

THE BALLANTRAE TRUST BOARD MEETING FRIDAY 14 JUNE 2019

In Attendance: Andy McAlpine (Chairman), John McIlwraith (Treasurer), Mhairi McKenna, Alan Bell, Carol Bell, Dan Cunningham, Jessie Brown, Claire Mills, Anna Butler (TDO), Colin McNally (Accountant)

1. Welcome and Apologies

Andy welcomed Colin McNally the Trust's Accountant. Apologies had been received from Gavin Fairbairn, Aylie McIlwraith, Chris Hanna & Andrew Ward (both Creetown Initiative)

2. Trustees Report and Financial Statement 17 November 2017 to 30 November 2018

Colin talked us through the draft Accounts and the Trustees Report. He explained that this Report is a snapshot in time - a public record in a standard format which proves that the Trust is delivering against its aims and objectives. It meets the requirements of OSCR and Companies House. He is an "Independent Examiner" and the fact that he has no comments to offer in the Report is a good thing. We will also have to submit a Corporation Tax return but we should not have to pay any tax.

In answer to questions the following points were made:

- The accounts are only up to November 2018 not March 2019 because the Trust was established on 17 November 2017 and therefore the Trust's financial year ends 30 November
- The Board can change the financial year if we wish but it would make sense to leave it as it is. The next set of accounts therefore will be from 1 December 2018 to 30 November 2019
- It is normal practice for the Report to be presented to the Board for approval and then to present it to the AGM for information.

Following discussion **we approved** the Report. We also **agreed** that the next AGM should be held in mid March 2020.

Action: Chris to check Board Directors entries with Companies House are up-to-date

3. Approval of minutes of meeting 18 April 2019

The minutes were circulated some time ago - no comments had been received. Their adoption was proposed by Dan and seconded by Alan

4. Matters Arising from the minutes of the last meeting

Item 2(b) Reporting progress on Trust Projects: This meeting hasn't taken place yet
Item 15 Suggestions for amendments to Membership Form: Still work in progress

5. **Contacting volunteers:** The request following the last meeting for Board members to identify members who had previously volunteered to help the Trust in some way, to ask them to help at BFFD and then to discuss with them how else they might help had seemed like "haranguing" by some. Leonard Mackinnon had done a great job recruiting volunteers for BFFD. **We agreed** to set aside some time at the July meeting to discuss more fully how best to engage volunteers for Trust projects.

Action: Anna to put this topic on the agenda for the July meeting

6. **Accounts Summary:** A paper had been circulated. There were no comments. John reported further discussions with RBS about the difficulties and frustration he had been experiencing accessing the Trust account. It seems to have been sorted and it was agreed to let this settle down for a few weeks to ensure that is the case before considering opening a new account.

7. **Grant Funding Summary:** Following Board approval in principal by email, Chris and Andy had submitted two grant applications: one to EventScotland for the Year of Coasts and Waters (YCW2020) to give BFFD2020 a Smuggling Twist and the other to the Scottish Government's "Investing in Communities" fund for DO support, a King's Arms Community Consultation, Feasibility Study and Business Plan. These were very complicated applications forms - in one case 30 pages

and the other 28 pages. Decisions are expected in September. The Board agreed to record its thanks to Chris for all the work she put into both applications.

The next two deadlines for grant funding applications are Carrick Futures on 12 August and the Ballantrae Community Fund on 26 August. Once the dust has settled on BFFD2019 Chris and Andy will be discussing how we might best use these opportunities.

Action: Chris and Andy to discuss grant funding applications for those two deadlines and make recommendations

8. Fund raising for unrestricted funds: Carol reported the preparation of quiz sheets is still ongoing. Because we propose to sell these, the manager of SCOTMID had asked that we seek approval from his Head Office. Anna had sent an email but subsequently discovered the person she was asked to deal with is on long term sick leave. She will continue to pursue. Anna reported that she had not been able to progress plans for the Teddy Bear Hunt because of other Trust work but that he would develop her plans shortly.

