

BIRSE COMMUNITY TRUST

Minutes of Board Meeting

7th November 2012

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

Apologies: David Younie;

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

1. Introduction

- 1.1 Trustees: It was noted that Moira Laing had resigned on 14th October and that DY had been co-opted on 24th October. The paper of 22nd October by RC on the changes in the composition of the Board was noted. It was confirmed that the aim is to amend BCT's Memorandum and Articles at the AGM, to increase the elected Trustees from 'up to five' to 'up to seven'. It was agreed to consider a clearer 'job description' when reviewing and revising 'About Becoming a Trustee'. It was agreed that an 'exit discussion' with Trustees when they leave, might help BCT learn improvements that could be made.
- 1.2 Agenda: The Agenda was confirmed and three additional items notes for AOB. DY's apologies were noted and RC reported he had been through the Agenda with DY.

2. Minutes of the Last Board Meeting

- 2.1 The Minutes of the Meeting on 24th September were approved and signed.
- 2.2 The list of actions following from the 24th September Meeting was agreed.

3. Matters Arising from Last Board Meeting

- List from 24th Sept.: It was noted that the list following this meeting will be split into tasks to be done by the year end and those to be carried forward for the 2013 Annual Plan.
 - Finzean Old School: It was confirmed that fire safety checks for October were carried out.
- 4.6 Forestry Agent: It was noted that the Scottish Government had acknowledged the AA1 form appointing RTS as BCT's agent for SRDP forestry grants.
 - 5.1 Bank Accounts: It was noted that forms had been signed by JF on 8th October and agreed that, meantime at least, it is un-necessary for DY to become a cheque signatory.
 - 7.3 Community Payback: It was noted that the Criminal Justice Service team had been used for two short sessions to help clear piri piri burr in Slewdrum.
 - 7.4 Tolcarne: It was noted that JM had written to Andrew Wright stating that BCT was not interested in selling him land across the road from the Sawmill and that AW had thanked BCT for considering the issue.

4. Administration

- 4.1 AGM 2012: Following discussion of the reply received from Doug Gray, it was agreed that PT and JF will arrange to meet DG to see whether that might help resolve matters.
- 4.2 Annual Report: It was confirmed that BCT plans to improve the relationship between the formal and informal Trustees' reports in the Annual Report.
- 4.3 Policy Papers: It was confirmed that the previously circulated revised drafts were agreed.
- 4.4 Register of Key Holders: The updated Register previously circulated was endorsed.
- 4.5 Register of Assets: The updated Register previously circulated was endorsed.
- 4.6 Birse Parish Liaison Group: It was noted that BCT will be represented by JM, JF, RC and RP (if available) at the meeting on 13th November hosted by BCT in the Old School.
- 4.7 Remembrance Sunday: It was noted that BCT had circulated the flier about the local services and made the arrangements for the events at Corsedardar and Birse Kirk.
- 4.8 Finzean School: It was noted that BCT is waiting to hear back after contact with the Parents Forum about a BCT/Forum/School meeting.

5. Finances

- 5.1 Annual Accounts: It was agreed to take forward the points in RC's paper of 15th October to clarify and to improve in the Accounts for 2012, adding that the table in Note 6 should be divided between restricted and unrestricted funds as proposed for Note 2 in the paper.

- 5.2 Economics Session: It was noted that Trustees had held this induction session on 8th October, including the circulation of BCT's Indicative Business Plan 2008-10.
- 5.3 Management Accounts: It was noted that the management accounts to 30th September had been considered at the 8th October meeting. It was agreed to change 'uncommitted' to 'restricted' to match the Annual Accounts.
- 5.4 Future Funding: It was confirmed that it is important for BCT to be submitting grant funding applications to help cover the costs of some existing activities where possible and to develop new opportunities. It was agreed to start to identify specific projects for which funding might be sought and to try to identify individuals in the community who might be willing to help with applications. It was agreed to keep this topic on future agendas.

6. Properties and Other Projects

- 6.1 Finzean Mills: It was noted that some further cutting of rails and tree stakes is due at the Sawmill and that RP will discuss the repairs at the Bucket Mill with Sian Loftus and Davie Hector, in case DH is too busy to carry out the work this year.
- 6.2 Soutar's Shop: It was noted that repairs had been carried out and that RP is investigating donations that might have been received as a result of Ann Fletcher's guided visits. It was confirmed that RP will be keeping a record of these visits with AF in future.
- 6.3 Community Woods & Path: It was noted that PT and RC had met with FCA on 1st October, walked the Path, produced an Annual Plan of the various works required and will be leading a BCT / FCA walk around the Community Woods on 10th November.
- 6.4 Finzean Old School: It was noted that RP and RC will look at how best to finish off Doug Gray's work at the north end of the Archive store. RC reported that the three local Councillors had met Edwin Duncan of Education on 5th November for an update on consideration of the Old Schools Proposal and that Councillor Webster had then emailed him outlining the current position. It was agreed that, after discussion of the topic at the Parish Liaison Group meeting on 13th November, RC will follow up the position with the Councillors and ED. It was noted that it is a year since the Proposal was first discussed with the Council, after BCT's consultations confirmed local support for the Proposal.
- 6.5 Archive: It was noted that progress with the Archive Group was more limited than expected by this stage, due to the withdrawal of the two individuals (one temporarily) who had been willing to help with the cataloguing and associated computer work.

7. Any Other Business

- 7.1 DWP Invite: It was noted that BTCo had been represented at the DWP seminar on forest pests and diseases on 24th October.
- 7.2 Land Ownership: RC reported that BCT had responded in October to a DTAS study of community asset ownership and also outlined the background to the Scottish Government's new Land Reform Review Group.
- 7.3 Marr Area Forum: It was agreed that JM and RC will represent BCT at the Forum in Finzean Hall on 21st November and that RP will confirm this to the organisers.
- 7.4 Board Papers: It was agreed that RP and RC will improve the arrangements so that it is easier for Trustees to have the papers 'to hand' for Board agenda items.
- 7.5 Glen Dye AA Box: JM reported that the condition of the AA Box had been raised with BCT. It was confirmed that BCT has no involvement with or interest in the AA Box.

8. Trustees Meetings and Visits

It was confirmed that the next Board meetings will be on Tuesday 27th November and Thursday 20th December, with the aim of a limited amount of business on the 20th.

Signed.....

Date.....