

Great Bernera Community Development Trust Meeting

Minutes of Meeting Monday 22nd April 2023, 7pm

(Revised with corrections to date, apologies, and Item 5 - 29th April 2023)

No.	Item	Actions
1	<p>Present: Anne Ryan, Brenda Jones, Kevin Long, David Boag, Katie Booth, Sallie Porteous, Julia Higginbottom, Callum Macaulay, John Porteous, Joanna George</p> <p>Apologies: Norma Macleod, Finlay C Maciver, Nat Higginbottom, Virginia Allum</p>	
2	<p>Previous minutes Minutes of the previous meeting were accepted, except to note that the suggestion to record meetings was proposed by David, not Nat. Minutes, thus amended, proposed by Julia, seconded by John.</p>	
3	<p>Declaration of Interests - No new declarations</p>	
4	<p>Election of Office Bearers – Anne is standing down as Chair, but remaining on as a Trustee till the next AGM, which is expected to be in the Autumn.</p> <p>Chair – John proposed by Julia, and seconded by David Vice Chair – Callum proposed by John, and seconded by Julia. Joanna George agreed to assist the Chair with notices of meetings & agenda etc.</p>	
5	<p>Financial Update – Anne noted that funding has been approved for the two Development Officers for a further year from 1st April; Joanna will reduce her hours to 16, and Nat will increase his to 37.</p> <p>Katie, Anne & Nat have received accounting training from CIB in the use of Xero software. There is an optional add-on for projects. It was agreed that access to the accounts be limited to ensure consistency in what is recorded.</p> <p>As Treasurer, Katie needs access, as she will process all payments. Due to the amount of admin involved, it was agreed that a Development Officer should complete this as part of their duties. Nat was designated this role, and he will require access.</p> <p>Katie and Nat have agreed how they will record the accounts to remain consistent. If Jo requires access to deal with funding queries, she can see the accounts through Katie.</p>	

Agreed accounting, using Xero, will go back to 1st November last year, the start of the Trust's new financial year, and the Chair or Vice-Chair will require to approve all payments. Agreed to consider a level of payments above which Board approval is required.

- 6a Membership & Expenses** – See list on Agenda – all invoices paid, except for outstanding invoice for £90 from DTAS – they are providing £18K funding over two years; the annual membership cost of £90 was agreed to be very reasonable, payment approved.
- 6b Development Officer Funding** – Fair Work policy and Strategic Plan required by funders; Julia finalising Fair Work policy, and Joanna the Strategic Plan. Time sheets will be used to prevent overworking. All expenses claims will be sent to Katie. A condition of the funding is that the Trust's Strategic Plan is completed by the end of June 2023. JH
JG, FCM
- 6c Buyout** – Updated Feasibility Study and Business Plan – Nat has submitted application for funding of this work., Tender document is being finalised, will be issued once funding approved. NH

Mapping - John has been through all the title plans of areas within the estate but owned by others – 80 have areas shown on the mapping with boundaries not coinciding with OS features. However, 48 of these have title plans exactly in line with the mapping. Dave Thomson has agreed that we can append copies of these title plans to the mapping. There are 32 areas where boundaries on the mapping need dimensions added. This is in addition to a range of corrections already identified in previous checks on the mapping. Joanna and John will visit Total Design to go over all the changes required. JG, JP

Donations - Regarding recent proposed donations to assist with the buyout, it was agreed that good governance demands that a formal list of all donations and contact details be kept, in case of the future need for refunds. Langholm was considered to be a good example of a successful buyout with a large number of donations.

- 6d Pontoons & Facilities Building** – Power is now connected to the pontoons and building, and ICMS will come to the site shortly to complete all the wiring, install the EV points, and commission the whole electrical system (excluding the building wiring). The pontoons project will then be completed.

Callum reported that the building work has been delayed by a leak in one of the underfloor heating loops, which AMC must now repair. We will require a letter to confirm that the guarantee will

be unaffected. Agreed we write to AMC and tell them we are already losing money. Outstanding work includes all toilet and shower furniture, all electrics, and floor coverings. Work was due to be completed by the end of May, but likely to be delayed by leak. JP

Proposals were invited for a better name for the 'Facilities Building', which is rather prosaic. Reference in the name to Joan Macaulay to reflect her tireless work in developing the pontoons and other projects was agreed by all to be included if possible.