Action: Carol and Anna to progress their plans within their own timescale and circulate them to the Board

Andy has booked a stall at Gala Day so we can meet people, publicise what we are doing, and recruit new members. Carol volunteered to donate a 50 year old dolls house (a family heirloom) and a limited edition picture of Ayr to be raffled. It was suggested that we add a bottle of Ballantrae Gin. There will therefore be 3 different raffle books so people can try to win what they are interested in.

Action: Andy to email round to see who is available to help on the Trust stall on Gala Day

9. BFFD: Mhairi reported that almost 3000 people had attended over the 2 days. She was aware that, in addition, some had accessed the marquee without paying. The demonstrations and the Kite workshops had been particularly successful. Only about 60 had attended the dance on the Saturday evening. She thanked her whole team including Chris and Anna for the tremendous amount of work they did in the lead up to the event and on the two days. Mhairi is planning an afternoon garden party at Beachbank in July to say "Thank You" to her team and the volunteers. We discussed a number of things that might be considered for next year (kite flying again, dog creche and buggy park). It **was agreed** we should seek feedback from the sub group, the Board, and other volunteers on "What went well and what could we do better or differently next time?". A suggestion box at the party might be an opportunity to gather views.

Action:

- Sub group to discuss at its meeting in June how to gather feedback from the sub group, the Board, and other volunteers on "What went well and what could we do better or differently next time?"
- Chris / Anna to create a suggestion box for the party

Mhairi would like to reimburse one of the volunteers who had done excessive mileage on behalf of the sub group. It **was agreed** to establish a Trust rate of 45p per mile.

Action:

- Mhairi to encourage the volunteer to make a claim for the mileage covered
- Carol to develop a policy document and a travel claim form for use in the future
- John to confirm with Colin McNally how this expenditure should appear in the accounts

The Board **recorded its thanks** to Mhairi and her team for an amazing event, commenting, in particular, about the way the team had handled last minute complications when a key demonstrator pulled out on the Friday.

10. **The King's Arms Hotel:** Alan reported that he and Andy had met the the selected Architects (Gordon Fleming of ARPL) of Ayr recently. Brian Stirling showed him around. He was given a copy of "The Kings Arms Story" created by the Board with some initial ideas about future use. Work will start on the surveys in July with a report being submitted to the Board's sub group in August. This will include options for the use of the various spaces. The sub group will then make recommendations to the main Board. If the surveys are positive, hopefully we will be able to hold a public consultation in September once the outcome of the "Investing in Communities" grant application has been received.

11. **Play Park:** The MUGA has been installed and is being used by the children and by the school who are delighted with this additional facility. It was much admired and talked about by Councillors at the official opening of the school on 13 June. Andy had attended the sub group meeting on 22 May to explain why the Trust had decided to increase the number of Directors on the sub group and the importance of working together and communicating with everyone on the sub group more effectively. The note of that meeting had been circulated to Board members. Alan had subsequently volunteered to join the group. **We agreed** as we move into the post-MUGA phases there is a need for more documentation on what we are trying to achieve in future phases. It is also important to ensure the scale of the park is proportionate to the population and the needs of the village.

Action: Claire, Aylie and Alan to ensure documentation, drawings of what we are trying to achieve, a plan for achieving it, timescales and potential sources of funding are produced by the sub group

12. **Cultural Activities:** Carol reported that the next production is "529 Scots and the Spanish Civil War" on Tuesday 18 June and the Ayrshire Fiddle Orchestra on Sunday 18 August. Discussions are continuing about bringing a Blues singer to Ballantrae in October. A meeting is scheduled with Siobhan Liddington about an open air screening at Glenapp Castle. A number of new people have been recruited to the sub group and they are bringing some new ideas. Alan is in discussion with Driftwood Cinema about purchasing and installing the new cinema equipment in the hall. The blackout blinds are being installed by the BCA on Monday 17 June. A meeting of the sub group will be held soon.

13. **Linking Technology and History:** At the last meeting it was agreed should get some costings from Ros Halley who would be our external partner in the project. He hadn't done that because she is deeply involved in another project. He will pursue this in the coming weeks so we have some ballpark figures in the file for the 3 potential projects.

14. **Ballantrae Website:** In answer to a question from Alan, Dan explained that the web designer has not yet formally handed the website over to us yet. She is continuing to update the site with information being provided to her, all within the contract cost. A training session will be held before it is handed over so we are able to do the updating ourselves. Alan suggested we might have paid advertising on the site in future.

