

Portree and Braes Community Trust

Meeting of The Portree and Braes Community Trust Board – Tuesday 3 October 2023, 7pm at Jans Board Room

	Item	Minutes	Action Points
1	Welcome, Introductions Apologies	<p>Present: Trustees – Calum Matheson (Chair), Duncan Brown (Treasurer), Lorna Cormack (Secretary), John Boyd, Ross Cowie, Annmarie Campbell, Neil Campbell, Peter Urquhart (Vice-chair).</p> <p>Also in Attendance: Fiona Thomson (Development Officer), Iona MacDonald (Finance & Administration Officer), Pamela Simmister (trust member), Sharon Fenlon (trust member)</p> <p>Apologies: Trustees - Tiffany Maberley, Irene Deplano, Graham Smith, Bill Edgar.</p>	
2	Adoption of Minutes	Approved: Lorna Cormack Seconded: Duncan Brown	
3	Welcome	Calum welcomed everyone to the meeting and particularly Pam Simmister who is researching fundraising options and Sharon Fenlon who was looking for some community assistance with the Softplay equipment saved from Aros/Las.	
4	Check in / good news stories / updates etc	<ul style="list-style-type: none"> Autumn Fling (LUP) – the day was well attended although takings were low due to low cost of admission. Dance was not a financial success with only 55 tickets sold. Skelive pre-sale tickets had been launched that week which may have had an effect on sales. The Agric Show Dance had provided a buffer. Future events would hopefully fare better, including bar sales from Trail West (& October) where Isle of Skye Distillers would again be donating profits from the night, Halloween Parade on 27 October, Beat the Drum on 22 November, and Hogmanay celebrations on 31 December. Bayfield Charge Points – Pam reported that it appeared that these were being replaced/repared having been out of use for some time. Duncan reminded the meeting that futureproofing had been part of the contract with THC on taking 	

		<p>over the car park and we would not expect the cost of these refurbishments to be deducted from takings in the calculation of the amount due to PBCT.</p> <ul style="list-style-type: none"> • Water connection had been made at the allotments. 	
5	Volunteer / Employee headlines	<ul style="list-style-type: none"> • It was recorded that William (Bill) Edgar had tendered his resignation from the Trust on completion of his term with the Community Council. Bill was the Community Council nominee on the Trust Board. The Trust would like to formally record thanks to Bill for his many hours of hard work in improving the village centre with colourful displays of seasonal plants. It had been much appreciated by locals and visitors alike. A letter of thanks and an appropriate gift would be sent to Bill. • It was formally recorded that Donald (Donnie) Nicolson had resigned from the Trust as a Trustee on 1 December 2022. Thanks were recorded to Donnie for his chairmanship and other offices held during his time with the Trust. • Sophie Isaacson – See 7. Health Services. 	FT/CM – letter & gift
6	Development Officer Report	<p>FT provided an overview of the Development Officer Report (copies emailed in advance) and of the Treasurer’s Report. The following points were raised:</p> <ul style="list-style-type: none"> • The PCC Committee had recorded an expression of interest (EoI) for funding for a venue co-ordinator. • Workplan – the workplan was approved. Duncan suggested a tie-up meeting (in person) would be useful to go over details of the Bayfield arrangements and reach a conclusion on such outstanding queries as adjustments to the length of the agreement and futureproofing. Fiona would contact Faye MacLeod, councillors and THC financial officer from Inverness to arrange. 	Action - FT

7	Issue List	<p><i>Softplay Equipment</i></p> <ul style="list-style-type: none"> Sharon Fenlon explained that, on the refurbishment of the visitor centre on its acquisition by Isle of Skye Candles, she and other members of the community had taken advantage of the opportunity to save the Softplay equipment installed in the building. This was still in storage but this arrangement was due to run out. Sharon has secured some funding for storage but there is nothing suitable available. Several suggestions were made for a permanent installation (once the equipment is put together (at a cost of £25,000) it remains in place). Fiona suggested that the Trust might be able to arrange Just Enterprise assistance to look into the feasibility of a softplay business. The entry fee at Aros was £5 per child. The natural location would be as an add-on to the Community Centre, if possible but this would be years in the future. Sharon was advised that a way forward would be to set up a “Softplay” group under the PBCT umbrella. A trustee would be required to take this on and Tiffany Maberley might be willing, given her success with managing the Playparks project. <p><i>Sub-group financial contributions</i></p> <ul style="list-style-type: none"> FT presented a document for the raising of financial contributions from the various projects based on a 5% administration charge for income not from grant funding. Those projects which did attract grant funding could be expected to incorporate a 10% management fee into their funding applications. This could be increased/decreased according to funder. Duplicate funding should be avoided, e.g. HIE. Recommended that a minimum contribution should be set for each group and £300 was PROPOSED by Duncan Brown, SECONDED by Peter Urquhart, supported by Lorna Cormack. MOTION CARRIED. <p><i>Helipad</i></p> <ul style="list-style-type: none"> Funding required to future-proof and upgrade. 	Action FT
---	------------	--	-----------

		<p><i>Hogmanay (LC)</i></p> <ul style="list-style-type: none"> Bar staff and stewards required for Hogmanay event. Push request to regular helpers. 15 stewards would be required plus 5 or 6 bar staff. The event would be from 9pm – 1am. Lorna suggested that the profits from this event might go to the Trust to assist with the purchase of the KGV Playing Field. <p><i>Health Services (NC)</i></p> <ul style="list-style-type: none"> Focus currently on recruitment. A fresh group is applying itself to this issue from NHS. A funding package application is in progress to HIE/NHSH/NES. This would ease the transfer of Sophie Isaacson’s post (to have been taken over by Skyelab) to return to the Trust in November. The aim is to fully staff Broadford Hospital, Portree Hospital and Home Farm. This had met with unanimous support when FT put it out for comment. An administration contribution is included in the application. On the question of Sophie’s return to the trust on completion of her maternity leave, this was AGREED subject to funding. <p><i>Wind Power</i></p> <ul style="list-style-type: none"> A joint statement had been produced by Development Trusts Association Scotland (DTAS), similar to the statement which the trust had produced, and PBCT had been asked to put their name to it. This was AGREED. 	<p>Trust/LC</p> <p>Action FT</p>
8	AOCB	<ul style="list-style-type: none"> Duncan reported that the Trust would be changing its banking arrangements to Virgin Money. Local branch staff had been great but as an organisation, it left a great deal to be desired and there had been a steady stream of problems over the last 2-3 years. As there is no branch of Virgin in Portree, floats etc, will need to be booked early and kept in safe. Pam reported that she was researching fundraising ideas for the Trust, towards providing a steady stream of income, e.g. lotto with a monthly draw. Pam would require a copy of the constitution and two trustees’ signatures for the licence application through THC. Fiona commented that this would be a good piece to include in the end-of-year newsletter. Calum reminded the meeting that with an asking price of £35,000 for the KGV, the Trust would need to raise £24,000 to cover the shortfall between the 	

		valuation and purchase price – currently waiting to hear from the Scottish Land Fund to confirm £11,000 funding. A pot of £30,000 would be required in order to cover fees, etc, and make it a community asset.	
9.	DONM	Tuesday 7 November 2023,7pm at Jans Board Room. This will be mainly devoted to the strategic session with CSMCo.	FT to book room.
10.	Close	Chair thanked all for their attendance and closed the meeting.	

Approved by And

Date.....