

**THE BALLANTRAE TRUST  
BOARD MEETING  
18 APRIL 2019**

**In Attendance:** Andy McAlpine (Chairman), John McIlwraith (Treasurer), Gavin Fairbairn, Mhairi McKenna, Alan Bell, Dan Cunningham, Aylie McIlwraith, Jessie Brown, and Anna Butler (TDO).

**Apologies** had been received from Carol Bell, Claire Mills, Chris (CI) and Andrew (CI)

**1. Minutes of meeting 21 March 2019**

These were agreed. Proposed by Dan and Seconded by John

**2. Matters Arising**

**(a) Reporting progress on Trust Projects**

**Action:** Gavin and Andy to meet before the next Board meeting to discuss this further

**(b) Suggestions for amendments to Membership forms**

Chris and Anna had considered this and concluded this needs a bit more work than cosmetic changes. **We agreed** to take this off the agenda for the moment.

**Action:** Chris and Anna to bring suggested amendments to the Board in the coming months.

**3. Accounts Summary: We noted** the present position regarding the accounts. John reported that although he has had a number of telephone conversations with RBS on setting up a new account this is still "work in progress".

**4. Grant Funding Summary:** There were no comments on the paper prepared by Chris. We **noted** that decisions on funding for Ballantrae News and the Play Park Trampoline (Ballantrae Community Fund), Play Park seating Area (Ayrshire Leader), Kings Arms Surveys and cinema equipment for the Community Hall (Carrick Futures) were still awaited.

**5. Fund raising for unrestricted funds**

(a) **Quiz Sheets:** In Carol's absence, Alan handed round a draft quiz sheet. In discussion **we agreed:** The prize should be £50, the deadline for submission should be 31 August, they should be returned to "The Ballantrae Trust, The Community Hall, Main Street, Ballantrae KA26 0NH. The following should be asked to take them - The King's Arms, Craigiemains, SCOTMID, the Garage, Laggan Caravan Park, and the Church Hall and Community Hall in Colmonell. Carol and Alan had suggested a quiz sheet every quarter. **It was agreed** to pilot this, the summer one to see how it goes. In her absence, Carol and Alan were thanked for the work they had done on this.

(b) **Teddy Bear Hunt:** Because of other priorities (BFFD and Play Park) Anna had not yet finalised her thinking on this. But she will be suggesting it run throughout the summer holidays.

**Action:** Anna to circulate her suggestions for consideration by the Board by email

**6. New website:** Dan reported that the draft (beta version) of the website had been sent to Board members and others for comment. Feedback was positive with helpful suggestions for improvement. Comments had been collated and discussed with the web designer. The priority had been to get the BFFD section of the website operational first. It had been hoped the whole new website would go live during the Easter weekend but it is now likely to be the weekend after. In answer to questions about ease of us updating it ourselves Dan confirmed that we had been assured it would be straightforward but we will be trained by the web designer. We will be able to analyse traffic on the website to establish the parts that are used the most. It is hoped that in future we should be able to include visitor content. The website will continue to evolve over time. Mhairi had received complaints that people accessing the BFFD site were being re-directed back to the old Ballantrae website. Dan and the sub group were thanked for the work they had done on the website

**Action:** Dan to speak to the web designer about the problem of routing from the BFFD pages to the old Ballantrae website

**7. BFFD:** Mhairi reported that sufficient pre-sales of Ballantrae gin had been achieved to allow a repeat order to be placed. Plans are on target and there were no matters the Board needed to make a decision on.

**Action:** Anna to circulate a note to Board members asking them to volunteer to help at the Festival

**8. The King's Arms Hotel:** Quotes for the various surveys had been received and passed to Carrick Futures. A decision on funding is expected by the end of the month. Alan and Andy suggested we want to be in a position to commission the surveys as soon as the funding decision is received. Andy reported that Gordon Izatt of The Pub is the Hub organisation has offered to come and speak to the Board on 16 or 17 May. **It was agreed** to invite him on the 17th at 11am.

**Action:** Alan and Andy to recommend (by email) to Board members which companies we should use for the surveys with a short deadline for responses. Thereafter the preferred organisations to be contacted and the surveys arranged.

**9. Music Theatre and Cinema:** The Ayrshire Rural Touring Network has offered us a blues singer on Tuesday 15 October. We agreed Carol should try to secure this booking but it should probably be in Ballantrae church as Tuesday evenings in the Community Hall is a Scout night.

**10. Village Development Plan:** A new Village Development Plan needs to be created. Previous plans were created by the Development Group on behalf of the Community Council following public consultation. **We agreed** that the process for creating a new plan should be more inclusive and BRICC and the Community Association should both be involved.

**Action:** Andy to inform the BCC of our proposal, then to approach BRICC and the Community Association and report back.

**11. Linking Technology and History:** This Trust historical project in 3 parts (Heritage Hub, Digital Trail, and "The Ghost") had been trailed at "The Best of Ballantrae" last year but put on the back burner because we do not have the capacity to take on any major projects. We discussed whether there would be value in getting Ros Halley of Tartan Jigsaw (our partner in the project) to provide costings so we are ready to submit grant funding applications to Carrick Futures and the Ballantrae Community Fund in August for decisions in October. While there was concern about the number of projects the Trust is involved in, **it was agreed** provided this did not involve work for the Board at this time, costings should be sought.

**Action:** Andy and Chris to liaise with Ros Halley of Tartan Jigsaw to get outline costings.

**12. Approval of new members:** We approved membership for 2 new Ordinary members and 4 Associate members.

**13. Contacting those who have already volunteered:** Chris had issued to Board members a list of members who had volunteered to help the Trust in some way. Andy tabled a colour coded paper showing Board Members, those who are already helping in some way, and those who might now be approached - initially to help with BFFD but also more generally.

**Action:** all Board members to complete Andy's paper indicating who they would volunteer to contact and return it to Anna by the end of April. She will collate, summarise and re-issue to avoid duplication of effort and multiple approaches

**14. Issues approved by email since the March Board meeting:** The Board had approved three payments in excess of £500 relating to the Food Festival since the last Board meeting – event Insurance £657.11, JB Print for Posters & Leaflets £689.65 and Free Media (Direct Distribution) £720.

**15. Policies and Procedures:** Alan reported that Carol had almost completed the various Trust policies and procedures for circulation.

**Action:** Carol to circulate the Trust's draft policies and procedures to Board members for comment with a deadline for responses

**16. Health & Safety and Safeguarding issues:** Board members **noted** that no issues had been raised with Carol or with any other Board members.

**17. "Boundaries":** no additional proposals on guidance regarding delegations to officebearers, Development Officers, sub groups or individual Board members were made. It was suggested because no issues had arisen the existing guidelines seem to be working satisfactorily.

**18. Annual General Meeting Thursday 16 May at 7.30pm:** Aylie and Jessie agreed to work with Chris and Anna on making the detailed arrangements for the Trust AGM including agenda, papers, amendments to the Articles of Association, elections, and refreshments.

**Action:** The AGM group to keep Board members informed of arrangements by email

**19. Spare Laptop:** Alan offered a laptop in good condition for use by the Development Officers. John has a spare Windows 10 licence.

**Action:** Alan, John and Anna to liaise on getting the laptop up and running.

**20. Tap at the Harbour:** Anna asked whether a rumour she had heard was true - a tap is being installed at the harbour. John confirmed this remains a Community Council issue and was not true. The cost would be in excess of £8K.

**21. Next Board meeting** It was agreed there should be no Board meeting in May. The next meeting will be on Thursday 20 June at 7pm in the Community Hall