

# Portree and Braes Community Trust

Meeting of The Portree and Braes Community Trust Board – 20<sup>th</sup> August 2024 at 7pm at Jans Boardroom

	Item	Minutes	Action Points
1	Welcome, Introductions Apologies	<p><b>Present:</b> Trustees – Calum Matheson (Chairman), Duncan Brown (Treasurer), Neil Campbell, Ross Cowie, Pam Simmister, Irene Deplano, Graham Smith,</p> <p><b>Staff:</b> Fiona Thomson (Development Officer)</p> <p><b>Guests:</b> Faye MacLeod CA of CSMCo</p> <p><b>Apologies:</b> Peter Urquhart (Vice-chair), Lorna Cormack (Secretary), John Boyd, Tiffany Maberley, Annmarie Campbell, Chris MacDonald.</p> <p>Iona MacDonald Finance and Administration Officer on annual leave.</p> <p>Calum Matheson extended a warm welcome to all, particularly to Faye MacLeod who was in attendance to facilitate a follow-up strategy session.</p>	
2	Adoption of Minutes	Minutes of 23 <sup>rd</sup> July 2024 were approved. Proposed: Ross Cowie Seconded: Irene Deplano	
3	Strategic Planning Session	<ul style="list-style-type: none"> <li>• Faye MacLeod facilitated a group SWOT analysis to promote discussion around the strengths, weaknesses, opportunities and threats for PBCT currently.</li> <li>• In pairs attendees focused on a different category, made notes and then fed back to the group.</li> <li>• Faye will collate the feedback and include this analysis in the final version of the strategic review.</li> <li>• A discussion about Local Place Plans followed.</li> <li>• FT explained that the government has created a relatively new opportunity for community groups to feed into Local Development Plans through the production of their own individual Local Place Plans. Community groups across Scotland have already begun producing these Local Place Plans in advance of the initial deadline which is in September 2024.</li> </ul>	

		<ul style="list-style-type: none"> <li>• Submitting by this deadline ensures that groups will have their plans considered for inclusion in the next Local Development Plan however, there is some scope for community groups to submit Local Place Plans at a later date and for their plan to still be considered.</li> <li>• It is not known to what extent the local authority is required to incorporate Local Place Plans into Local Development Plans, i.e if they have to accept all proposals or not.</li> <li>• Although the production of a Local Place Plan can be time consuming and costly it was highlighted by FT that it is likely to become a criteria by some grant funding bodies that groups have a Local Place Plan in place before they will issue funding.</li> <li>• Most organisations hire a consultant to produce a Local Plan Plan on their behalf.</li> <li>• FM suggested that a Local Place Plan for Portree and Braes needn't be too onerous as existing plans could be compiled, updated and elaborated on.</li> <li>• FT to forward some more information on Local Place Plans to the Board for consideration.</li> </ul>	
4	Check in / good news stories / updates etc	<p><b>KGV Fundraising</b></p> <ul style="list-style-type: none"> <li>• Over £36k has been raised through the campaign to date.</li> <li>• An impressive £3852.52 was raised by Portree Football Club under 15's through their sponsored cycle of the north end.</li> <li>• When project officer Alec returns from leave, he will chase up outstanding offers of support and further communications will be issued about the progress with the campaign.</li> </ul> <p><b>Allotments</b></p> <ul style="list-style-type: none"> <li>• Good progress was made by a volunteer party at the weekend.</li> <li>• The new picnic benches are now in place and secure.</li> <li>• Progress has been made in the community polytunnels with gravel being put down and raised beds almost ready to be allocated to potholders.</li> </ul>	<b>Action FT</b>

		<p><b>PBCT Lottery</b></p> <ul style="list-style-type: none"> <li>• PS has been in discussions with local web developer Heckie Cormack who has suggested a potentially suitable option for an online application which could be used to provide a local lottery. Income from the lottery would be used to support Portree and Braes Community Trust projects / as match funding.</li> <li>• The same online application is used by Sleat and Strath Football club to administer a local lottery. Heckie is inquiring further about Sleat and Straths experience with the application and will report back soon.</li> <li>• Heckie is willing to volunteer to develop the lottery, and a new website to host it, regardless of if the grant funding application for financial support is successful or not.</li> <li>• There could be scope to involve Heckie’s digital media students in the project.</li> <li>• The question was asked if this proposal might create unwanted competition for the local shinty lottery.</li> <li>• PS has spoken to the individual who runs the shinty lottery and he did not think that PBCT promoting their own lottery would cause an issue.</li> <li>• Income projections – if for example the lottery sold £1000 tickets per week at £1 per ticket PS has proposed that £500 could go to the Trust, £250 could be ringfenced for a cash prize, £25 would be required to cover the applications monthly fee and up to £175 could be set aside each week to cover administration costs.</li> <li>• If not all of the administration budget was required it could be redirected to create a bumper cash prize at Christmas time, for example.</li> <li>• The gambling license is £70 for the initial licence and then £40 to renew each year thereafter.</li> <li>• All Trustees agreed that the lottery proposal is low risk and would potentially be of significant financial benefit to the Trust.</li> </ul>	
5	Volunteer / Employee headlines	No update.	

