Anna to discuss with Mrs Templeton the possibility of daily inspection / maintenance (removal of glass, dog mess etc) being carried out by new school janitor

12. New Website:

The Board had agreed Peninsula Design (Whithorn) be appointed as the web designer and work had already started. A meeting with Peninsula, Dan, Chris and Anna was being held on Friday 22nd February. **It was agreed** that BFFD 2019 should be the priority for uploading and “going live”.

13. Purchase of The King's Arms

There had been growing concern within the Board that the King's Arms is still up for sale and the existing owners are not in good health. A recce of the King's Arms had been carried out by Alan, Andy, Andrew and Chris on 6 February and following email confirmation from Board members that we should actively pursue the feasibility of purchasing the King's Arms, a funding application was submitted to Carrick Futures to allow us to have surveys done. A response is expected in April. It **was agreed** if the surveys are satisfactory, a village consultation will be held to establish whether the purchase has the support of the community. **We agreed** to publicise the above to the community.

Action:

Alan to draft a Facebook Post for Chris to action

Andy to include the statement in the next members' e-newsletter

Alan, Andy and Andrew to explore organisations that can undertake the surveys in preparation for the results of the grant funding application.

14. Update Paper and Reporting progress on Trust Projects

At a previous meeting Gavin suggested we look at how we report to the Board on Trust Projects and whether the Update Paper to each Board meeting is the best way to do that. It had been left to Gavin, Dan and Andy to explore this. Andy reported that for a variety of very good reasons that the all-encompassing update paper to Board meetings should continue but they did discuss the possibility of looking at 2 things: making board papers available on Google docs and providing a link for members who want Board meeting papers that way and reporting on Trust Projects. While

this should not be over-bureaucratic it has been suggested that we pick a Trust project and pilot how we might report progress on it rather than trying to do them all at once.

Action: Gavin, Dan and Andy to discuss which Trust Project might be chosen as the pilot for progress monitoring and make a proposal to the next meeting

15. Involvement of Young People in the Trust

Carol reported that a third party had mentioned to her the good work that Creetown Initiative (CI) had been doing in other areas with young people. She wanted to pass that on to CI and to encourage the Board to consider ways of involving our young people. Andy explained some of the things that had been tried during Ballantrae's Year of Young People Project and that he is supportive of anything we can do to encourage more young people - particularly those aged 14yrs+ to play a great part in the life of the village. Considerable research has been done to help us deliver a Youth Strategy for Ballantrae but we must be careful not to take on more projects than we can deliver. It should however remain an aspiration for the future.

16. Time and Date of the next meeting Thursday 21 March at 7pm in BRICC House