

# Trust Meeting Development Officer Report

Wednesday 22<sup>nd</sup> of June 2022

## Development Officer Work Plan for June / July

Total days available in the coming month – 13 (minus 7 days holiday)

<b>Task</b>	<b>Min. No. of days required</b>
Camanachd Square (meetings and consultation)	3
Investing in communities fund application (1 x new FT post)	2
Board meeting minutes, report and arrangements	1
Alec's contract, registrations, and induction	1
Toilets (admin, operating errors, holiday cover arrangements)	1
Bayfield (invoices, water charges, maintenance, future plans)	1
Clean up Club	1
Signage and Advertising	1/2
Harbour – chase and collate letters of support	1/2
Allotments finance review and handover	1/2
General / unanticipated inquiries	1/2
HIE quarterly report (DO funding)	1/3
Scottish Land Fund Claim Admin (Allotments)	1/3
Matheson Place Playpark funding admin	1/3
Light Up Portree finance review	1/3
Insurance review with NFU	1/4
<b>TOTAL</b>	<b>13.5</b>

## Development Officer reserve to do list for June / July

Skye Community Response handover	1
Community Centre lease	1
Website updates	1
Clean up Club	1
Small Capital Grant Fund (available via HIE of around £10-£15k for shovel ready projects. Expression of Interest must be in by Tuesday 28 <sup>th</sup> June)	1
PBCT Trust membership review	1
Skye Games Magazine promo opportunity (Peter Urquhart has offered the trust the opportunity for a full page spread in the Skye Games Magazine)	1/2
Camanachd Square Mapping	1/2
Health Services Meeting	1/4
Speak up for Gaelic check in / advertising	1/4
TOTAL	7.5

Active Awards	Amount	Deadline
Ward Discretionary (LUP)	£1400	asap
Place Based inv. (comm centre)	£38,000	end October 2022
The Pebble Trust (allotments)	£9924.92	end October 2022
Bord na Gaidhlig / CLS (Speak up. Gaelic)	Cerca £10,000	end October 2022
Coastal Communitis (Camanachds Square)	£35,000	end Nov 2022
HIE / NES / NHS (health services)	£20,981	end January 2023
Scottish Land Fund (allotments)	£21,810	end March 23
SilverHill Trust (playparks)	£20,000	no deadline
Others?		

## Recommendations

Would welcome boards feedback on allocation of time outlined above and can adjust as required. Have any tasks been missed out? Once work plan agreed Fiona needs help reiterating to group members / volunteers to help manage expectations of what is achievable in coming months.

There has been a huge amount of volunteer input recently across all projects (which is very positive) however there are certain tasks that are currently carried out exclusively or primarily by Fiona e.g managing finances / project spend etc and this is causing a bottle neck in the trust's workload. The result of this is Fiona is struggling to keep track of project activity and missing deadlines and volunteers are not able to progress as quickly as they would like with projects. The following options would be recommended over the next 6 months to address this and give the board more control over the organisations overall workload:

1. Agree that any grant funding opportunities will be reviewed and approved at board meetings before they are progressed. This will give the board an opportunity to better assess if the trust would have the capacity to manage the project if it was awarded, *before* groups progress an application. The same advance review process could be applied to all trust activity which impacts overall workload.

And / or

2. Review all activity that the trust would like to undertake over the next 6 – 12 months and agree a manageable work plan. This would benefit from a short, dedicated session for the board to discuss projects and identify priorities. This could be delivered with the support of CSMco .

And / or

3. For a limited time all project groups and volunteers focus on working with staff to establish improved systems for managing project spend, sharing information, updating online communications, project admin etc. Practically this could mean setting up shared folders online for project information and budgets that can be accessed and maintained by group members, setting up dedicated bank accounts for some projects, supporting groups to access accounts such as wix for updating the website and issuing e-newsletters, for example. This would remove the bottle neck, allow the trust to be more effective and allow volunteers to progress more quickly. Time would need to be allocated to set up the systems and volunteers would have to be willing to take on even more responsibility in order for this to be effective.

## Project Updates

### Treasurers Report

A reminder to everyone that all purchases are to be made ONLY through Duncan, Fiona, Iona, Sophie or Alec. Duncan will not accept receipts in exchange for reimbursement at any point so volunteer will be out of pocket if they pay for things in future. Can all group chairs please reiterate this to group members and other volunteers? Thank you.

