THE BALLANTRAE TRUST BOARD MEETING
7.30pm
Thursday 16th September 2021
Kings Arms

In Attendance: Karen Stewart (Vice Chair), Alan Bell (Treasurer), Sue Macdougall (Treasurer), Mhairi McKenna, Jessie Brown, Garry Thomson, Cheryl Agnew and Fiona Conlan (DO)
Apologies Carol Bell (Chair)

1. Karen welcomed everyone

2. Approval of minutes of meeting of Thursday 19th August 2021
The minutes were **approved** by Garry and **seconded** by Sue.

3. Matters Arising
No matters arising.

4. Financial Matters
(a) Accounts Summary: Alan said the accounts are looking healthy and being audited now for the financial year of December 2019 to November 2020. They are overdue and OSCR have emailed with regards to this.

(b) Grant Funding Summary: Still waiting on grants to be drawn down, Alan advises that Foundation Scotland have all the details asked for though there is a delay as a meeting has been requested from Foundation Scotland with Carol, Alan and Andy.

(c) Xero: This has been reconnected with the bank again. Discussion on changing bank accounts and for Sue to take over as Treasurer. **Action -** Sue research banks

5. Trust Projects
(a) King's Arms: Karen updated; the refurbishment group have had two meetings so far. Before any work can start in the bedrooms, the fire escape and fire door must meet the laws and regulations. Researching into cost this could be around £15k for a covered fire escape and have been quoted around £5k for uncovered, the group need to check if regulations state it must be covered. The group are looking for someone to draw new plans for refurbishing the bedrooms and to email Karen if anyone can help.

(b) BFFD: Mhairi updated on planning for next year's festival, looking at ways for a hybrid event to run along with the digital. Enquiries have been made for generators and transport to apply for funding.

(c) Music, theatre and cinema: Hall not available at the moment and a Covid risk assessment is to be completed before events can run. Discussed to continue with the affiliated payment to the Community Hall for future use. **Action** – Alan will complete the assessment.

(d) Playpark: Cheryl updated, the last application for spinners did not include installation as this was not possible at the time and will apply to the Ballantrae Community Fund to help with costs.

6. Volunteer Update:
Sue informed us that last month volunteer hours were 20 for manual work and 171 for paperwork.

7. Membership
No new members. Membership stands at Total 160, Ordinary – 120, Junior – 2, Associate – 38.

8. **Issues approved by email since the August Board Meeting**
None

9. Policies and Procedures
(a) Draft policies & procedures – Code of conduct. In Carols absence it was **agreed** for Karen to take over the polices & procedures. **Action:** Alan to ask Carol for information to be sent to Karen to work on.
(b) Health & Safety and Safeguarding issues – None to report.

10. Any Other Business
Karen asked for the draft minutes to be circulated to Board members only before the next meetings.
Nest pension scheme have been in touch with Alan regarding employee pension.
Fiona is on annual leave 11th October 2021 and returns on 18th October 2021.

11. Next Meeting – Thursday 21st October 2021 7.30pm The Kings Arms