

BIRSE COMMUNITY TRUST

Minutes of Board Meeting

22nd March 2010

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

Apologies Robert Dinnie (Patron)

In Attendance Christine Wright (Accountant), Jack Holt

1. Introduction

The Chairman welcomed those attending, noted one apology and one additional item for Any Other Business.

2. Minutes of Last Board Meeting

The Minutes of the Meeting on 23rd February 2010 were approved and signed.

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

From 4 (ii) AW stated that the National Endowment for Science, Technology and the Arts (NESTA) grant body would not be suitable for BCT purposes.

4. Administration

(i) Annual Accounts. Christine Wright presented A²+B's Independent Examiners Review of Accounts. The Trustees formally adopted the accounts subject to the changes recommended in the review. The final accounts will be ready for the Chairman's signature by the end of March. CW to query the additional items on A²+B's fee note. CW noted that A²+B are operating a chargeable Sage Support Line which she thought would not be necessary for BCT's accounting. The Trustees thanked CW for her attendance at which point she left the meeting.

(ii) Management Accounts. RP's management accounts were discussed. The Trustees approved the transfer of £10,000 from a/c 5 to a/c 1.

RP reported that Wendy Hector had received information on Internet Banking and was investigating its practicality for BCT.

The Trustees reviewed the Finzean Mills cashflow provided by Bill Bailey and noted that the Mills were providing valuable funds to BCT. They also reviewed the Archive cashflow provided by Eileen Bailey and noted that the expenditure was minimal. The Trustees asked for clarification as to timescale for producing the booklets for which the £4184 has been allocated.

The Trustees thanked WB and EB for their input.

(iii) AGM. RP presented the AGM forms, amended in line with RC's Procedures approved at February's meeting. It was noted that EB had agreed to produce an Archive Talk for the AGM for which the Trustees were most grateful.

(iv) AGM Printing/Mailing. The Trustees decided that the Annual Report should show a picture of the Souter's Shop and favoured a brick red colour for the cover, but left the final decision to Ellie Flather. The Chairman's report and summarized accounts should be with EF by 12th April 2010 to allow two weeks for printing and mailing by 26th April 2010.

(v) Flood Damage to BCT Office. The Trustees reviewed WB's Flood Repairs cashflow and were grateful to Bill and the rest of the team for all their hard work and efforts in keeping costs to a minimum. The Trustees approved a sum of £500 to replace the floor covering.

The Trustees requested a breakdown of Davie Hector's quote for window refurbishment and noted that Gavin Dinnie has been asked to quote for essential slating/gutter repairs.

5. Management

(i) Trustee Vacancies. The Trustees discussed the matter of new Trustees and decided that

arrangements for the election would be finalized at the April 20th meeting. It was noted that there was no bar on former Trustees standing for re-election.

(ii) Projects and Properties

Archive. The Trustees reviewed and approved EB's Archive Development Project report and urged EB to apply for grants as soon as possible.

The Trustees also approved EB's proposal for the Cultural Heritage Archive, but requested that EB also investigate the possibility of grant aid for this. They recommended that a bucket be provided for donations. It was suggested that the opening times be advertised in the local paper, the Community bulletins, the Portrait of our Time website, the Farm Shop, and also at the AGM.

Bucket Mill. Electrical testing was carried out by a local contractor and his report is awaited. WB was asked to report on the situation regarding the key. The Trustees recommended that an informal meeting should take place with Stan Moyes, possibly followed by a meeting between Stan and the Trustees.

Graveyard Extension. The Trustees discussed BCT's involvement but concluded that purchasing Birse Graveyard seemed no longer to be a possibility. RP to consult RC.

Update 21 RC is producing Update 21 for issue with AGM documentation.

Wood Chip Heating. RP reported that he met with Irvine Ross to investigate this project. The benefits to BCT are positive, but rely on suitable funding being sourced.

Old School and Soup Kitchen. The Trustees recommended that a separate Fire Risk Assessment be carried out for both buildings. RP to speak to WB.

(iii) Office Manager's Contract. RP's contract was renewed until 28th February 2011 to bring the end date in line with all other contracts. The new contracts for WB, EB and WH have been issued and signed. It was noted that BP's General Code of Conduct has been added to BCT's website.

6. AOB

(i) Health and Safety. The Trustees discussed and approved BP's previously circulated H & S Update. BP to ask WB to issue revised H & S Manual when the office is back to normal working.

(ii) Office Manager. RP stated that he was on holiday 1st to 12th April and EB is deputising in his absence.

7. Meetings

It was confirmed that the next Board Meeting will be on Tuesday April 20th 2010.

Signed.....

Date.....

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