

Portree and Braes Community Trust Board Meeting  
Development Officer Report  
Tuesday the 13<sup>th</sup> of June 2023

**Active Awards [Red = overdue or overdrawn]**

<b>Award</b>	<b>Amount</b>	<b>Deadline</b>
Bord na Gaidhlig / Community Land Scotland (Speak up for Gaelic)	Cerca £10,000	Extension granted indefinitely until funds are spent
Coastal Communities (Re-imagining Camanachd Square)	£35,000	April 2024. (some final reporting required)
Scottish Land Fund (allotments project officer salary )	£21,810	End March 2023 (have 90 days to spend the underspend and report on project)
Community Regeneration Fund (playparks)	£42,000	50% End March 2023 / 50% End of March 2024
Coastal Communities (allotments Home Farm hub project inc. growing infrastructure and project officer)	£64,138.66	1 <sup>st</sup> of April 2024
Finance and Administration Officer (general trust )	£18,412	1 <sup>st</sup> of April 2024
Strengthening Communities Fund – HIE (Development Officer salary)	unknown	End March 2025

**Account Balances**

<b>Project</b>	<b>Balance</b>
Trust	£8,869.05
Info boards / Advertising	£3,389.54
Toilets	-£1,219.41
Bayfield	£13,635.39
Paths	£1,128.60
FEI Land Purchase	£975.84
Events	£3,895.65
Playparks	£69,292.47
Allotments	£4,925.47

Helipad	<b>£5,089.32</b>
Skye Community Response	<b>£39,548.07</b>
Coastal Communities (Camanachd Square)	<b>£72.22</b>
Speak up for Gaelic	<b>£2,632.35</b>
Project Officer 1 (Fiona)	<b>-£11,044.33</b>
Project Officer 2 (Sophie )	<b>£3,185.30</b>
Project Officer 3 (Alec)	<b>-£387.81</b>
Project Officer 4 (Iona)	<b>-£1,733.90</b>
Total	<b>£109,378.87</b>

## Project Updates

<b>Treasures Report</b> <ul style="list-style-type: none"><li>• See above.</li></ul>	
<b>Bayfield</b> <ul style="list-style-type: none"><li>• FT attended a meeting with ward manager Willie Mackinnon and Accountant Faye Macleod on 9.6.23.</li><li>• THC apologize for the delay responding. They explained they have been severely short-staffed and have lost their executive chief officer for finance recently.</li><li>• It was confirmed that the capital loan would be repaid over 20 years, not the 30 years as previously stated. Willie apologised again for this previous misinformation. All borrowing for car parks for THC is taken over 20 years and the Bayfield borrowing must fall in line with this policy. Faye said this was an unfortunate mistake.</li><li>• It does, however, look like THC may have overcharged PBCT for loan repayments in year 1 and the finance manager is looking into this further and will be back in touch with PBCT asap.</li><li>• FT inquired about if PBCT were entitled to any income from penalty charge notices (PCN's). WM explained that currently Skye doesn't receive any income from PNC's - income from PCN's is currently used to fund the enforcement of fines and income from PCN's on Skye subsidise parking and enforcement in other areas across Highland. Councillors are disputing this and have been for some time. The PBCT could follow up on this with THC after the matter of the calculations surrounding the percentage split have been resolved.</li><li>• Waste disposal unit – in the monthly period ending 5<sup>th</sup> May the waste disposal unit was used 112 times generating £336.</li></ul>	
<b>Bayfield Woodland</b> <ul style="list-style-type: none"><li>• Matt from ACE academy submitted the following report:  <i>Preparation for Spring 2023 Sessions</i> As previously discussed James and Matt installed removable timber posts in the main clearing to facilitate easier setting up of the tarp pre session. As it turned out, of the five weeks we ran sessions with the school this year the weather was beautiful on four of those weeks, the one week we had rain was the week we did shelter building! However, the two posts do work brilliantly and make for a smarter more functional shelter to be set up in a fraction of the time of previous years allowing for a significantly more efficient setup and this will be very useful going forward.</li></ul>	

### *Portree Primary at Bayfield*

This year's programme had a definite theme, with the group of many returning students the emphasis was on getting the group working as a team and achieving tangible results rather than anything too theoretical. The practical work keeps the group far more focused on the task at hand.

