# BIRSE COMMUNITY TRUST

## Minutes of Board Meeting
## 24th February 2015

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

**1. Introduction.**

The Agenda was confirmed and one apology noted. It was agreed to add one item as 6.3.

**2. Minutes of Previous Board Meetings.**

The Minutes of Meeting on 29th January 2015 were approved and signed.

**3. Matters Arising.**

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

**4. Finances.**

4.1 Annual Accounts 2014: The previously circulated draft for the Trustees Report in the Accounts was approved.

4.2 Endowment Fund: Trustees signed further paperwork for BCT to be able to open the new investment account.

4.3 Budget 2015: The previously circulated Draft Outline Budget was endorsed. It was noted that the size of the BTCo donation in the budget is a major factor in the projected small net income.

**5. Administration.**

5.1 Register of Assets: The previously circulated Schedule of Land and Buildings 2015 was approved. It was noted that, while the Register of Assets records that the contents of the Soutar's Shop, Bucket Mill and other collections are listed in catalogues in the Archive, BCT cannot access these catalogues on the Archive computer. It was agreed that this is a key issue to solve.

5.2 Board Meetings: The previously circulated revised Standing Orders for Board Meetings were approved.

5.3 BTCo: It was agreed that JK will attend the BTCo AGM as a BCT representative on 5th March, if he is available.

5.4 AGM: It was agreed to hold this year's AGM on 12th May and that a time schedule should be produced based on that date. It was agreed because of the constitutional changes to be made, not to include another presentation in the AGM programme. It was confirmed that there should be a cultural performance and agreed that JW will investigate the scope to have some musical entertainment based on local material. It was agreed that a major effort should be made to encourage members to attend. It was confirmed that JH will be standing for election and agreed that Trustees should think of nominations for the other two vacancies to become a trustee. It was confirmed that briefing notes for Trustees will be produced again. It was noted that an audio visual project about the parish and BCT, could be considered for a future project and AGM performance.

5.5 Membership: The previously circulated draft Articles 3-11 by RC were discussed and endorsed, recognising that there will be changes to the Articles following further advice from Colin Liddell. It was noted that members will only have to register once to become voting members, and that only a member's name, address and date of registration will be held by BCT and publicly available on request. It was recognised that BCT will need to actively engage existing and new residents to encourage them to register as voting members. It was agreed that RC should continue discussions with CL about the proposed revised Articles. It was also agreed that, if 'registered members' was not considered a suitable name for that type of member, RC should propose to CL that they are called 'voting members'.

5.6 Annual Plan 2015: The previously circulated Draft Annual Plan was approved. It was agreed that it would be helpful if the items in the Documents List drawn up by RP and JW could be structured in monthly order, to show more clearly the regular pattern of the time when the various documents are considered during each year.

5.7 Contracts: The proposed new wording relating to the notice period and return of documents was approved for all contracts.

5.8 BPLG: It was agreed that DB and JK will attend the re-scheduled BPLG meeting on 10th March.

**6. Properties.**

6.1 Forest of Birse Commonty: It was noted that the annual winter tree tube maintenance has been carried out and that the third year of the four year pine planting programme will be carried out in March. The main items on the Agenda for BCT's annual Commonty Meeting with Birse and Ballogie Estates on 25th February, were discussed.

6.2 Balfour and Slewdrum Forests: It was noted that BTCo is carrying out a significant level of work in the two forests, with the on-going harvesting to clear windblow and do some thinning in Balfour, while in Slewdrum, the new deer fence has been completed and the planting is about to start. It was also noted that BTCo is currently involved in its annual distribution of firewood to local households.

6.3 Other BCT Sites: It was noted that there has been further on-going maintenance and improvement works carried out at the mills and around the Community Woods, including the School Wood and along the Community Path.

**7. Other Projects.**

7.1 Land Acquisitions: It was agreed that BCT should now go-ahead with an application to the Scottish Land Fund for a grant towards the cost of purchasing the 5 ha strip at Slewdrum. It was confirmed that RC will act as BCT's agent for the application and potential land purchase.

7.2 Place Names: It was confirmed that BCT and the CNPA are holding a meeting on traditional Deeside place names in Finzean Hall on 11th March. It was noted that there will be a good number of BCT members amongst the 35-40 attendees, and that the event will hopefully lead to further work on local place names by BCT.

**8. Any Other Business.**

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**9. Board Meetings and Visits.**

9.1 Future Board Meetings: It was confirmed that the next meetings will be on Thursday 19th March and on Tuesday 21st April, with both meetings to be held at 7.15pm in Birse Hall.

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