

# BIRSE COMMUNITY TRUST

## Minutes of Board Meeting

28th November 2017

Trustees Present: Guy Haslam (Chair), Doug Boyle, John Hector, Jonathan Kitching, Allan (Hedge) Shand;

In Attendance: Rick Paul (Secretary to Board)

Apologies: Jane Winton (Administrator)

### 1. Introduction

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

### 2. Minutes of Previous Board Meetings

2.1 The Minutes of Meeting on 31<sup>st</sup> October 2017 were approved and signed.

### 3. Matters Arising

3.1 It was confirmed that the smoke detector and emergency lighting checks for November were completed.

3.2 FCC had given £100 for the bench in the School Wood

3.3 GH had issued a new contract to Davie Hector.

### 4. Properties and Projects

4.1 Slewdrum: It was noted that the MAROC orienteering event went ahead on 15th November.

4.2 Signs: It was noted that the small signs at the Commonty, Corsedardar and the Community Wood need to be replaced. DB to liaise with Robin Callander. A new large sign to be considered at the Commonty and BTCO to discuss signs at the entrances to Balfour and Slewdrum Forests at their next Directors' meeting. The Trustees agreed to erect signage at both Mills and quotes to be obtained for these.

4.3 Primary School Project: It was noted that the Council Fire Risk Assessment was completed on 31st October with only one minor issue to be addressed by BCT, which has since been completed.

4.4 Archive Project: Sian Loftus is now working on items in the main meeting room and expects to be finished by Christmas. A grant bid will follow early in 2018.

### 5. Administration

5.1 2017 Annual Report: The Trustees agreed that GH should write the report and that he should liaise with Ellie Flather to discuss the various options available.

5.2 2018 Action Plan: Trustees were asked to study the 2018 draft plan and bring any comments to the January meeting when the draft 2018 budget will also be available for review.

5.3 BPLG Meeting: Trustees noted the minutes from the meeting on 7th November.

5.4 Filing/Housekeeping: Trustees agreed with a paper-free filing system, but asked RP to buy memory storage to keep a regularly updated copy at an alternative location.

5.5 Board Minutes: Trustees agreed not to overload the Board Minutes with too much detailed information whilst ensuring all the salient points are noted.

5.6 Trust Manager: Trustees agreed to advertise for someone to manage the day to day running of projects, and identify new ones. GH to produce a proposal and job spec to be discussed in January and then advertised locally.

**6. Any Other Business**

- 6.1 Site Visits: The site visits to the Commony on 19th November, and to Balfour, Soutar's Shop and Slewdrum on 26th November were noted.
- 6.2 Remembrance: Trustees noted the success of the Remembrance Day services. Attendance at Corsedardar was 41, and at Birse Kirk, 24.
- 6.3 Ballogie Hub: Trustees agreed to offer BCA any help or advice it required to enable the Hub project to achieve its goals.
- 6.4 Finzean Community Woods: GH to organise a meeting with the householders of the Nether Boghead area of the Community Wood on 10th December at 1pm.

**7. Board Meetings and Visits**

- 7.1 Board Meetings: Meetings were scheduled for Tuesday 23rd January 2018, possibly at Potarch Hotel, time to be arranged - JK to advise, and Tuesday 20th February 2018 in the Archive Room at 7:15 p.m.



Signed.....

18th January 2018  
Date.....