

## THE BALLANTRAE TRUST BOARD MEETING THURSDAY 21 NOVEMBER 2019

**In Attendance:** Andy McAlpine (Chairman), John McIlwraith (Treasurer), Mhairi McKenna, Dan Cunningham, Jessie Brown, Gavin Fairbairn, and Fiona Conlan (TDO).

**Apologies** had been received from, Alan Bell, Carol Bell, Claire Mills, Aylie McIlwraith, Rebecca Giblin (DO) and Andrew Ward both Creetown Initiative.

1. **Minutes of meeting on Thursday 19 October 2019:** Andy had received some suggestions for amendments. These had been taken on board. The minutes were **approved** by Jessie and seconded by John.

### 2. Matters Arising

**Item 2:** Broadband in the Community Hall – Andy said there is still no date for installation yet though Mhairi attended a recent rural forum meeting and it was suggested that installation would be the end of November.

**Item 3:** Interest in the role of Treasurer Designate – John had not received any interest in the role.

**Action:** Andy, Carol and John to discuss next steps.

**Item 9:** Insurance for the cinema equipment – Andy spoke to Alan recently. This is still being investigated. We agreed to continue to next meeting.

**Item 13(a)** Draft policies and procedures – Continue to next meeting on Carol's return.

**Item 14:** More quiz sheets in Scotmid – Continue to next meeting on Carol's return.

**Action:** all 3 items to be continued until the next meeting

### 4. Financial Matters

**(a) Accounts summary:** John presented the income and expenditure statement up to 15<sup>th</sup> November. The £4200, for Cinema equipment has been now been received from Carrick Futures and the bill has now been paid. The invoice was for £4000.

John said end of year accounts were now due and asked who will produce these. Andy suggested speaking to Colin (our Accountant) about what he requires. Mhairi asked if Creetown had produced the accounts previously, Andy confirmed that was the case. John asked about a "Tax Form" mentioned in recent correspondence as he had not seen this.

**Action:** Andy to email the "Tax form" to John.

**(b) Grant Funding Summary:** Andy had advised the Board that the "Investing in Communities" funding received from the Scottish Government covers work with Creetown Initiative for one day a week to mentor the Trainee Development Officer (TDO); to extend the TDO from 2 days a week to 3 days for 3 years; and help with the Kings Arms project. There is however likely to be a delay in receiving the money. Andrew Ward of Creetown is happy to be billed in arrears quarterly.

**The BFFD role of project worker:** Fiona had shown interest in taking on the BFFD Project Worker role as well as the TDO role. Following discussions with Mhairi and Carol, Andy had contacted Foundation Scotland to ask if our TDO can assume the role along with her present employment. Mhairi asked what the turnaround time for a response on this was likely to be; Andy advised this should be by the end of next week.

5. **Engaging Volunteers:** Carol, Claire and Mhairi have still to meet to discuss this.

**Action:** Carol and Claire to produce and circulate a note containing suggestions for engaging volunteers.

## 6. The Kings Arms Project:

Around 50 people attended the "Drop in Day". The consultation is now closed with around 300 questionnaires completed and submitted. A summary is expected from Creetown by 25<sup>th</sup> November. Andy asked if the whole Board would like to have the summary or whether we should let the subgroup view this first. **We agreed** to circulate to the whole Board. Gavin asked in what form the summary will come. Andy had asked Rebecca provide a text summary of the results as well as the spreadsheet to use for future funders / press releases. The questionnaires themselves (ie the raw data) will also be returned to us. Dan and Aylie will organise the Prize draw to be done at Christmas Craft Fair on 30 November. John will provide them with the £50 prize.

The Subgroup will then meet before a special meeting of the Board to decide what should be in the business plan. Fiona will create a doodle poll for both meetings.

Valuation on the hotel will be arranged by Gordon in December / January. This had been delayed because the Scottish Land Fund (SLF) require that it is no more than 3 months old.

Andy has sought references on Community Enterprise our preferred bidder to do the Feasibility Study and write the Business Plan though he is still waiting for responses. **We agreed** to give more time and inform our preferred bidder Douglas Westwater that he is our choice subject to satisfactory references.

Gavin will work with Andy to update the Q&A in the light of the drop in day and questions suggested by the questionnaires. It will then be added to the website.

