

THE BALLANTRAE TRUST BOARD MEETING THURSDAY 15 AUGUST 2019

In Attendance: Andy McAlpine (Chairman), John McIlwraith (Treasurer), Mhairi McKenna, Alan Bell, Carol Bell, Jessie Brown, Claire Mills, Dan Cunningham, Aylie McIlwraith and Chris Hanna (DO) (Creetown Initiative).

Apologies: There were none.

1. Minutes of meeting Thursday 18 July 2019: These were approved by Jessie and seconded by Alan.

2. Matters Arising

Item 4 Updating Board Directors' entries with Companies House: The updates have been made by Chris.

item 10 Engaging Volunteers: Carol, Mhairi and Claire had not been able to meet yet. This will be on the agenda for the September meeting

3. Accounts Summary

A total of £872.05 had been moved from restricted into unrestricted pots since the last meeting.

4. Grant Funding Summary: Alan is working with Laura Cunningham of the Community Association to confirm that a Public Entertainments Licence for the Community Hall in place so that the grant money for the new Cinema Equipment for the Community Hall can be released to us. The grant money for 4 editions of Ballantrae News has now been received.

Action: Alan to continue to work with Laura to ensure the hall has a PEL for our performances

Following the discussion at the last Board meeting Andy reported that he had had a conversation with Foundation Scotland (who administer the CF and Ballantrae Community Fund (BCF)) to establish whether there is any barrier to including "Management Costs" in grant applications. It is suggested we describe it as "Project Worker". There is no barrier but we need to explain clearly why we need "more hours" when we already have a DO. We need to stress the outcomes we want and that priorities have been set by the Board. It is also helpful if we are able to part fund (a salary for example) and to show that we are approaching other funders. We need to explain whether we need someone for BFFD for 12 months or whether it could be a shorter period linked to something else. Raiding a budget for Project Worker time when that time has already been grant funded would not be a starter.

Chris reported that, on behalf of the sub group Fiona Stevenson had submitted a grant application with Chris's support to CF for £7K for a "Flying Fox Zip Wire" for the Play Park Development. This had come out top in the consultation with young people when the Play Park project started.

Chris reported that we had been notified that decisions on the grant application to "Investing in Communities" a Scottish Government fund will be delayed from end of September to end of October. We had applied for grant funding to continue our TDO for a further 3 years, our experienced DOs for one day a week 12 months, and for some initial funding for the King's Arms project. Andy, Andrew and Chris have been discussing how we can still hold the King's Arms community consultation in October without having to wait for the "Investing in Communities" grant funding decision.

5. BFFD2019

Some final reconciliation is still required but the final income and expenditure statement for 2019 should be available shortly. Indications are that there will be a surplus of around £9,500 for investment in next year's festival, to reduce our dependence on grant funding and to help us on our jour-

ney towards self sufficiency. Mhairi had held her “Thank You” Garden Party for volunteers on 4 August. Fifteen people had attended.

The Board had received a copy of the independent Economic Impact Survey Report which had shown that as a result of the festival around £150K had been added to the Ballantrae and Ayrshire local economy. Comments from around the table described the report as “Generally Positive”; “Very positive regarding the organisation”; and “Pleasantly surprised by the outcomes”.

In response to a question from Claire about whether BFFD should be held every second year after discussion **it was agreed** that we should continue to hold it annually.

The sub group will now consider the feedback received from the EIS Report, from Board members and others.

Action: The sub group to draw conclusions on what they should continue to do, and do differently next year and to circulate these headlines to the Board

6. BFFD2020: BFFD had been a priority for our DOs, Chris and Anna. Andy had circulated a paper summarising how much time they had spent on this year’s festival. It also listed the tasks they had been involved in. Time spent was calculated based on timesheets and “To Do” lists. It showed around 500hrs (or 36 DO weeks based on a two day week) at a cost of £5500. Chris and Anna were keen to stress that both the time spent and the tasks undertaken were a conservative estimate. The paper proposed we consider a second Trust job in the village for a project worker to work primarily on BFFD2020.

In discussion the following points were made:

- There is a real job to be done supporting the volunteer sub group but we cannot devote that amount of a DOs time - with the King’s Arms Project, the Play Park and the Village Development Plan - they have other priorities
- The job really is a 12 month job - with the festival in June - as well as evaluating BFFD2019 we have already started planning BFFD2020. The new role would include being responsible for bringing in sponsorship and therefore help with the sustainability of the Festival
- There are people out there who have event management skills
- A large percentage of the work from January on involves identifying and chasing stallholders
- The Project Worker could take some of the pressure off the Treasurer - work on BFFD in terms of accounting is constant for about 9 months

Following discussion, **we agreed** we should seek grant funding for a Project Worker for a year to work on BFFD2020 (a second job for the Trust in Ballantrae); the application should go to Ballantrae Community Fund (deadline 26 August). We should ask for £3,000 with some match funding from us.