Current totals:

Info boards / Advertising - £1379.70

Paths - £600.85

Allotments - £10,180

Bayfield - £6,499.38

Harbour – 0

Toilets - 0

Trust - £12,929.81

FEI Land Purchase - £975.84

Playparks - £14,220.04

Events group - £9,693.55

Helipad - £5390.92

Skye Community Response - £39,548.07

Coastal Communities (Camanachd Square) - £3488.72

Speak up for Gaelic - £5,638.94

Health Services - £9549.49 (including wages)

**Total £117,997.46**

### Bayfield Group

- The metal cage has now been assembled and put in place around the waste disposal unit at Bayfield car park. Final task is to bolt the cage down
- The payment machine was installed around 19<sup>th</sup> May. For the period 1<sup>st</sup> – 31<sup>st</sup> May an invoice showed that the machine had been used 26 times at £3 a time = £80 income (before costs)
- We received an email from Pinnacle Business water stating that our charitable exemption for water charges had been changed from a 100% discount to a 50% discount. We do not know yet what level of bill to expect. Fiona will investigate this.
- We received a bill for non-domestic rates for the Squash court site. We need to investigate if we can apply for an exemption for this / liaise with HC on this. Fiona can follow up.
- Signage has been ordered. Waiting for Jans sign shop to install.
- Fiona has been asked to progress a meeting with HC asap to discuss future development opportunities

- The Highland Council have confirmed the amount due to the trust for the year 2021/22 is £8195.95. The accountants wanted to review the workings on our behalf before we invoice for payment. Fiona is waiting to hear back.

### **Harbour Group**

- Cerca £50m bid to Levelling Up Fund for Portree harbour has now been confirmed.
- PBCT organised a further community consultation at Portree harbour on Friday 17<sup>th</sup> June. Attended by approx. 40 ppl. Majority very positive and good discussion surrounding any concerns. FT has been tasked with compiling letters of support by Monday 27<sup>th</sup> June.
- Levelling up Fund bids will have to be submitted in mid-July. Outcome autumn 2022/early 2023.

### **Speak Up for Gaelic**

- Speak up for Gaelic progressing well. Two regular sessions weekly (Skye Candles and Pier Hotel). Funding in place until end of October.

### **Strategic Plan**

- Questionnaires to board members and volunteers are being compiled.
- Completion date for the full strategic plan of approx. July this year.

### **Allotments**

- All plots are now full again after a few individuals changing their minds.
- Project officer, Alec Mcleod, has been appointed. Alec's background is primarily in communications and engagement. Induction is underway.
- Lots of progress by committee who are busy developing the site and addressing a range of issues re: storage, drainage, access, etc.
- Recent purchases include a shed for £1700 from Joe's Shed.
- The group would like to secure funding for a Keder Greenhouse approx £10k. (tbc)
- Land purchase still be finalised. Solicitors are progressing.

### **Helipad**

- No updates

### **Toilets**

- New payment machines were installed on the 4<sup>th</sup> of May. For the period 1<sup>st</sup> – 31<sup>st</sup> May :  
Cubicle A (Mens) had 246 uses @ 50p per use = £120  
Cubicle B (disabled) had 158 uses @ 50p per use = £79
- Signage has been ordered.
- Still experiencing some issues with cards not being accepted. One request via email for a refund and one in person request. Could be more that we are unaware of. Fiona to investigate.
- Cleaner are on holiday from 25<sup>th</sup> July – 5<sup>th</sup> August . Stand in's to be found.

### **Community Centre**

- Hall has been used by NHS successfully for vaccination clinics.
- The renovations in the small hall are progressing well. Estimated completion date is mid July.
- Negotiations still underway with SEALL regarding their lease.
- Committee are experiencing some issues re: renewing the lease with the HC over the land and are working to resolve these.

### **Camanachd Square**

- Funds have been drawn down from the Coastal communities' fund to pay consultants for the stage 1 study.
- HIE and THC representatives have joined the working group.
- Provisional date of Saturday the 16<sup>th</sup> of July and Wednesday the 20<sup>th</sup> of July pinned down for public consultation.
- Working group meeting arranged for Tuesday the 12<sup>th</sup> of July.
- Donald MacSween is planning to start the mapping work this month. Some time is needed to discuss and review research to date with Donald.