- Week 1 - Litter pick, Scavenger Hunt, Minibeasts and Tree IDs, Team Building game, leave no trace procedure.
- Week 2 - Litter pick, Building Owl Box and making stick art Bayfield Sign for TND end entrance, Leave no trace procedure
- Week 3 - Litter pick, Shelter Building/ Survival Competition, Fire Lighting, The rule of three, Leave no trace procedure
- Week 4 - Litter pick, Installing Owl box, Making makeshift Archery Bows, Leave no trace procedure
- Week 5 - Litter pick Finishing and testing bows, Campfire party, Marshmallows, Hot Chocolate, Certificate

The shelter building and survival themed games as well as making bows was a real hit and possible the basis of a set programme for the future, it links well with A.C.E Target Sports The woodland has a few new additions such as the Owl box and stick art sign

### *Next Steps*

More so than before, this block of sessions with Portree Primary felt like a cohesive experience which resonated with the group over the five weeks, however beyond this there are no further confirmed bookings for A.C.E Academy. The product is good and meets the demand for outdoor education in the area.

The Portree Primary School sessions are funded through PEF (Pupil Equity Fund) directly through the School, the use of this fund is at the discretion of the head teacher, other Schools may decide to use this funding elsewhere to the benefit of the PEF funded pupils.

The Academy project has received several requests to run open sessions during school holidays but these would have to be paid for by the parents therefore sessions may not cover costs or attendees do not reach certain numbers.

<p>In order to continue running sessions to a high standard the project needs to secure funding from schools or groups using the service and this is not a given in this climate</p> <p>A.C.E Academy is not a CIC or Social Enterprise but still an offshoot of A.C.E Target Sports as a private business, fees charged cover costs, wages, equipment, training, time etc. Therefore the scope to provide the service is limited and restricted by A.C.E Target Sports availability etc. Any advice on how to take the programme forward would be greatly appreciated, partnerships, business model, alternative services etc, we are open to all suggestions</p> <p><i>TND</i> Neil Ingall at Tigh Na Drochaid Resource centre allowed the use of a secure space for storing A.C.E Academy kit for the duration of this block. This was extremely helpful as it meant less set up and close down time each week.</p> <p><i>Knotweed</i> As previously mentioned A.C.E Instructor James Mounter is qualified and experienced in the treatment of Japanese Knotweed and is willing to take on this task independently on behalf of PBCT if required.</p> <p><i>Work in Progress</i> Steps- Treat wood on railings, replace anti slip on two steps, remove moss, powerwash Path- Tidy edges, powerwash, improve woodland path surfaces branching off from main path Trees- Remove partially broken limb from large Alder in centre of woodland Woodland- Identify all species and install and Label trees, remove dead standing and deadfall Entrance- plant bulbs, signage, leaflets Knotweed- Locate, identify and treat</p>	<p>Discussion required</p>
<p><b>Harbour Group</b></p> <ul style="list-style-type: none"> <li>• The harbour group met with Garry Smith from THC on 3.5.23.</li> <li>• Disappointingly THC have decided not to put Portree harbour project forward for the next round of the Levelling Up Fund. Other projects in highland are being prioritized.</li> </ul>	

