

BIRSE COMMUNITY TRUST

Minutes of Board Meeting

11th June 2012

Trustees Present: Gary Grant, Jean McLeod, Moira Laing; Paul Tanner;

Apologies: Charles Insch

In Attendance: Robert Dinnie (Patron), Rick Paul (Secretary to Board), Robin Callander (Adviser)

1. Introduction

Trustees noted that Charles Insch had stood down as Chairman and elected Gary Grant as Chairman and Jean McLeod as Vice Chairman. It was agreed to add two topics to Agenda item 7 and noted that there were no items for Any Other Business.

2. Minutes of Previous Board Meeting

The Minutes of the Board meeting on 14th May 2012 were approved and signed.

3. Matters Arising

It was noted that the Old School Fire Safety Check for May was completed.

4. Annual General Meeting

(4.1) Minutes: The previously circulated Draft Minutes of the 2012 AGM were approved as the Draft Minutes to be considered at the 2013 AGM.

(4.2) Doug Gray: It was agreed that GG will write to DG to ask him to set out in writing the 'issue' that he raised at the AGM, so BCT understands the issue and can respond fully.

(4.3) AGM Review: It was agreed that the AGM had been a successful event. It was agreed to try to locate a photo for the Annual Report. The attendance was discussed with the previously circulated update of BCT's annual AGM Attendances Records, as were other aspects of the AGM. It was agreed to bring BCT's full list of named attendees up to date. It was agreed to review the position with BCT's Associate Membership in terms of current numbers and scope to recruit more.

(4.4) AGM 2013: It was agreed that a list will be drawn up for inclusion in BCT's AGM file, of points from this year to be taken into account when planning the 2013 AGM.

5. New Board

(5.1) New Directors: It was confirmed that the two new Trustees have completed New Director Forms, noted their interests for BCT's Register of Interests and supplied Biographical Statements for BCT's records. It was agreed to consider further the co-option of a Trustee from the Birse Area, given its continuing lack of representation on the Board.

(5.2) Existing Directors: The other Trustees present confirmed that there were no changes to be made to their entries in BCT's Register of Interests.

(5.3) Registers of Assets and Membership: It was agreed to update BCT's Register of Assets and also BCT's Register of Membership, as taken from the Electoral Register.

(5.4) Standing Orders: The previously circulated SO for Board Agendas and Minutes was agreed. It was agreed to identify other elements of the Board's operations that might be helpfully set out as a SO to assist new Trustees and future Boards.

(5.5) Policy Papers: BCT's previously circulated Code of Conduct, Equal Opportunities Policy and Health and Safety Policy were each reviewed and approved. It was agreed these should be sent to J & H Mitchell, in line with BCT's policy having Colin Liddell review them every few years to take account of any new legislation and changes in standards.

(5.6) Insurance: The previously circulated statement of BCT's insurance was noted.

(5.7) Birse Trading Company: The position of BCo as a BCT subsidiary was noted.

(5.8) Representation: It was noted that, under the Ballogie Community Association's new constitution, BCT is entitled to appoint a member of the BCA Management Committee. It was noted that BCT's current representative, Dorothy Dinnie (Marywell), is willing to continue in this role and this was confirmed.

6. Finances

(6.1) OSCR Ann. Return: It was noted this had been completed and sent to J & H Mitchell.

(6.2) Bank Accounts: BCT's current banking arrangements and the use of its five accounts were noted. Trustees signed bank forms to remove the two retired Trustees as cheque signatories on BCT's accounts, and to add Paul Tanner as a signatory.

(6.3) Current Finances: Trustees noted the interim Management Accounts to 7th June distributed by RP, pending discussion of the Half Year Accounts to 30th June in July.

7. Properties and Projects

(7.1) Forest Leases: It was agreed that GG should sign the new leases of Balfour and Slewdrum Forests to BCo on behalf of BCT.

(7.2) Community Woods and Path: It was agreed that GG, PT and RC should discuss BCT's management of the Woods and Path and meet with Finzean Community Association as part of improving the current arrangements. It was also agreed that RC will investigate and respond to the Council signs that have appeared along the Path.

(7.3) Parish Archive: It was agreed RC, RP and JMc will arrange a meeting at the Archive with the aims of, firstly, ensuring that BCT is retaining knowledge of the cataloguing, computer and storage systems in the Archive following Eileen Bailey's retirement and secondly, establishing a group of people managing and developing the Archive.

(7.4) Others: It was agreed that updates on BCT's other properties and projects will form part of the Trustees annual programme of visits and the sessions under item 8 below.

8. The Management of BCT

RC led a discussion on the management of BCT, as the start of a process to help Trustees have an adequate understanding of BCT's operations and activities, so that the new Board is acting effectively. It was recognised that there are a number of issues to be considered and agreed that, in addition to Board Meetings and site visits, the Board will meet for a number of sessions of 1-1.5 hours on specific topics including BCT's administration, finances and property management. It was agreed that these sessions should also be seen as part of a mid-term review of BCT's 2011-13 Strategic Plan, and noted that the Plan includes the aim of having a grant funded BCT Development Project in place before the end of the Plan.

9. Board Meetings and Visits

(9.1) Board Meetings: It was agreed that RP will arrange dates for a Board meeting each month until the year end.

(9.2) Site Visits: It was agreed that RP will arrange dates for a Board visit to each of the properties managed by BCT before the year end.

(9.3) Other Sessions: It was agreed that RP will check Trustees availability on Saturdays at 11 am over the next few weekends, for the initial sessions under item 8 above.

Signed.....

Date.....