- 6e Hatchery Project** – Nat confirmed we should be informed of the result of the application for the purchase of the building and land, and the weatherproofing of the building, by the end of May. The application also includes lawyer's fees for the purchase of the building.

Julia noted that the end of year accounts (to end of Oct 22) need to be submitted to accompany the application by 15th May, showing full profit & loss figures. Two Trustees need to sign off the accounts. Agreed Anne & John. Anne to arrange. AR

- 6f Social Housing/Glebe** – Jo, Brenda and Finlay had a meeting with Mary Anne Graham and Angela Smith of CnES Housing – see Jo's report. TIG has completed a Stage 2 feasibility study for CnES. This concluded that the cost of the development is abnormally high, mainly because of peat on the site.

However, CnES is seeking Scottish Government approval to proceed with a development of four houses (2 x 2-bed and 2 x 3-bed), although the number could increase to six.. It was agreed that housing for young families is vitally important, and there is substantial demand for this provision.

Jo to ask Mary Anne for a copy of the feasibility study.

The Church is seeking legal advice to confirm that the Glebe is not on Common Grazings.

We need to prepare a case for social housing; Jo has done a draft. Board members to review. ALL

Discussion about other housing developments: Mary Anne Graham advised that the Church will only make land at the Glebe available for social housing.

Joanna to contact other Development Trusts to find out how they achieved development of social housing in their areas. JG

- 6g Other project updates** –

Kirkibost Pier Land Asset Transfer – CnES has agreed a price of £6,800, and the funding application will include the cost of the septic tank for the facilities building.

E-bikes – Julia noted that insurance has been arranged for the E-bikes, starting from 10th May. The cost is very high at £88 per month, and it was agreed that hire rates for visitors should be high enough to cover insurance, electricity and maintenance costs, and allow nominal rates for local use – perhaps an annual fee with low cost per hire. A local club with formal membership and disclaimers was suggested.

6h Funding Opportunities

Social Inclusion Fund – Jo reported that the application has so far been successful, with the second stage being submitted this week. The funding is £72K over two years, and it is very competitive. Should the application be successful, the BCA are included in the implementation of the work. However, they have limited capacity, so we need to attract volunteers from the GBCDT membership - this will involve asking for email addresses and permission to use them.

6i Communication with CnES

Anne referred to the email from Alasdair Allan MSP, regarding a response from Malcolm Burr of CnES, which advised CnES that options for them to assist community land purchases are not so easy now. Agreed we should contact Murdo Mackay in Economic Development to arrange a meeting. Jo will put the email on the Google drive.

JP

JG

Communication with Landowner – nothing to report, as no responses from them, either to us or to Alasdair Allan.

6j Board Training – Waiting for a response from trainers.

NH

7 Media and Social Media – No response from the Telegraph. Sandra Dick from the Herald has contacted Anne, looking for interviews

8 Any Other Business

BCC & Bosta – Anne circulated photos of progress, showing solar PV panels for lighting and thermal panels for heating the water – all working successfully. Photos have been sent to HIE to confirm the work they funded has been completed. The BCC have been requesting details of what work has been done with the funding. Anne suggests they speak directly to Callum who did the work.

Nancy Macfarlane & Articles – John and Callum were both interviewed by Nancy Macfarlane who is doing research on buyouts, concluded and in progress. She expressed interest in seeing a copy of our Part 3 compliant Articles. It was agreed that they should be made available locally before issuing to anyone else.

Publicising of Meetings – It was suggested that Trust Board meetings are publicised in advance, and that minutes of meetings should be made available. No agreement but suggested that extensive information should be circulated in advance of the AGM.

Memorial for Joan – It was agreed that a memorial should be arranged for Joan Macaulay, whose tireless work in arranging funding and pushing projects forward should not be forgotten. Agreed we should coordinate with BCA and BCC on the type and detail of the memorial.

Next meeting Monday 22nd May at 7pm.

Meeting closed at 9.30p.m.