

Minutes of Board Meeting 24th January 2017

Trustees: Jean McLeod (Chair), Doug Boyle, John Hector, Jonathan Kitching;
Apologies: Guy Haslam;
In Attendance: Robert Dinnie (Patron), Rick Paul (Secretary to Board), Jane Winton (Administrator);

1. Introduction

1.1 The Agenda was confirmed and one apology noted. Two items for AOB were noted.

2. Minutes of Previous Board Meetings

2.1 The Minutes of Meeting on 6th December 2016 were approved and signed.

3. Matters Arising

5.2 Strategic Plan 2016-20: It was noted that the Plan and Key Points are now on the website.

4. Finances

4.1 Management Accounts: The previously circulated financial tables for 2016 were reviewed and endorsed. The format of the financial tables was discussed and Trustees agreed to remain with the current format.

4.2 Commony Accounts: The three previously circulated financial tables for the Commony Accounts in 2016 and budget for 2017 were reviewed and endorsed. It was noted that £6,500 had been moved back from BCT's general account to the Commony Accounts (see 2014 accounts).

4.3 Annual Accounts 2016: It was noted that JW will deliver BCT's draft accounts to the accountants Bain Henry Reid in first week in February.

4.4 Annual Plan and Outline Budget 2017: The previously circulated draft annual plan was endorsed and after a discussion about the Finzean Mills the previously circulated draft budget was agreed.

5. Administration

5.1 Register of Assets: The previously circulated updated Register and component documents (List of Key Holders, Inventory) were agreed. It was noted that the Schedule of Land and Buildings which was updated for the Strategic plan will be updated on website.

5.2 Contracts: It was recalled that the contracts for RP, JW, RC, DB, DH and IH are rolling contracts and that JW's contract was changed to cover administration duties.

5.3 Membership: The previously circulated table of members at year end was noted and the next update on membership will be after the Electoral register has been updated in early Spring. JK reported that the Ballogie member approached as a potential Trustee declined at present but may consider the position at a later date.

5.4 AGM and Annual Report: It was agreed to hold this year's AGM on Tuesday 16th May. It was suggested to incorporate the AGM with a visit to one of the mills. It was confirmed that the Annual Report should be produced by RC and Ellie Flather to be ready in early April. It was agreed to generate interest about becoming a Trustee on the Facebook page.

5.5 Website: The previously circulated website statistics report was noted and it was also noted that the website would be updated for the change of year.

5.6 Insurance: It was noted that RP had met with someone from NFU Mutual and was waiting for a response.

6. Properties

6.1 Mills: The previously circulated Site Works Report 2016 and Plan 2017 were noted and endorsed. It was also noted that discussions with SEPA regarding water abstraction licences are still ongoing.

6.2 Slewdrum: It was noted that the negotiations over the mobile phone mast have been confirmed and that the contract is with JHM for completion.

6.3 Commonly Pinewds: The previously circulated Site Works Report 2016 and Plan 2017 were noted and endorsed.

6.4 Old School: The previously circulated report on the roof space was noted and it was agreed that RP will send a letter to D Gray to confirm outcome.

7. Any Other Business

7.1 Ord Housing: It was reported that EC is producing a draft report and will consult Trustees in the near future.

7.2 Archive: It was noted that Alison Bell is delighted to have the Trusts endorsement of her project and also that JW has contacted Sian Loftus and awaits a reply.

8. Any Other Business

8.1 BTCO Rent: It was agreed that the rent should increase to £3k per forest per annum and that this should be reviewed again in 2020.

8.2 Trustees: It was agreed that any correspondence between Trustees should be copied to the Secretary to the Board.

9. Board Meetings

9.1 Meetings/Visits: The previously circulated table of Trustees meetings and visits during 2016 was noted.

9.2 Board Meetings: It was confirmed that the next meetings will be held on Tuesday 21st February and Tuesday 21st March at 7.15pm in the Archive Building.



Signed.....

21st February 2017

Date.....