6	Issues List	<p><b>Maternity cover</b></p> <ul style="list-style-type: none"> <li>• Iona MacDonald has been offered the full time (35 hours per week), maternity cover, Development Officer post and was pleased to accept.</li> <li>• It has been agreed that Iona can work flexible / condensed hours where needed to enable her to work approx. 9 days out of every 10.</li> <li>• It was felt that it was important to keep the role at 35 hours per week so as not to weaken the Trusts case for future Development Officer funding from HIE.</li> <li>• An advert for a temporary, replacement Finance and Administration Officer post has been booked in this week's local paper. All Trustees to help to promote this job opportunity via their own networks.</li> </ul> <p><b>Skate Ramps</b></p> <ul style="list-style-type: none"> <li>• FT explained that after some local press a couple of interested residents had approached the Trust who were interested in joining a committee / exploring fundraising opportunities further. FT asked if the Trust would want the decision about the future of the ramps to rest with a new committee or not.</li> <li>• CM reported that several of the ramps were found to be in poor condition when they were relocated for the Agricultural show. Some ramps may not be suitable for reinstating even if the insurance funds could be raised.</li> <li>• DB will speak to the local high school and primary school to find out if they could make use of the ramps.</li> <li>• ID has observed low usage over the last year.</li> <li>• For the reasons above there is little support from the board for continuing to provide the ramps under PBCT.</li> </ul> <p><b>Membership Approval</b></p> <p>The below applications for ordinary membership were approved:</p>	
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7	Development Officer Report	<p>FT highlighted the following points in the report:</p> <ul style="list-style-type: none"> <li>• Project balances are correct as of August 8th (before Iona went on annual leave). DB highlighted that there has not been much financial activity since then.</li> <li>• The Project Officer 5 and 6 columns are currently showing to be overdrawn however £6000 of funding for these posts has now been transferred to the PBCT bank and is showing under the Community Centre column instead.</li> <li>• FT is still waiting for the final funds to be transferred for the Home Farm Hub and Matheson Place Playpark projects. The Highland Council Regeneration Fund team have been busy processing new applications, and this is likely causing the delay.</li> <li>• All information requested has now been submitted by DB, IM and FT to support CSMco. to prepare the annual accounts.</li> <li>• DB highlighted that the allotments would have to submit information to the accountants also. ID will action.</li> <li>• The priority for FT's workplan is to ensure that any loose ends of projects that are currently underway are tied up so that the handover to Iona can be as straightforward as possible. There is still around 10 weeks before FT takes annual leave which FT anticipated will be sufficient time.</li> <li>• All Trustees approved the workplan.</li> <li>• ID highlighted that Janice MacHugh was referred to mistakenly as Janice Maguire in the LDO report. FT to amend.</li> </ul>	<p>Action ID and FT Action DB</p> <p>Action FT</p>

8	AOCB	<p><b>Motorhome Waste Facility</b></p> <ul style="list-style-type: none"> <li>• It has been suggested that the motorhome waste facility at Bayfield is priced too low and that PBCT could be missing an opportunity for income generation.</li> <li>• The facility only accepts black water waste, as opposed to grey water waste, and so the Trust is limited in what they can charge.</li> <li>• There is potential to further develop facilities and create a grey water waste facility however this would need further research to explore how feasible this would be.</li> <li>• A discussion followed about the potential for PBCT to provide overnight motorhome parking given the local demand.</li> <li>• This would not be possible at Bayfield as THC have the lease of the land.</li> <li>• Although there is significant demand in the summer months any community owned facility would be likely to compete with private providers in the shoulder seasons.</li> <li>• Skye Candles offer overnight parking for £10 per night and currently receive as little as 4-5 motorhomes per night.</li> </ul> <p><b>Visit Scotland Centre lease opportunity</b></p> <ul style="list-style-type: none"> <li>• PS asked if any further research had been carried out about this opportunity. FT will follow up with Peter Urquhart. PS is willing to look into this if not.</li> </ul>	Action FT
9.	DONM	Tuesday 24 <sup>th</sup> September 2024 7pm at Jans. Calum Matheson will not be available.	FT to book room.
10.	Close	Chair thanked all for their attendance and closed the meeting.	