

BIRSE COMMUNITY TRUST

Final v.2

Minutes of Board Meeting

23rd February 2010

Trustees Present: Donald Silcock (Chair), Brian Page (Vice Chair), Jean McLeod, Dorothy Dinnie, Andrew Walker, Robert Dinnie (Patron), Rick Paul (Secretary to Board)

In Attendance Christine Wright (Accountant)

1. Introduction

The Chairman welcomed those attending, noted six additional items for Any Other Business, and confirmed that he had attended a DWP reception at Finzean House on 26th January 2010 with Robin Callander.

2. Minutes of Last Board Meeting

The Minutes of the Meeting on 19th January 2010 were approved and signed.

3. Outstanding Matters Arising: (not dealt with elsewhere on the agenda)

There were no outstanding matters arising

4. Administration

(i) Annual Accounts. CW confirmed that the books, records and accounts had been passed to A²B, and went through the draft accounts with the Trustees which the Trustees then formally approved. CW confirmed that she will attend the next Board Meeting at which a quorum of Trustees is required to approve the final accounts. The Trustees thanked CW for her attendance at which point she left the meeting.

(ii) Management Accounts. RP's management accounts were discussed. RP confirmed that £5000 had been transferred from a/c2 to a/c 1.

The Trustees discussed RC's North Hill accounts and requested that similar accounts be produced by the other Project Managers for all other sites.

The Trustees noted that grant applications were low and urged all Project Managers to investigate sources of funding. AW to speak to RC re suitability of National Endowment for Science, Technology and the Arts (NESTA)

(iii) AGM. RC's Procedures for Election of Trustees, with amendments proposed by AW and BP, were discussed and approved. RP to modify, remove 'Draft', re-date and issue. RP to create an amended set of forms to reflect the new procedures, with particular attention to Paper Ballot (include candidate's location) and Results Form.

It was noted that DS and BP will resign from the Board of Trustees at the May 19th 2010 AGM. DD, JM, and AW are willing to continue as Trustees.

It was also noted that BP intends to relinquish the Chairmanship of BTCo.

The Trustees agreed to discuss canvassing for new Trustees at the next meeting, but until then no approaches are to be made

The Trustees would dearly like Eileen to produce a talk for the AGM. They felt that it would be interesting to attendees and help promote the Archive. RP to speak to EB.

(iv) Flood Damage to BCT Office and Insurance. RP reported that remedial work in the Old School was progressing well. The Trustees expressed their thanks to WB and his team for their sterling efforts.

The Trustees approved the draft insurance proposals for this year with Malicious Damage and Theft cover added to the all properties, and in addition Burst Pipes cover added to Old School, Soup Kitchen and Birse Hall. RP to confirm with Lycetts.

5. Management

(i) Roles and Responsibilities The Trustees reviewed and accepted RC's role as Land Agent and Strategic Overviewer to assist the Trustees in defining BCT's future structure.

(ii) Contracts The Trustees reviewed individual contracts. It was decided that in future contracts should run for one year commencing March 1st. This will remove contract renewals from the end of year accounts and Christmas periods. Trustees have taken the opportunity to review the Trustees' Code of Conduct, and have also produced an abridged version for general adherence. This will be appended to the new contracts. BP to pass to RP who will issue new contracts and arrange for new Codes of Conduct to be added to the BCT website.

(iii) Projects and Properties

Bucket Mill The Trustees discussed WB's report on the Bucket Mill situation. WB to arrange for electrical safety checks to be carried out per his recommendations. It was noted that Stan Moyes had stated that "the issue of keys and management of the mill in general will have to be part of a written agreement between myself and the trustees". RP to seek WB's opinion and then ask RC if he would be willing to take this further.

BLF No significant movement. RC is still pursuing claim for costs relating to second application.

F4P RC succeeded in applying for grant before January deadline. FCS came back with numerous questions which RC again answered within the timeframe.

Graveyard Extension RC is in discussion with Dunecht Estates and Aberdeenshire Council. No significant movement.

Turning Mill RC is in discussions with David and Roddy Duncan. The Trustees agreed that RC will share notes with WB and AW.

Update 21 RC is producing Update 21 for issue in March.

Wood Chip Heating RC, Irvine Ross and RP due to meet Aberdeenshire Council 12th March

6. AOB

(i) Minutes WB/Trustees meeting 1st Feb. AW's modifications to the minutes were approved. RP to re-issue.

(ii) Archive. The Trustees approved the opening of the archive to the public in the Main Meeting Room when repairs are complete. This should be publicised at AGM, and will involve EB and/or Maree Anderson for 3 hours per week during the summer to gauge public interest. It is hoped that this will generate awareness and result in contributions/donations.

(iii) Graveyard Extension The Trustees clarified that the allocation of donations to BCT were at the discretion of the Trustees irrespective of whether the donor had ties to any particular part of the parish. However, the Trustees were concerned that with the loss of the BLF grant and the water damage in the Old School, it may be prudent to reconsider this project. They asked that RC update them on the situation.

(iv) Birkhall Garden Tour RP has the latest information on who is interested and will proceed accordingly.

(v) Knockando Wool Mill RP to liaise with WB to arrange the exchange visit

(vi) Building Up Boards To note RP attended a "Building Up Boards" meeting in Inverurie on 11th February, hosted by Edinburgh Voluntary Organisations' Council.

(vii) Online Banking The Trustees approved a request to investigate the suitability of online banking for BCT.

(viii) Notice Board The Notice Board on Aboyne Bridge requires maintenance. RP to investigate when weather improves.

7. Meetings

It was confirmed that the next Board Meeting will be on Monday March 22nd 2010, and

that the following meeting will be on Tuesday April 20th 2010.

Signed.....

Date.....

Birse Community Trust. The Old School. Finzean. Banchory AB31 6NY
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