<ul style="list-style-type: none"> <li>• £1.7 million has been ringfenced for Portree harbour for the 2024 – 2029 period in THC capital budget.</li> <li>• The harbour group anticipate that, unfortunately, given the condition of Portree harbour it is likely that these funds will be used for repairs as opposed to for meaningful development.</li> <li>• It was suggested that FT revisit undertaking a feasibility study re: how the Certas site could be developed under community ownership although FT’s capacity to progress this could be limited.</li> <li>• No further meetings with the PBCt harbour group have been arranged at this time.</li> </ul>	
<p><b>Toilets</b></p> <ul style="list-style-type: none"> <li>• A new card reader was ordered for [ Redacted] ]. Malcolm Henry installed this free of charge.</li> <li>• £172.50 was generated by the toilets in the monthly period ending 5<sup>th</sup> May 2023.</li> </ul>	
<p><b>Speak Up for Gaelic</b></p> <ul style="list-style-type: none"> <li>• The weekly conversation sessions continue to be delivered at Skye Candles. Website information needs updated.</li> </ul>	<p>Decision required</p>
<p><b>Strategic Plan</b></p> <ul style="list-style-type: none"> <li>• No further update.</li> </ul>	
<p><b>Allotments (Submitted by Alec Mcleod)</b></p> <p><i>Funding</i> The Community Regeneration Funding has been amended, so there is no requirement to provide match funding for paths works at the allotments anymore.</p> <p><i>Water pipe</i> Business Stream have said that they need 4 weeks before the connection date. Highland Council Roads Dept. Have said they need 3 weeks before the connection date. We therefore should have the water connected by this time next month.</p> <p><i>Allocating Allotments</i> All current plots are now taken, and there is now a short waiting list.</p> <p><i>Events</i> We have events booked for the weekend of 7-9 July, and hope to get more. This includes the first of Jeanette Taylor’s monthly Herbal Walks, another composting session with Carel, and an Atlas Arts/Seeds of Scotland event. Full proposal for activities and events will be available shortly.</p>	

<p><i>Bank Account</i> Now opened. Duncan Brown, Alec Mcleod, Irene Deplano, Catherine Myles and Neil Clapperton are signatories. This will enable the group to start receiving subscriptions.</p>	
<p><b>Camanachd Square</b></p> <ul style="list-style-type: none"> <li>The steering group meeting is arranged for Wednesday the 14<sup>th</sup> of June to review stage 2 report and agree next steps.</li> </ul>	
<p><b>Helipad</b></p> <ul style="list-style-type: none"> <li>Iona has placed the order for 2 x new lights. This took longer than expected due to the suppliers being difficult to get hold of.</li> <li>One request has been received for use of the helipad in the last month – donation of £100 due</li> </ul>	
<p><b>Advertising</b></p> <ul style="list-style-type: none"> <li>All new advertising is now being displayed.</li> <li>Iona is chasing payments where needed and arranging standing orders where possible to streamline administration process.</li> </ul>	
<p><b>Community Centre</b></p> <ul style="list-style-type: none"> <li>The Place Based Investment Funded project has now been completed and all reporting finalised. The grant administrators congratulated all involved on their hard work.</li> </ul>	
<p><b>Health Services</b></p> <ul style="list-style-type: none"> <li>No further update from Skye Lab. Post has been discontinued under PBCT.</li> </ul>	
<p><b>SCR</b></p> <ul style="list-style-type: none"> <li>Iona applied for a new bank account, and this has now been opened. Funds will be transferred shortly.</li> <li>A public meeting was held with approx. 8 attendees. All agreed funds should be used to create a resilience fund for Skye.</li> <li>A new management committee has been formed independently of Portree and Braes Community Trust .</li> </ul>	
<p><b>Paths</b></p> <ul style="list-style-type: none"> <li>A paths meeting took place in June attended Alec McLeod, Bill Edgar, Ross Cowie, access officer Mark Crowe and Garry Shinny.</li> <li>Garry has carried out clearing works at Camanachd square and planted fruit trees.</li> </ul>	

