BIRSE COMMUNITY TRUST

Minutes of Board Meeting
29th January 2015

Trustees Present: Anita Stutter (Acting Chair), Doug Boyle, Jonathan Kitching, John Hector
Apologies: Jean McLeod, Robin Callander
In Attendance: Robert Dinnie (Patron), Jane Winton (Book-keeper), Rick Paul (Secretary to Board).

1. Introduction.

The Agenda was confirmed, two apologies were noted and three items were noted for AOB.

2. Minutes of Previous Board Meetings.

The Minutes of Meeting on 9th December 2014 were approved and signed.

3. Matters Arising.

- Old School: It was noted the fire safety check has been done for January.

5.3 Feugh Riparian Woodlands: It was noted that BCT sent comments to DDSFB prior to the planned felling

7.1 Ministerial Invite: It was noted that Dr McLeod, Minister for Environment has accepted the invite to visit BCT at a date to be arranged.

4. Finances.

4.1 Management Accounts: The two previously circulated financial tables were reviewed and endorsed. It was noted that income and expenditure had been about equal and that unrestricted funds remains about £40,000 which shows financial stability at present.

4.2 Commonty Accounts: The three previously circulated financial tables for the Commonty Accounts in 2014 and budget in 2015 were reviewed and endorsed. It was noted that £10,000 had been moved from the Commonty Accounts to BCT's general account and that it might be moved back at some future stage.

4.3 BTCo Accounts: Copies of the five financial tables produced for BTCo for 2014 were distributed and explained

4.4 Annual Accounts: It was noted that JW will deliver BCT's draft accounts for 2014 to the accountants Bain Henry Reid in first week in February.

4.5 Endowment Fund: It was noted that BCT is still in the process of setting up the savings bank account.

5. Administration.

5.1 Register of Assets: The previously circulated updated Register and component documents (List of Key Holders, Stocklist) were agreed. It was noted that the Schedule of Land and Buildings will be circulated following the meeting.

5.2 Website: It was noted that a number of reports and papers had been added to the website over recent months and that the site had been checked over and updated for the change of year.

5.3 Contracts: It was recalled that the contracts for RC, JW, RP and Ian Hector are rolling contracts and was agreed that they should be reconsidered so that they include one month's written notice of resignation and also the return of all papers to do with their work for BCT.

5.4 BTCo: The previously circulated paper on 'BCT and BTCo Roles and Responsibilities' was reviewed and agreed.

5.5 AGM and Annual Report: It was agreed to hold this year's AGM on 7th May 2015 pending hall availability and that everyone should come to next meeting with ideas for the format of the AGM. It was confirmed that the Annual Report should be produced by RC and Ellie Flather to be ready in early April.

[Post meeting note: May 7th not suitable as it is General Election day. Alternative date to be decided]

5.6 Memorandum & Articles: It was noted that RC is due to produce a paper for the next Board Meeting, on the proposed membership changes.

5.7 Annual Plan 2015: It was noted that a Draft Plan will be prepared for the next meeting.

5.8 BPLG: It was agreed that DB and JK will attend the BPLG meeting on 3rd February – and the agenda items for the meeting were reviewed.

6. Properties.

6.1 Commonty: The previously circulated record of the Commonty Pinewood Management Group meeting was noted. The previously circulated Site Works report for 2014 and proposals for 2015 were also noted and endorsed.

6.2 Mills: It was noted that tree felling has been carried out as part of maintaining the lades, that the boarding below the Sawmill wheel is due to be repaired by end of February and that wire netting is to be applied to the Sawmill platform to prevent slipping.

6.3 Finzean Community Woods: It was noted that a list of jobs are due to be carried out along the Community Path and in the School and Community Woods, including cutting back the blackthorn bushes behind the Hall.

7. Other Projects.

7.1 Land Aquisitions: It was noted that Slewdrum purchase is agreed and on hold until after AGM, that the South Quithel site is due to be revalued and that there has been no further action on the Finzean Sawmill land meantime.

7.2 Place Names: It was noted that BCT and the CNPA held a meeting at the Old School on 22nd January, to plan for a meeting on place names to be held in Finzean Hall on 11th March.

8. Any Other Business.

8.1 Film: It was noted that the company producing a film in July called “Moon Dogs” is considering using the mills as a backdrop.

8.2 Insurance: It was noted in approving the renewal of BCT's insurance that the premium had decreased slightly by £18 to £3,731.67.

8.3 Charity Status: It was noted that the previously circulated newsletter from the Company Secretary, had explained about changes to gift aid and accounts layout from 1st Jan 2015.

8.4 Carnferg: JK asked for clarification on responsibility for the plaque on the Carnferg monument as it is unreadable. It was noted that the monument is owned by Dunecht Estates.

9. Board Meetings and Visits.

9.1 2014: Trustees noted the table of meetings and visits during 2014. It was agreed that JH should be added to the table.

9.2 Future Board Meetings: It was confirmed that the next meeting will be held on Tuesday 24th February. It was also agreed that the following two Board Meetings will be held on Thursday 19th March and Tuesday 21st April, and that all these meetings will be held at 7.15pm in Birse Hall.

Signed..... Date.....