



**DUNVEGAN
COMMUNITY
TRUST**

Committee Meeting Minutes: 20 May 2025

1 Welcome & Apologies:

Present: Katy Lawrence (KL), Mali MacLennan (MM), Stuart Cullen (SC), Katie Mitchell-Wright (KMW), Jason Bold (JB), Emma Jane Morrison (EJM), Bryony Anderson (BA), Sylvia Meyer (SY)

KL welcomed everyone to the meeting.

2 Adoption of previous minutes:

SC proposed

KMW seconded

BA will upload minutes to the website

3 Conflicts of interest

- Conflict of Interest Policy reviewed and approved unanimously.
- Conflict of interest in agenda - SM in DCC, will not take part in discussion of grant.
- Register of interests to be populated.

Actions: KL to contact all Trustees about register of interests

4 Financial Update

- Financial update from JB, snapshot of current year to date from financial software. Income from funders so far (CRF, SLF, benefit fund from Ben Aketil) is £201,236, expenditure split into direct costs (staffing, grants approved, trustee expenses) and costs due to administration of projects, leaving a working surplus of £60,035 plus reserves.
- Need full balance added to Xero to be able to track the reserves
- Check in with the accountant to edit tracking categories and account headings to be able to see what project, fund/funder and activity each transaction refers to
- Financial Policy needs to be updated to reference online financial software rather than paper filing, and that reconciliation will be carried out in that financial software. Financial policy approved subject to above changes and recirculation to Trustees by email.
- Banking to be updated to include 2 person authorisation for all BACS payments
- Budget for 2025 to be developed and discussed at the next meeting
- Fraud training to be investigated and offered to staff and anyone accessing the bank account.
- Report of Trustees to be approved and sent to accountant
- DCT has received a strong recommendation from our accountant to avoid keeping all monies over £85K with one banking group, and to use Insignis to split any surplus between banks to protect it. Insignis is a regulated platform designed to split funds between various banks while only having to provide details once, there is a 0.25% fee, initial minimum deposit of £200K (but funds can drop below this once set up) and 2

signatories required to transfer any funds. Insignis is approved by Trustees, and the present bank account is to be kept for ordinary banking.

Actions: Update financial policy and circulate to Trustees BA

Update banking protocols MM

Look into relevant training options BA

Report of Trustees to accountant MM

Set up account with Insignis MM

5 Gaeltec Project update

- Purchase - our solicitor has checked in with SLF and is following their advice on next steps. No issues reported by the owner of adjacent property regarding discharge of servitude rights, but no update on this as yet. Update to be sent to seller.
- Gaeltec project discussed at a CRF funding meeting after putting in EOI - Highland Council and HIE interested in the project and think it is a good project
- DO and PO roles have been funded for other organisations by HC and HIE
- Marie-Anne Gray CRF is taking EOIs not invited to apply for CRF funding to a meeting of the CRF area fund to see if they will invite to application (this has a longer timescale to draw down funds so may suit better, application decision Nov/Dec)

Actions: Contact seller to update BA

Initial contact with HIE, meeting on same day as RD meeting BA

6 Playpark

- Problems have been identified in inspection reports with litter at the park, some of which could be solved with another bin being installed. MM also suggested a social media campaign with an anti-littering video!
- Some of the old playground surfacing is damaged and a trip hazard. A huge job to remove it and it might be messy. MM has investigated wet pour repair kits which look like a better option.
- MM sent a video of the very squeaky piece of equipment to Kompan and they have agreed to come out to repair this (sometime in June).
- Some parents have concerns about the speed of vehicles going past the park, especially with parking being on the other side of the road. The park is still in the 20mph zone, but traffic seems to speed up as it is towards the edge of the village. Requested that we lobby for an LED sign to remind people of the speed they are going, like outside the school in Portree and take this to next DCC meeting.