Action: Chris, Andy and Mhairi to prepare the grant funding application to BCF for BFFD2020 which should include some provision for an Event Project Worker

Andy reported that he had been informed by EventScotland that decisions on funding for BFFD2020 from the Year of Coasts and Waters Fund which was due at the end of September has been delayed until the end of October.

7. Play Park & Recreation Ground Upgrade

Alan reported that the sub group had met on 7 August. The focus is now on applying for funding for the “Flying Fox” zip wire and finishing off the seating area and installing the sensory panels. The next phase will be “The Circuit” and we await word whether SAC will fund that from their windfall refund of VAT. The installation of adult exercise equipment will be a later and separate project.

Some concerns were express about an unsupervised zip wire. Alan explained these had been discussed by the sub group. The zip wire seat is not high off the ground and the sub group have been working closely with SAC who have experience of these elsewhere.

Mhairi reported that her two lots of young visitors and their parents had commented favourably on the play park and the MUGA as had John's grandson.

8. Update Paper: The Board noted its contents.

9. Appointment of replacement TDO: Carol reported that the recruitment process is underway and the interviews are scheduled for w/c 26 August. The Panel will be Carol, Mhairi, Gavin, and Chris. There had been a healthy interest in the post. Andy thanked the sub group for all the work they had put into the project so far.

10. Approval of new members: There were none.

11. Updated Membership Forms: Chris has circulated a revised version. No comments had been received. **It was agreed** to proceed with the revised versions of the 3 forms.

Action: Chris to send an electronic copy of the revised forms to all Board members so we can print them off as required.

12. Issues approved by email since the July Board meeting: There were none.

13. Policies and Procedures (Carol)

Carol reported this remains "work in progress". DTAS couldn't help with a social media policy. It looks as though we shall have to create one from scratch.

Action: Carol to circulate the next round of policies and procedures as soon as she can.

14. Health & Safety and Safeguarding issues: Alan reported that the Play Park sub group had risk assessed the proposed "Flying Fox" for the play park. No other H&S or safeguarding issues had been brought to the attention of members during the month.

15. Appointment of Chair Designate at the October Meeting: John asked that the election include Treasurer Elect too. **This was agreed.**

Action: Andy to circulate Election papers at the end of September

16. Meeting with Sharon Robertson Chair, The Community Council: Andy reported that he had met with Sharon the previous evening to discuss how the Trust and the BCC can continue to work together for the benefit of the village. They had a wide ranging conversation (which he will paraphrase in the Update paper for the September meeting) but the conversation had included how we approach the new Village Development or Action Plan. There was agreement that it should be as inclusive as possible and that as well as the BCC and The Trust, BRICC, the BCA and the Church should be invited to join a steering group to manage the development of the new plan.

Action: At the end September / early October Andy and Sharon to approach the other organisations to invite them to participate in the creation of the new Development / Action Plan.

17. Chris Hanna's Replacement: Chris reported that Andrew has appointed Rebecca Giblin to the Creetown Initiative team to replace Chris and she will be shadowing Chris until she finishes on 27 September. Rebecca is very experienced having worked with Creetown previously as a contractor. Chris will arrange for her to meet as many Board members as possible in the coming weeks.

18. Dan reported that his current contract in Glasgow is due to finish at the end of August and his next contract might well involve him working away from home during the week. If that proves to be the case, **we agreed** to try to ensure that Dan can still contribute to meetings, perhaps by Skype or FaceTime once the Community Hall gets public WiFi.

19. **Next Meeting Thursday 19 September at 7pm in the Community Hall:** Andy will be on holiday at the time of the next meeting. He has asked Carol to chair the meeting. The 2 main items on the agenda are likely to be the King's Arms Project (architect's / surveyor's reports and the village consultation); and ideas for engaging volunteers. Mhairi asked that the King's Arms reports be circulated before the Board meeting rather than being tabled on the night.

Action: Andy to try to ensure the King's Arms reports are available to the whole Board prior to the Board meeting.

Andy reminded everyone that this would be Chris's last meeting before leaving Creetown Initiative and the Ballantrae Trust. He commented that we would not be where we are as a Trust without the help and support we had received from Chris since January 2018. We shall miss her. On behalf of the Board and Trust members he wished Chris well for the future.