<ul style="list-style-type: none"> <li>Ross is planning another Ramble event for September.</li> </ul>	
<p><b>Outdoor Activity Group</b></p> <ul style="list-style-type: none"> <li>The playpark has now been installed.</li> <li>The lease between PBCT and THC has been finalized.</li> <li>The PBCT insurance policy has been amended to include playpark liability cover.</li> <li>FT is liaising with THC re: arrangements for waste collection, weekly, quarterly and annual inspections and lease obligations.</li> <li>Four benches have been purchased and delivered from the local company Joe's Shed's. A request has been made to THC legal team to site them on the grassy area outwith the boundary of the leased area. Formal approval will be needed, possibly with terms of the lease updated. No equipment is to be sited outwith the leased area until approval is granted.</li> <li>The legal team and holding PBCT very close to the terms of the lease and there has been significant, ongoing communications surrounding the lease terms and PBCT responsibilities between FT and THC .</li> </ul>	
<p><b>Events</b></p> <ul style="list-style-type: none"> <li>The trail west gig on half marathon night was unfortunately cancelled due to a bereavement. They are looking at rescheduling for October.</li> <li>The Liht Up Portree group are looking to hold a meeting soon to review the annual event calendar.</li> </ul>	
<p><b>Muirhall Energy Windfarm Proposal</b></p> <ul style="list-style-type: none"> <li>Some further information sharing between the board has been ongoing via email. A board meeting will provide a further opportunity for discussion.</li> </ul>	
<p><b>Finance and Administration Officer</b></p> <ul style="list-style-type: none"> <li>IM and FT attended a brief QuickBooks accounting programme training session at CSMco and Iona has started using the quickbooks system alongside the current accounting system.</li> <li>Iona is doing a fantastic job to date. The handover of tasks is ongoing.</li> </ul>	
<p><b>King George V purchase</b></p> <ul style="list-style-type: none"> <li>FT had a meeting with Morven from HIE re: the purchase of the KGV.</li> <li>The stage 2 application deadline is August 16<sup>th</sup>.</li> <li>FT is working towards this deadline.</li> <li>The land will need to be revalued and an application can only be submitted if PBCT and FEI agree on a price.</li> </ul>	
<p><b>Agenda Points – background info:</b></p>	



<p><b>Skate Ramps</b> Chris James has assessed the skate ramps and concluded that they would be in a suitable condition to be used for a further year. Chris proposed that the trust could inquire with local businesses to see if anyone would be interested in sponsoring the ramps . If there is interest he would be happy to continue to inspecting the facility, if not the ramps could be removed.</p> <p><b>Harbour Clean Up</b> Do the board still want to set a date?</p> <p><b>Bayfield Woodland</b> What is the board’s vision for the future of the woodland? Would the board want to access funding to support the continuation of this work?</p> <p><b>Allotments</b> Approval needed for siting polytunnels west of the fenced area. (see attached diagram)</p>	<p>To be discussed.</p>
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**Development Officer workplan**

<b>Completed since last trust meeting:</b>
Progressed discussions re: Bayfield income
Completed Place Based Investment Fund Community Centre project
Hosted SCR public meeting and opened new bank account
Completed Community Engagement Officer (health) project
Organised AGM
Submitted claim for 50% of Playpark Funding (Regeneration Fund )
Finalised lease for playpark site
Oversaw installation of playpark and liaised with neighbors to address any issues raised.
Contributed to production of West Central Skye Community Benefit Fund Administration proposal

Oversaw allotments grant administration and project planning
Held harbour group meeting
<b>To undertake before next trust meeting</b>
Submit claim for remaining 50% of playpark funding and report on project (Regeneration Fund)
Submit waste and inspections plan to THC (playparks) and brief working group on tenant obligations
Submit claim for project officer wages x 2 (Regeneration fund)
Produce HIE LDO report
Progress KGV land purchase stage 2 application (Scottish Land Fund)
Conclude Bayfield income discussions and raise invoice
Promote RE-imagining Camanachd Square stage two report
Work with Iona to produce PBCT inventory detailing equipment and storage locations – this requires some attention as we have lost track of what we have.
Complete refresh of public toilet facility (signage and deep clean)
Review out of date information on website

**[end of report]**

