**Portree and Braes Community Trust (SCIO)**

**Minutes of Trustee’s Board Meeting**

Wed 22nd August 2018 7pm @ Jans

**1.Present:** Irene Deplano (ID), Janice McGuire (JMc), Donnie Nicolson (DN), Dorothy Urquhart (DU), Ross Cowie (RC), Neil Campbell (NC), Duncan Brown (DB), Chris James (CJ), Myra MacLeod (MM), Fiona Thomson (Development Officer) (FT) Bill Edgar (BE) , Calum Matheson (CM), Margaret MacDonald (visiting member) (MM).

**Apologies:** Shona Cameron (SC), Graham Smith (GS), Roddie MacHugh (RM), Janice MacHugh (JM) Thomas Wilson (TW)

**2. Minutes approved:** [ ], Seconded [ ]

**3. Development Officer Report:**

**GDPR** - A meeting has been set up with Jo Ford, Senior Officer for SLCVO to review data protection and privacy policies, to ensure the trust is complying with all regulations and to discuss where SLCVO could provide support with projects.

**Training** – FT attended a two-day leadership course at Sabhal Mor Ostaig provided by Social Enterprise Academy. Other Development Officers from Highlands and Islands were in attendance as was James Hilder, a consultant for development trusts across Scotland.

**Disclosure Scotland Research -** Disclosure requirements have been reviewed. The activities that are being carried out currently by the trust are defined **as non-regulated work** activities which means that disclosures are not required currently. This includes for example if the outdoor activity group were bringing the skate ramps to a public event, regardless of if children were attending with or without parents. Where disclosure checks are required for trustees and other volunteers, Volunteer Scotland will counter sign applications before they are submitted to Disclosure Scotland – this will cover any fees related to volunteer disclosure checks. [ ] will monitor requirements as projects arise.

**4. Treasurers Report.**

[ ] provided an update on current financial situation.

**5. FEI**

[ ] sent a letter to FEI to request the removal of the burden on the Tennis and squash Court land. A response was received stating that FEI would agree to remove the burden. FEI did however indicate that they would be looking for remuneration to the value of this burden. [ ] will follow up.

Prepared a proposal to take forward to a meeting with Skye Gathering outlining a case for PBCT taking ownership of the central part of the lump, along with the surrounding area. Skye Gathering are not interested in giving up ownership of the lump but are keen to explore how a management agreement between all parties might work. Skye Gathering will be in touch with a proposal after their AGM.

There are ongoing boundary issues with the KG5. Further legal work is required to confirm the title deeds. Could this work be funded within the stage 2 application? Tbc.

[ ]

**6. Harbour**

[ ] has produced a concise 3-page document summarising the group’s current vision. This document details the restrictions on the harbour as it exists today and outlines how we envisage the harbour in the future, i.e.: the marine gateway to Skye. The documents also details how the group would make this happen through investment, ownership and management, development of roads, a breakwater, pontoons and the pier and by releasing land for employment, commercial activity and culture. The document includes economic impact and a list of costs, subject to detailed specification. This document is to be discussed at the next meeting.

The toilets at the harbour cost around 4-5K annually to operate. It was suggested that a sign at the top of the steps by Bank Street would encourage the toilets to be used more. [ ] to follow up with [ ] along with other signage. [ ]

**7. Outdoor Activities Group**

The group are waiting for insurance for the skate ramps to be finalised. This has taken much longer than expected. [ ] suggested putting up a temporary basketball net for example, in the meantime. [ ] explained that insurance would be required regardless of what equipment the trust was to install.

[ ] held a meeting with [ ] to provide an update on the work of the Outdoor Activity Group thus far. [ ] explained where the group had been successful in finding funding from to date, who is currently on the group and their priorities. As a result of this meeting [ ] carried out research into how progress could be made with the playpark project without a site having been identified. [ ] explained that the Making Places fund supports the delivery of design and place-based workshops to help groups develop a vision for their place. The Scottish Government will fund at least 50% of the total costs of for example, designers, artists, facilitators or other experts working closely with the community to develop ideas and plans. Processes may utilise the expertise and talents of those living and working in the community - the deadline is 28th Sept 2018. [ ] explained that Making Places fund may also be suitable for supporting the cost of this kind of wider master-plan surrounding the community centre but would require more involvement from Highland Council and other stakeholders. [ ] will enquire further.