Actions: Contact HC about a second bin MM

Contact HC about an LED 20mph sign next to the park MM copy in DCC

7 Minibus

- The EOI for a new minibus is being taken to a meeting regarding the CLLD area fund to see if they will invite an application.
- CLLD sustainable communities fund application for transport project feasibility study, but also discussed putting in an application for tool library start up costs

Actions: Transport and tool library applications to CLLD fund MM/BA

8 Orbest Farmhouse

- HIE due to meet to decide on their potential contribution to acquisition, with the remainder to be applied for from SLF Stage 2.
- Points for SLF application: need to decide what DCT is contributing, the management of the properties would be done through Community Housing Trust, MM to draft an

Dunvegan Community Trust SCIO (SC052078)

www.dunvegantrust.co.uk

allocation policy for the Trustees and community to comment on. Allocation policy can be weighted towards several avenues to actively change population demographic (without being discriminatory). In the housing survey the strongest support was for weighting towards those with family connections in the area.

- Rural & Island Housing Fund have accepted an EOI towards refurbishment costs.

Actions: Apply to SLF stage 2 fund MM
Draft allocation policy MM

9 Police House

- Petition for making an EOI regarding Police House is at the Post Office, everyone living in the DCC area is encouraged to sign.
- Also for the EOI, the boundaries of the property need to be carefully mapped. As there is no plan on the register for the Police House this is being done using the boundary plans for surrounding properties.

Actions: All Trustees to sign petition

10 Policies

- Safeguarding policy - Katie Mitchell-Wright agreed as safeguarding lead, she has child protection training and good knowledge of PVG scheme and when it would apply to DCT activities. Policy reviewed and unanimously approved.
- GDPR training to be investigated and offered
- Equality policy reviewed and unanimously approved.
- Grievance policy and Trustee Code of Conduct still awaiting approval as these have not been reviewed by all Trustees.

Actions: Circulate final two policies for review and approval BA
Look in GDPR training options BA

11 Funding Applications

- Dunvegan Primary School has requested the second half of the discretionary grant, all agreed that this can be drawn down.
- DCC have applied to the small project fund for the 25 year Millennium Stone celebrations, all agreed this should be supported. DCC have not requested a specific amount, we need clarification on the amount applied for.

Actions: Contact DCC to confirm application value BA
Contact DPS about grant BA

12 Update from DCC

- Mandy Boswell is now secretary at DCC
- Roads: £3 million spent last year, another £3 million this year and a total of £8.5 million over 3 years
- A ranger/countryside officer role to be reinstated, the role is likely to be for Isle of Skye and Raasay.
- Drew Miller has confirmed there are plans to refurbish the toilets in the village, to include refinishing the carpark and providing some further facilities. MM has been sent more information and will circulate.
- Hazel Rae will be offering support and skills training with computers and mobile phones at the Community Cafe on Mondays
- The next DCC meeting is their AGM on 27 May 2025, it would be good to have someone from DCT to attend.

Actions: Circulate car park refurbishment information MM

Dunvegan Community Trust SCIO (SC052078)

www.dunvegantrust.co.uk

Attend DCC AGM JB

13 AOB

- Bord na Gaidhlig have a funding round open for support to recruit a Gaelic DO, potential to support a lot of community activities
- Discussion on whether DCT should move towards becoming an employer, to look into what is involved.
- DTAS session on DCT vision and mission was really useful and provided a great start, but there is still more work to do on this toolkit. Not all Trustees could attend but DTAS have provided some materials in follow up and these could be shared with everyone.
- Discussion on whether the website needs to be updated/invested in, we have volunteer support to manage the website but do we need to start using paid support to develop a website with more functionality for users and ease of use for updating. A lot of work goes into this, but the website is important, well-used for applications and minibus booking and viewed by funders. Will keep in mind for the next fundamental change in use e.g. extended transport project/tool library needing advanced booking system.
- Leona Coull has made the decision to step down from the Administration Officer role, we'll be sad to see her go but wish her all the best. BA is covering the work for the moment.

Actions: Investigate and potentially apply for Gaelic DO to BnG MM
Share DTAS materials BA

Date of Next meeting: Tuesday 1st July 2025

Meeting closed at 8.45pm