Andy thanked everyone who had played a part in the consultation and scoring of the business submissions, especially to Aylie for organising the collection of the questionnaires and everyone who went around the doors to collect these.

**Action:** John to hand the £50 prize money to Dan before the 30<sup>th</sup> November.

**Action:** Fiona to create a Doodle poll for dates of sub group and Board meetings in early December to discuss King's Arms issues (including the summary)

**Action:** Andy to advise Douglas Westwater they are our preferred bidder to do the Feasibility Study subject to satisfactory references and inform other candidates that they were not successful

**Action:** Gavin and Andy to work on a revised Q&A

## 7. BFFD: Budget BFFD2020

Fiona enquired if the Farmers' Markets (Ballantrae Market) would be going ahead next year? We had a discussion on the previous years and how it would be good to bring Markets back to the village. Suggestions included having it in the community hall on a Sunday once a month with a reasonable table hire cost. Having tea/coffee and soup for sale on the morning of the market could work too. Bringing markets back could also help the Food Festival. **We agreed** the feasibility of bringing markets back be explored.

**Action:** Andy to discuss with Claire Mills and develop proposals to bring back the Ballantrae Market

Mhairi has been looking at the possibility of having Ballantrae Gin for sale in Scotmid Ballantrae and is waiting on a reply from Scotmid HQ in Edinburgh. Andy asked if there will be profit for the Trust from sales; Mhairi said there would be to go into the BFFD pot. **We agreed** to having this on sale. Mhairi has contacted Glenapp who are also interested in purchasing miniatures of the Gin. She will keep us updated.

Andy reminded Board members they had agreed by email that BFFD2020 can go ahead. The outcome for the 2019 Festival and the budget for 2020 had been circulated. Andy invited the Board to ask questions / approve the BFFD2020 budget which means that Mhairi will no longer have to seek approval for expenditure on items over £500 provided it has been included in this budget. **We agreed the budget** - Proposer John and Seconder Jessie.

#### **8. Ballantrae Smugglers' Festival 2020**

Andy said with not receiving the funding to add a "Smugglers twist" to BFFD2020 from Event Scotland for "the Year of Coast and Waters", the Update paper set out a proposal for bringing the Smugglers Festival back in August 2020 subject to the production of an outline programme and a budget. Mhairi described the work she and Andy had been doing with the Biosphere and surrounding communities on walks. Andy said that there are smuggling links between Ballantrae and Barr and some or all of that walk might feature in the 2020 Festival. **We agreed** the proposal.

**Action:** Andy to raise this with the Music, Theatre & Cinema subgroup at their next meeting.

**9. Update Paper:** Mhairi enquired the position on Ambition for Ballantrae. Andy said this is still ongoing and he had asked Business Gateway to continue to bring workshops to Ballantrae in 2020 to support new and existing businesses. **We noted** the contents.

**10. Membership: Approval of new members** Fiona advised there were no outstanding new member applications.

#### **11. Issues approved by email since the October Board meeting**

**We had approved** by email that BFFD2020 could go ahead. **We had also approved** the choice of the consultants to do the Feasibility Study and the Business Plan for the King's Arms.

#### **12. Policies and Procedures**

- (a) Circulating draft policies & procedures - As Carol wasn't at the meeting **we agreed** to continue this until the next meeting
  
- (b) Health & Safety and Safeguarding issues – No issues had been brought to our attention since last meeting.

#### **13. Any Other Business?**

**(a) Who can be an Ordinary Member?:** Gavin questioned who can be Ordinary Members? We discussed the existing criteria in our Articles of Association. There are people who don't live in Ballantrae full-time but make a contribution to the village. Andy explained that our Articles are based on a template from DTAS and agreed by lawyers and funders in an effort to meet the needs of most grant funders. If we were to change the wording, it would require a change to our Articles of Association at the AGM in March. **We agreed** to investigate the ramifications.

**Action:** Andy to explore the technicalities and implications of changing the definition of an Ordinary Members with DTAS.

**(b) Meeting times:** The time of the meeting had been brought forward. Gavin suggested meeting times should not be changed at the last minute once agreed. **This was agreed. We also agreed** to standardise monthly Board meetings at 7.30pm (rather than alternating 7pm and 8pm).

#### **14. Next Meeting**

- in early December to discuss outcome of King's Arms Community Consultation (tbc)
- Thursday 16<sup>th</sup> January at 7.30pm in the Community Hall