

BIRSE COMMUNITY TRUST

Minutes of Board Meeting

4th September 2012

Trustees Present: Jean McLeod (Chair), Moira Laing, Paul Tanner, John Forster;

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

1. Introduction

- 1.1 Trustees: JM welcomed JF to his first Board Meeting. It was confirmed that RP had informed J&H Mitchell of Gary Grant's and Charles Insch's resignations and JF's co-option. It was agreed that PT would sound out a potential candidate for co-option in the Birse area and if she is interested in considering this, arrange for RC to follow that up.
- 1.2 Agenda: It was noted that there were no apologies and two items for Any Other Business.

2. Minutes of the Last Board Meeting

- 2.1 The previously circulated Minutes of Meeting on 23rd July were approved and signed.
- 2.2 The previously circulated list of actions following from the 23rd July Meeting was agreed.

3. Matters Arising from Last Board Meeting (*not covered elsewhere on Agenda*)

- 3.1 List from 23rd July: It was noted that actions on list not covered on the Agenda and still to be progressed, will be carried forward to the list to be produced following this meeting.
- 3.2 Finzean Old School: It was noted that fire safety checks for August were carried out. It was agreed that RP will report to the December Board meeting on the arrangements with the water supplies in both buildings to reduce the risk of any freezing during the winter.

4. Administration

- 4.1 AGM 2012: The draft letter from Colin Liddell to D. Gray was noted and it was agreed that PT will discuss it with CL. It was agreed that a revised version of the Draft AGM Minutes will return to the Board following revisions by RC and JF. The revised AGM Attendance Records analysis was noted.
- 4.2 Policy Papers: It was confirmed that PT will consider the advice received from J&H Mitchell and the draft changes made by RP. It was agreed that PT/RP will consult J&H Mitchell about why BCT's Code of Conduct does not use the model provided on the OSCR website, prior to revised drafts coming to the Board for consideration.
- 4.3 Website: It was confirmed that the changes to update the site are ready to be implemented when Simon Robson returns.
- 4.4 Keys List: It was noted that RP has changed the combinations on the Old School internal doors and that an updated Keys List with a note of any issues, will be circulated for discussion at the September or October Board meeting.
- 4.5 BTCo: It was noted that the IACs transfers for Balfour and Slewdrum Forests have been completed and that BTCo's priorities are progressing SRDP grant applications and Forest Stewardship Certification. It was noted that RC will be meeting RTS on 7th September to take forward RTS replacing the Ross Partnership as BCT and BTCo's forestry agent.
- 4.6 Birse Parish Liaison Group: It was agreed to arrange a BPLG meeting for later in the autumn and to update BCT's information on the Committee memberships of the other BPLG members. It was agreed to improve BCT's analysis of the community, based on its membership and other available information, such as the S. Government's multiple deprivation index, It was also agreed to check the date of the next ward boundary review.

5. Finances

- 5.1 Bank Accounts: It was agreed that RP will arrange for JF to become a cheque signatory. It was agreed that a paper will be produced setting out BCT's bank accounts, signatories required and related arrangements, such as those for digital banking.
- 5.2 Future Funding: The need for greater focus on grant applications and other incomes sources was discussed and agreed as a topic for further discussion at Board Meetings.

6. Properties and Other Projects

- 6.1 Slewdrum Forest: It was noted that there were no action points from the Trustees site visit to Slewdrum with BCo Directors on 18th August.
- 6.2 Finzean Mills: It was noted that, since the Trustees visit to the Mills on 26th July, there had been progress on the actions identified, with the sawmill cutting timber and repairs around the Bucket Mill site. It was noted that, with Sian Loftus's help, progress has also been made towards repairing the lade and kiln room roof at the Bucket Mill.
- 6.3 Soutar's Shop: The previously circulated list points from the Trustees site visit on 2nd September was agreed. It was also agreed to investigate the position over re-creosoting the shed and whether a modern equivalent would need to be used.
- 6.4 Community Woods & Path: The Trustees site visit on 31st July was noted and it was confirmed that PT and RC are due to develop a work list for the Woods and Path and to discuss their management with Finzean Community Association.
- 6.5 Birse Kirk & Hall: It was confirmed no major points had arisen at the BCT, ETBK and BACA meeting on 16th August and confirmed that RP will circulate the Draft Minutes.
- 6.6 Finzean Old School: The existing concern over Doug Gray's un-managed and unfinished work at the north end of the former toilet block was noted. It was agreed that RC and RP will see whether they might finish off the work to a satisfactory standard. It was noted that there was no further news at this stage about the Old Schools Idea.
- 6.7 Archive: It was noted that there had been a positive meeting on 22nd August about forming a group to manage and develop BCT's Parish Archive and that a further meeting is planned for 25th September. It was agreed that RC will aim to produce a paper about the management of the Archive for discussion at the BCT Board meeting on the 24th.

7. Strategic Plan 2011-13

- 7.1 Mid Term Review: It was confirmed that the review is to check progress in implementing the Plan rather than revise it, and the review would follow the Trustees induction sessions, as they relate to the sections in the Strategic Plan. It was noted that the Plan is a 'framework document' and that the Property Schedule (see 7.2 below) is the only one of the three 'supporting plans' that should have been produced. It was confirmed that it is intended to produce an Indicative Business Plan and Annual Plan for 2013 as the last year of the Plan.
- 7.2 Property Schedule: The revised Schedule (21.8.12) was endorsed. It was agreed that it should be updated in January 2013 and then at least annually.

8. Any Other Business

- 8.1 Notice Board: It was noted that RP had repaired the broken pane on BCT Notice Board on the Aboyne bridge road, using acrylic rather than glass.
- 8.2 Gavel and Block: It was agreed that an inscribed plaque should be attached to the block to record that it and the gavel were turned by David Duncan from the oak used by BCT to supply timber from the Sawmill for the construction of the Scottish Parliament.

9. Trustees Meetings and Visits

- 9.1 Meetings and Visits: The dates and anticipated attendances were confirmed as per the previously circulated table.
- 9.2 Induction Sessions: The session held earlier in the day on the origins, purpose and role of BCT was noted. It was agreed that RP will try to arrange a date for the session on the 'economics of BCT' in October after the third quarter Management Accounts have been produced and before the Board Meeting. It was confirmed that a session on BCT's administration will be arranged after the October meeting.

Signed.....

Dated.....