

# BIRSE COMMUNITY TRUST

## Minutes of Board Meeting

24<sup>th</sup> September 2012

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

Apologies: John Forster;

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

### 1. Introduction

1.1 Trustees: It was confirmed that PT is following up contact with a potential candidate in the Birse area for co-option as a Trustee.

1.2 Agenda: It was noted that there was one apology and four items for Any Other Business.

### 2. Minutes of the Last Board Meeting

2.1 The previously circulated Minutes of Meeting on 4<sup>th</sup> September were agreed and signed.

2.2 The previously circulated list of actions (v.2) following the 23<sup>rd</sup> July Meeting was agreed.

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

3.1 List from 4<sup>th</sup> Sept.: It was noted that actions on the list not covered on the Agenda will be carried forward. It was confirmed that the version of this list following the October Board meeting, should be divided into actions to be completed by year end and items to form part of the Annual Plan for 2013.

3.2 Finzean Old School: It was noted that fire safety checks for September were carried out.

3.3 Birse Kirk and Hall. It was noted that the Minutes of the BCT/ETBK/BACA meeting were circulated.

### 4. Administration

4.1 AGM 2012: It was noted that the letter from Colin Liddell to Doug Gray was sent on 7<sup>th</sup> September and that no reply had been received to date.

4.2 Policy Papers: It was confirmed that PT had looked over the papers and that RP will circulate the updated policy documents for approval at the next Board meeting.

4.3 Insurance: It was agreed to sign the form transferring BCT's Legal Expenses Insurance from Brit Insurance Ltd, to Brit Lloyds Syndicate 2987.

4.4 Birse Parish Liaison Group: The updated list of 'community representatives' and its comparison with the position in 2001 were noted. It was agreed that RP will aim to organise the next BPLG meeting in early November and that JMc, JF, RC and RP will attend for BCT, if available.

4.5 Communication Strategy: It was agreed to carry forward the planned paper and discussion of this topic until after the Trustees' two remaining induction sessions.

4.6 Forestry Agent: RC reported on his meeting on 7<sup>th</sup> September with RTS and confirmed the ongoing transfer from The Ross Partnership to RTS. An AA1 form authorising RTS to be BCT's Forestry Agent for government grants was signed by JMc as Chair.

### 5. Finances

5.1 Bank Accounts: Forms to remove Charles Insch and Gary Grant as cheque signatories were signed by JMc and PT. The forms to authorise JF as a cheque signatory were held over until the Board meeting on 22<sup>nd</sup> October.

5.2 Future Funding: It was confirmed that it is essential that BCT identifies and applies for grants to assist with funding current activities and new projects. It was noted that newsletters from both DTAS and MAP had been circulated and the following sources identified as particular possibilities for grant funding:-

Bank of Scotland	Big Lottery Fund
Marr Area Committee	Scottish Land Fund (administered by BLF)
Leader (Aberdeenshire)	Heritage Lottery Fund

## 6. Properties and Other Projects

- 6.1 BTCO Forests: It was noted that Trustees visited Balfour Forest on 8<sup>th</sup> September and there were no actions arising from the visit. It was agreed that, following the transfer of the Forest Plans and other arrangements to BTCO, BCT is ready to grant longer term leases to BTCO and confirmed that BCT will consider drafts prepared by BTCO.
- 6.2 Finzean Mills: It was noted that Sian Loftus has been taking forward the repairs to the Bucket Mill lade and kiln roof. It was agreed to cut further rails and stakes at the Sawmill.
- 6.3 Soutar's Shop: It was noted that the repairs to the window blinds had been completed and that repairs to the main window are scheduled for 26<sup>th</sup> September. It was agreed to add monitoring the woodworm and the condition of cladding to the Shop work list.
- 6.4 Community Woods & Path: It was noted that PT and RC have walked the path, that RC will produce a list of actions and that PT and RC are to meet the Finzean Community Association Committee on 1<sup>st</sup> October to improve communication and co-operation with them over the management of the Community Woods and Path.
- 6.5 Finzean Old School: It was noted that the un-finished work at the north end of the former toilet block has been made safe and agreed to consider how best to complete the work. It was noted that Council Education staff are due to meet local Councillors on 5<sup>th</sup> October to discuss the Old Schools Proposal.
- 6.7 Archive: It was noted that the second meeting of the Archive Group is on 25<sup>th</sup> September and the paper by RC on the management and development of the Archive was endorsed.

## 7. Any Other Business

- 7.1 J & H Mitchell Charity Seminar: It was noted that no Trustees would be attending the seminar in Pitlochry in November and agreed that RP will inform Colin Liddell.
- 7.2 Remembrance Sunday. It was agreed that BCT will, as usual, organise the annual Remembrance Services on Corsedardar and at Birse Kirk in November.
- 7.3 Community Payback: The offer from the Criminal Justice Service of a workforce to assist in manual tasks was discussed. It was decided that there was no suitable work required and that RC will reply on behalf of BCT.
- 7.4 Tolcarne: JMc reported that she had been contacted by Andrew Wright about his request to buy BCT land for an extra access to Tolcarne. RC outlined the background to this request and agreed to circulate his emails with Gary Grant as Chair in July. It was agreed that RC will liaise with JMc over a response to AW as Chair, apologising for no response due to GG's resignation and confirming that BCT is not willing to sell the land. It was agreed to consider offering AW the chance to put his case direct to Trustees.

## 8. Trustees Meetings and Visits

- 8.1 Meetings. The dates and anticipated attendances were confirmed as per the previously circulated table.
- 8.2 Induction Sessions: The date for the session on the 'economics of BCT' was confirmed as 8<sup>th</sup> October and it was agreed that RP will try to arrange a date in early November for the final session on BCT's administration.

Signed.....

Dated.....