The Community Centre committee are holding their next meeting on Friday 24th August at 6.30pm and have invited trust members to attend. [ ] will attend along with any other interested trustees.

**8. Bayfield**

Update on Bayfield project. Highland council are continuing to propose approaches to working together to secure Rural Tourism Infrastructure Funds. The Trust has declined proposals thus far. A meeting will be held at 4pm on Monday the 3rd of September to discuss options that are still available for accessing the RTIF.

Works to the Lisigarry steps have been completed.

**9. Health Services**

[ ] provided an update on the work of the health services subgroup. The Ritchie Report Steering Group meeting was held on Tuesday the 14th of August with members of PBCT, NHS SOS, senior staff from NHS highland, GP’s and rural practitioners in attendance.

It was agreed that [ ] would attend only the Steering Group meetings going forward, while the group members would sit on the individual work stream groups.

NHS SOS Skye group had also enquired if the Trust could support them to access any funding for a paid administrative position. [ ] to follow this up.

**10. Ross’s Walk**

Gave update. Posters have been displayed. WHFP compiling article. Insurance has been requested. The next steps will be to walkers to fill in sign up forms, increase sponsorship and confirm first aid. [ ] will provide refreshments.

[ ] suggested starting to plan ahead for fundraising events for 2018/19. Suggestions can be brought to next meeting.

**11. Braes Hall**

[ ] has reviewed the Braes Hall contract and looked at options for funding the improvements required. The duration of the contract is 1 year. The contract outlines that repairs will be at the expense of the tenant at all times.

[ ] advised that Braes will need to negotiate a longer term lease or apply for a formal asset transfer (could be ownership or long lease). Once this is established funding could be secured. Awards for all could provide up to 10k. [ ] highlighted that a charity group can only apply for funding from Awards for all once every 3 years. He recommended that if Braes chose to pursue this fund that they apply as the Braes *Hall Committee* in order to keep the option open for all similar projects under PBCT.

Alternatively , [ ] has been advised by DTAS to approach HC to ask if they would consider carrying out the repairs initially with a view to the trust applying for funds from the SLF to purchase the hall at a later date.

**12. Portree Parking Options Appraisal**

A provisional date for the next parking study stakeholder meeting has been proposed for Monday the 3rd September at 2pm where the final report will be discussed.

In relation to the parking report,[ ] suggested that “two-tier” might be a more accurate description than “multi-story” in reference to the development options proposed for car parking at Bayfield.

[ ] highlighted that a substantial increase in parking is required. Charging for parking will move the vehicles out of bays quicker but more needs to be done to increase space available.

**13. AGM**

The room has been booked at Skye Camanachd Social Club and promotion carried out.

[ ]

**14. Skye Show**

A total of [ ] was raised in donations. 73 new members were signed up. [ ] The Isle of Skye Baking Company lent us a market stall and the Friends of Portree Hospital leant us a gazebo. The RNLI helped out with tables. It was agreed that funding to purchase a gazebo for the trust will be considered before Spring 2019.

**15. Police House**

[ ] explained that the trust have been approached by Inspector Lynda Allan from Police Scotland to submit a proposal detailing how we might benefit from leasing the 3 bedroom police house attached to the police office overlooking the square.  Police Scotland has their own formal Asset Transfer Requests (ATRs) process. The Trust would also be entitled to apply to purchase the building.

[ ] further explained that once the Trust have submitted a formal ATR, Police Scotland have to agree to the transfer unless they have a good reason not to. Lynda raised some issues regarding shared access at the rear of the building however, if the police HQ were looking to relocate, which we believe they will be in time, this would not be an issue. Through further discussion the Trust could build in measures to mitigate their concerns.  [ ] to follow up with Trustees to create a proposal.

Rory Dutton has advised that the Rural and Islands Housing fund may also be able to provide funding towards the conversion of a building which may be relevant here. SLF most likely to provide funds to purchase.

**AOCB**

[ ] has been contacted by Marianne Sutton who is a teacher at Portree High School looking for a project for 8 PHS pupils who have a range of additional support needs. [ ] suggested a research project at Bayfield. [ ] to follow up.

*Allotments - The* Housing Association are still in discussions with the MacDonald Family re: ownership of land where the allotments project has been proposed to be sited. The Trust awaits an update from the Housing Association on this matter.

DONM

19th September 2018 7pm at Jans.