

# BIRSE COMMUNITY TRUST

## Minutes of Board Meeting 29th January 2014

Trustees Present: Jean McLeod (Chair), Doug Boyle, Jonathan Kitching, Anita van der Wal

In Attendance: Robert Dinnie (Patron), Jane Winton (Book-keeper), Robin Callander (Adviser), Rick Paul (Secretary to Board).

### 1. Introduction.

There were no apologies and two items were noted for Item 8.

### 2. Minutes of Previous Board Meetings.

The Minutes of Meeting on 21st November 2013 were approved and signed.

### 3. Matters Arising.

- Fire Safety Check: It was confirmed that RP completed the Finzean Old School fire check for December and January and that the water in both buildings is turned off for the winter.

### 4. Administration.

4.1 Register of Assets: The previously circulated updated Register and component documents (Schedule of Land and Buildings, List of Key Holders, Stocklist) were endorsed.

4.2 Website: It was noted that the website had been checked over and that the names of current Trustees still need updated. It was noted that all 'BCT Updates' are now on the site.

4.3 Contracts: New contracts for RC, JW, RP and Ian Hector were reviewed and signed.

4.4 BTCO: The previously circulated paper on 'BCT and BTCO Roles and Responsibilities' (18.01.14) with a new point 8 and previously agreed by BTCO, was considered and agreed.

4.5 AGM and Annual Report: It was agreed to hold this year's AGM on 21st May 2014 and that it will include a powerpoint presentation and entertainment, possibly Highland dancing. It was confirmed that the Annual Report will be produced by RC and Ellie Flather to be ready in early April. It was confirmed that RP has purchased the new Electoral Register and that JW will help to separate out BCT's membership in Birse parish for checking by RC. It was noted that BCT should be better able to identify the new households each year since the last AGM.

4.6 Strategic Plans 2014-16: It was noted that, while the Schedule of land and Buildings has been updated, the other Plan documents should be completed before the AGM.

### 5. Finances.

5.1 Management Accounts: The previously circulated two financial tables were reviewed and endorsed. It was noted that although income and expenditure had been low, it had been a positive year for BCT. It was agreed that JW will develop some additional end of year financial tables as those for BTCO, to show figures for previous years and a budget line. It was agreed that Account 5 should no longer be part of the Management Accounts now that it holds the Endowment Fund.

5.2 Endowment Fund: It was noted that the Fund is now established with donations from BTCO. It was agreed JW will investigate options for an interest bearing account.

5.3 Commony Accounts: The three previously circulated financial tables for the Commony Accounts in 2013 and budget in 2014 were reviewed and endorsed.

5.4 Annual Accounts: It was noted that JW is due to provide the figures for 2013 to the accountants Bain Henry Reid by 7th February.

### 6. Properties.

6.1 Finzean Mills: It was noted that all the necessary consents to repair the Bucket Mill Kiln roof have now been obtained, while the timber is still due to be cut to repair the lade. It was noted that the Tolcarne application is still pending and will be monitored by RP.

6.2 Balfour Forest: It was noted that the work to re-establish the Foggage road has been completed. The proposal that RC should inquire about the possibility of BCT purchasing two small additional areas of land totalling 3 ha was endorsed.

6.3 Slewdrum: It was noted that the main recent work had involved tidying up after the clearfell. It was noted that FCS have given an initial positive feedback about the possibility of BCT purchasing 5 ha adjoining Slewdrum and that a further response from FCS is awaited.

6.4 Commonty: It was noted that the main current activity has been the maintenance and removal of tree tubes. It was noted that 'Birse Estate' has agreed to extend the North Hill Management Agreement covering the Commonty Pinewoods area for 8 years to the end of 2021, rather than the full 10 years to 2023 previously agreed by BCT and Ballogie Estate.

6.5 Finzean Community Woods & Path: It was noted that further fence removal and tree work had been carried out recently. Trustees also discussed Finzean Estate's previously circulated request for BCT to maintain a path between the new housing development in the plantation across the road from Finzean Hall and the Hall car park. It was agreed that, while BCT is keen to cooperate with the Estate where possible, several aspects of this proposal should be explored further by RC, including the responsibilities of the new house owners for their common areas, the scope for the path to go further than just the houses and the nature of proposed arrangement over the path.

## 7. Other Projects.

7.1 Archive: The print out of contents from the Archive computer tabled by RP was noted. It was agreed that further work is required to understand the contents more fully. It was also agreed that it is essential to register each item accepted into the Archive and that items awaiting potential registration should be kept separately. It was confirmed that BCT's policies are that only items directly connected with Birse Parish will be accepted into the Archive and that only as donations, not loans, will be accepted. It was agreed that, if RP can not locate BCT's existing Archive Acquisitions and Disposals policy documents, new ones should be drafted.

7.2 Old Schools Project: RC reported on the visit by Munro Gauld, the Scottish Land Fund Case officer, on 17<sup>th</sup> January, circulated MG's email of 24.1.14 and also reported on MG's call earlier in the day. While MG's positive assessment of the Project was welcomed, Trustees noted their disappointment that BCT might not be eligible because it has an 'opt out' rather than 'opt in' membership. It was agreed that, while waiting for a response from the SLF on eligibility, RC will discuss with Colin Liddell revising BCT's Articles of Association to provide a formal provision enabling any one to opt out of being a member of BCT. It was confirmed that if BCT was to be making an application to the SLF, one or more Trustees would be willing to meet MG if that would be helpful.

## 8. Any Other Business.

8.1 Insurance: It was noted in approving the renewal of BCT's insurance that the premium had increased by £138 to £3,749.70.

8.2 FCS Survey: RC reported that he had recently completed a survey on behalf of BCT relating to Woodland Social Enterprises.

## 9. Board Meetings and Visits.

9.1 Meetings and Visits 2013: Trustees noted the table of meetings and visits during 2013.

9.2 Future Board Meetings: It was agreed that the next two Board Meetings will be held on Thursday 20<sup>th</sup> February and Thursday 27<sup>th</sup> March, both at 7pm in Birse Hall.

Signed.....

Date.....