### **Health Services**

Update from Sophie below:

*Sir Lewis Ritchie visited Skye at the end of May 2022.*

The meeting was well attended, and a range of reports were delivered spanning the different elements of the SLR Report, The most notable being NHSH announcing that they were closing urgent care due to staff shortages and problems with retention and staff sickness. I asked some further questions to NHSH about their plans going forward for Urgent Care and received the following statement back earlier this week

*Could we please have a written update on future plans for Urgent Care in Portree?*

We are currently recruiting and training Advanced Practitioners (APs). At this time we have 3 fully qualified APs, another fully qualified AP just appointed who will need a few months of induction and orientation, 4 APs in training (various anticipated completion dates for training between 6 and 24 months) and 2 further posts in the advert/recruitment phase. During this training period we will provide 24/7 cover from Broadford Hospital or locally based clinicians. Whilst this system is in operation we will collect data on presentations and review the clinical outcomes to ensure robust governance.

#### *Feature and Empower film project*

The first in a series of films has been launched. An interview with Donna Jack at Portree Hospital. This video 3,450 views so far . We plan to release the next video in 2 weeks time which is an interview with Rachael Jackson, Scottish Ambulance Service. Link attached.

#### *Leaflet - Mental Health & Wellness*

Over the past two weeks I have been pulling together a mental health & wellness leaflet packed with information from local groups, the local GP team and all sorts of opportunities to help people who are struggling with their mental health. I'm planning to send this leaflet off to the printers at the end of next week and to distribute it through the summer months around Skye. This is something which began as a small-scale project with the lifepaths counselling team and local GPs but has had a lot of interest from all sorts of groups.

#### *Community Health & Care Forum*

The next Community Health and Care forum meeting is tomorrow (23rd June) and our agenda is packed. We will be discussing Sir Lewis Ritchie's visit, his statement (attached) the new Staffin Health Care Centre and we'll hear updates from the Centre of Excellence and Skyelab teams as well as some information from Skye & Lochalsh Housing Association. Notes from the meetings can be found on the health & Wellness Website.

#### **Skye Community Response**

- It has been agreed that Fiona, Iona and Sophie will work together to help establish a new emergency response group for Skye which the funds will then be handed over to. There has been no progress with this to date, however.

#### **Advertising**

- One board is now available, and one is being reserved for Speak up for Gaelic / community news.
- Fiona is still liaising with advertisers who are requesting changes.

#### **Outdoor Activity Group**

- The Matheson Place Playpark group helped along with other local groups to manage the 7 bouncy castles at the local Jubilee Jamboree organised by LUP. They had 29 volunteers raising £325.
- Skye Half Marathon 11th June - £1,750 was raised from funrun sponsorships. Tiffany bought certificates and winner medals to congratulate them.
- 10 Marshalls were supplied for the Half Marathon and £800 from Skye Events. £93 was raised via the cake stand and with our raffle and Squares sales they gave out 12 amazing prizes from 11 businesses in Skye that netted a further £2,105+ £35.73 in donations on the day - the event and the raffle prizes totalled £4,785.73. Well done to Graham for helping to coordinate half Marathon volunteers.
- The grand total is now £29,894.07
- An additional £20k has been pledged by the Silverhill Trust which they will receive once they have secured the rest of the funding.
- The park will cost £110k to build

## **Community Events Group**

### Jubilee Weekend events

- Both very successful, well attended and appreciated by local residents and visitors.
- Both events were free to enter so we knew that we would be running them at a loss. Total cost to Light Up for both events was £1097.94. We think it is important to do a couple of free events for families to be as inclusive as possible if we can.
- We have to spend the coop money on community projects this year, so it was never about the money on this occasion.
- We received some great media coverage. Reporting Scotland, BBC Alba and a write up in the Free Press.
- Couple of issues around set up and take down for events as we did not have enough help to dismantle on the Saturday.
- Lorna working on a plan with Football club to address that, but also we will be contracting the community groups to provide one person from each group to stay to take down at future events.
- Next big event will be the Autumn Fling September 24th

## **Foodshare**

- Betty the chair of the Skye and Lochalsh Foodbank came to Fiona's office to see her. The Foodbank would like to work with the trust to set up a food share again for Portree and Braes. Fiona explained that this could only be taken forward if one of the existing groups were willing / interested in progressing it.