Action: Sub group to consider the possibility of paid advertising on the website for unrestricted funds.

15. There were no other questions on the **Update paper**.

16. **Membership: Approval of new members:** We have had no new applications since the last meeting. It is hoped we might recruit some new members at Gala Day.

Action: Andy to email round to see which Board members are available to help at our stall on Gala Day

17. **Issues approved by email since the April Board meeting**

It was noted that the Board had approved the following payments by email since the last meeting:

- Payment of DO fees to Creetown Initiative
- Two imminent grant funding applications - YCW220 and Investing in Communities
- Rearranging the AGM date
- Website invoice
- Increasing Anna's hours and for BFFD
- Marquee costs
- West FM Radio advert
- Ballantrae Gin invoice
- Hire Power Generators
- Go Fly Your Kite

18. **“Boundaries”**: Over recent months we had been trying to establish some boundaries within which office bearers, sub committees, DOs and individual Board members can operate in between Board meetings. These seem to be working well with the exception of the Board having to approve payments over £500. This is proving very time-consuming, particularly for John. We discussed the following proposal:

“Where a budget has already been agreed by the Board (eg for BFFD or for our experienced DOs) payments for goods and services listed within that budget (plus or minus 5%) can be made by the Treasurer without further reference to the Board.”

In addition “Any urgent / emergency payments over £500 which are not part of a budget previously agreed by the Board can be the subject of the “two pairs of eyes” principle (ie the Treasurer and another Board Director). For all other payments over £500 (ie those not part of a budget already approved by the Board) the Board’s approval should be sought (at a meeting or by email).”

These proposals **were agreed** - proposed by Alan and Seconded by Mhairi.

19. **Circulating draft policies & procedures**: Carol reported this is still work in progress.

20. **Health & Safety and Safeguarding issues**: A child slipped at BFFD. He was dealt with by the First Aiders on site. He seemed fine afterwards.

On the Sunday of BFFDS a young boy was separated from his parents. He was brought to Chris as one of the listed "lost child people" and he was taken to where the mic was and an announcement made over the PA system. There was no response. He had been making a kite and his parents had left him there while they explored the Festival. With the help of Lindsay Guidi who knew him and his parents (she texted the mother) the boy was finally returned to his father. It seems they had been outside the main marquee. No other issues had been brought to our attention.

21. **DTAS Conference 1 & 2 September**: Andy had circulated details of this year's Conference. He had attended the previous two and spoke very highly of them. Carol and Alan had indicated they would be interested in attending this year. That **was agreed**. Mhairi suggested Anna might also attend this year or sometime in the future. Andy agreed to discuss this with her.

Action:

- Carol and Alan to book their places at the Conference and discuss funding with Andy and John
- Andy to discuss the possibility of Anna attending the Conference

22. **Annual General Meeting Thursday 20 June at 7.30pm in the Community Hall**: Aylie and Jessie had volunteered to help Chris with the arrangements on the original date. Jessie is still happy to help. Andy has a hospital appointment on that day which he has tried to change without success. It may mean an overnight stay. Alan agreed to chair the AGM in Andy's absence. This **was agreed** proposed by Mhairi and Seconded by John.

Action:

- Andy to liaise with Alan over the Chairman's Report to the AGM
- Chris to check whether Aylie can still help and make the detailed arrangements for the evening (copying etc)
- Mhairi to arrange for the wine and glasses to be delivered to the hall. Carol and Alan to be there to receive it
- Jessie or Aylie to purchase crisps from SCOTMID on the night

23. **Office bearers:** All Directors were elected at the AGM in May 2018 for a period of 3 years. The Board elects its own office bearers. Our Articles of Association say that those office bearers (Chair and Treasurer) should stand down immediately after the AGM and an election should then take place. **We agreed**, on this occasion, for practical reasons, Andy and John should stay in post until the July meeting when an election would be held.

Action: Chris to email round regarding the practicalities of an election at the July meeting

24. **Next meeting AGM Thursday 20 June at 7.30pm**
Next Board Meeting Thursday 18 July in the Community Hall (8pm start)