

PBCT Trust Board Meeting Minutes

Wednesday 22nd June 2022 7pm at Jans Board Room

[A report was issued to all attendees in advance of this meeting detailing updates on all trust activity. Please see Trust Board Meeting Report 22nd June 2022 for more information]

1. Welcome and Apologies

Present: Calum Matheson (CM), Irene Deplano (ID) , Lorna Cormack (LC), Annmarie Campbell (AC) , Chris James (CJ), Tiffany Maberley (TM), Alec McLeod (AM), Neil Campbell (NC)

Apologies: Graham Smith, Bill Edgar, John Boyd, Ross Cowie [and Peter Urquhart – apologies noted after the meeting].

2. Adoption of Minutes

Proposed: Lorna Cormack

Seconded: Annmarie Campbell

3. Check in / Good new stories

- ID explained that Alec McLeod has been recruited as project officer for the allotments project
- NC highlighted the positive development that the Highland Council Levelling Up Fund bid for Portree harbour has increased from 12m to circa £50m.
- Neil also explained that the Speak up for Gaelic initiative is progressing well with good attendance.
- TM explained that the playparks group fundraising total was at £23k at the time of the last month's meeting and is now at nearly £34k. There is also another £20k that has been awarded from the Silverhill Trust on the condition that the remaining funds are secured. Ten volunteers carried out 32.5 hours volunteering at the Jubilee Jamboree and secured £325 towards the project. Local pupils were sponsored to run the Skye half marathon fund run and raised £1750 and another £800 was raised through PBCT volunteers marshalling the events. Thank you to the Light Up Portree team for organising the Jamboree and all the PBCT volunteers. A cake sale raised £93 on the day also and a raffle thanks to local businesses made £2105 + £35 of donations. The Anton Jeurgen fund has also awarded £4k.
- LC – The Jubilee event was very well received. Thank you to all involved.

4. Volunteer / employee headlines

- FT – Alec the new project officer has worked for Highlife Highland in the library at The Fingal centre for the past 9 years and has recent experience working in communications for the NHS. Induction and training are underway.

5. To do list

- FT proposes to provide a list of tasks that can be carried out in the coming month at each board meeting with an allocation of time against them. This is to give the board an opportunity to have more input into what tasks are prioritised and how Fiona spends her time.
- CM and DB have been told by HIE that the development of further income generating opportunities must be prioritised by PBCT. Financial support to continue to employ a Development Officer after the end of Fiona's contract (around March 2023) will not be provided by HIE unless there is evidence that the trust is working towards delivering income generating projects. They want to see that the trust will eventually be in a position whereby they can afford to employ a Development Officer without HIE support / be more financially independent.
- DB – HIE have been asking for the last 6 months if the proposed maceration plant project [which could see the maceration plant at Bayfield purchased from Scottish Water and converted into public toilets / business units] has been kicked off yet and they are expecting to see movement here asap. Fiona's involvement in other trust projects must be limited, temporarily, to make time to progress with the maceration plant.
- A discussion then took place about how project groups could support the trust financially. DB proposed that income from the Skye Games and Half Marathon events should stay with the trust going forward.
- FT clarified that funds raised for specific purposes e.g the playparks must be used for that purpose – and not for example, invested in an unrelated project such as the allotments. DB added however that the trust could “charge” groups an admin fee so that all groups were contributing to the overall running costs of the trust. No decision was made on if this was required at the moment, however.
- FT – the trust has active awards which must be spent over the course of the coming year which will need some resource allocated to them. However, as these projects are completed, if the trust consider carefully more time will be made available to explore / deliver income generating projects.
- It was agreed that Fiona will email Scottish Water asap to arrange a meeting.

6. Issue List

Workload – see above

Volunteer spending / financial management

- DB requested for it to be minuted that no one apart from the treasurer or designated staff should make purchases for trust related projects. It is against the OSCR (charity regulating body) regulations for Duncan to be seen to be transferring funds into trustees or volunteers accounts so money cannot be reimbursed if volunteer or board members make purchases. Duncan has had to make three reimbursements recently however this will be the last time that he is willing to do this as he risks being pulled up by OSCR if this happens again. If purchases are made for trust related activity without going through Duncan or one of the staff members, then a reimbursement will not be able to be provided in future.
Action – everyone to take note and make other group members aware.
- Duncan is happy to pay for purchases straight away. Please email him details and copy in project officer.

[Spending Procedure:

- Check budget to ensure that funds are available
 - Email Duncan with details of payment to be made (e.g item to be purchase and website link)
 - Attach invoice if required
 - Clarify what budget the payment should be made from (e.g events budget)
 - Copy in relevant project officer
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- Duncan is also required to detail any deposits into the PBCT accounts. If donations or grant funding is due to be deposited into the PBCT bank account can all groups ensure that there is a record of this.
[Deposit Procedure:
 - Email Duncan, in advance of the funds being deposited, to let him know to expect deposit
 - Attach remittance note or similar if available
 - Clarify what budget the payment should be made to (E.g playparks)
 - Copy in relevant project officer]
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- Tiffany was concerned about keeping funds in the PBCT office as it is not secure.
Action - DB will purchase a safe.

Skye Show arrangements.

- FT – a PBCT stand has been booked at the Agricultural Show on the 6th of August
- ID – Myra and Janice MacHugh said they would help with providing teas and coffees
- FT – Alec would be available to help with set up etc.
- Everyone to pitch in to organise.

Trust meeting documents printing requirements

- FT asked what documents require printing for board meetings. Decision – no need to print out minutes or report for the trust meeting as these will be read by attendees in advance.

7. Wrap up

AOCB

- Helipad – NC explained that the lighting control unit has packed in. It may need replaced. If so, it will cost in the region of £4k. This would more or less empty the helipad budget. CM – would the HELP charity be able to assist? Neil will ask.
- Paths – NC explained that Mark Crowe, [Paths and Access Officer for The Highland Council] is keen to install a path around the bottom of the allotments linking to the existing nature trail and create more seating opportunities. Neil has proposed that a further meeting to discuss is arranged with Mark and the original paths committee is invited, as well as Alec. All agreed that NC should arrange. CM suggested that The Housing Association may be willing to support a project like this.
- Clean up Club – a session has been arranged to tidy up Somerled Square on Saturday and this has been advertised online on the CC notice board and in the Coop.
- NC - Bill is to be commended for all the work he continues to do keeping Portree looking presentable. All agreed.
- Group finances – If groups are setting up their own bank account DB would recommend Virgin Bank. DB uses them for the Community Centre. DB suggested it would make sense for the allotments to have their own bank account.

DONM

- Wednesday 27th July 7pm at Jans