

BIRSE COMMUNITY TRUST

Minutes of Board Meeting

1st November 2010

Trustees Present: Andrew Walker (Chair) Charles Insch
Dorothy Dinnie (Vice Chair) Gary Grant
Jean McLeod

In attendance: Robert Dinnie (Patron) Rick Paul (Secretary to Board)
Jack Holt

Apologies: None

1. Introduction

AW welcomed everyone, noted 3 items for AOB and thanked all for attending.

2. Minutes of Last Board Meeting

The Minutes of the Meeting on 27th September 2010 were approved and signed.

3. Matters Arising from the Minutes (*not dealt with elsewhere on Agenda*)

None

4. Administration

4.1 Finances

Discussed: Quarter 3 Management Accounts dated 27th October 2010 (tabled).

Agreed: Irvine Ross to be pressed to progress outstanding grant funding from FCS.

Action: *RP*

Agreed: The transfer of £1500 from a/c 4 to a/c 3 to cover two existing invoices and further work on the Community track.

Action: *RP*

Agreed: Internet banking to be initiated with RP as principal user.

Action: *RP*

Agreed: The appointment of Linda Scott as the Trust's local accountant.

Action: *RP*

4.2 Schedule of Land and Buildings

Agreed: The Draft Schedule of Land and Buildings (previously circulated) and that site maps should be added.

Action: *RC, RP*

4.3 Update 22

Discussed: The Trustees discussed Update 22 and a number of suggestions were made for topics.

Agreed: RP to send the list of topics to Board members.
Trustees to forward any further suggestions to RP.

Action: *RP/All*

4.4 Forms 288a

Agreed: All forms 288a are complete and are to be sent to Companies House.

Action: *RP*

4.5 BTCo Directors

Noted: The Trustees were informed that BTCo will continue with two directors, Christine Wright and Paul Chapman.

4.6 Trustees' Visits

Noted: The Trustees thanked David Duncan and RC for the final 2010 site visit to the Sawmill and School/Community Woods.

Action: *RP*

5. Property and Project Management

5.1 Sawmill/Turning Mill

Noted: No further update.

Action: *RC*

5.2 Bucket Mill

Noted: Artefacts have now been moved to the Old School. Graham Dinnie, Waterside, is willing to make a key. Electrical upgrading agreed with Stan Moyes.

Action: *RP*

5.3 Forest Management Plans

Noted: A meeting has been organised for local members on 16th November in Finzean Hall to discuss BCT's draft Forest Management Plans. A flier is to be sent to all households.

Action: *RP*

5.4 Birse Hall

Agreed The Fire Risk plan (*previously circulated*) was approved. The Trustees noted that the Hall passed electrical tests with the exception of the fridge, which failed the PAT test.

Action: *RP*

5.5 Old School and Soup Kitchen

Discussed: The Fire Risk plan (*previously circulated*). GG to review the Fire Risk Assessment and prioritise remedial actions.

Action: *GG*

Discussed: The Trustees were informed that the water pressure in the Soup Kitchen is almost zero. It was suggested that a back flush through the system may clear a blockage, if indeed that is the problem. A plumber is to be engaged to investigate prior to digging to locate problem.

Action: *RP*

Discussed: Eileen Bailey's request for two dehumidifiers for the Soup Kitchen and Archive Store.

Agreed: RP to discuss with EB the feasibility of continuing to use the existing Archive Store or whether a better solution would be to transfer the delicate Archive items to the main school building.

Action: **RP**

5.6 Birse Graveyard Extension

Noted: RC informed Birse Estate and the Council on 1st October that BCT would not be going ahead with the purchase. Fox and rabbits are still a problem in the original extension.

Action: **RP**

5.8 Other Topics

Agreed **The Deeside Way.** The planning application and plans (*previously circulated*) were discussed and approved.

Discussed **New Website.** The likely cost is in the region of £2.5/3k. Trustees decided to put this on hold until a source of funding can be found. The Trustees approved paying Simon Robson for work done so far, and asked that he produce an overview of what could be achieved if the funding is found. The question of who will maintain the site needs to be addressed.

Action **RP**

Discussed **Pathway from School to School Wood.** This proposal is being taken forward by BCT's Natural Heritage Group. Initial discussions and site visit with Finzean Estate were positive. Future track maintenance was noted, but not thought to be a major problem, and any drainage issues should be addressed. RP to meet with the Head Teacher on Thursday 4th November. Grant deadline for Lottery Community Wildlife applications is November 24th.

Action **RP**

Discussed The Trustees queried the necessity to obtain planning permission. GG to check.

Action **GG**

6. A.O.B

6.1 Budget Briefing

Noted: Aberdeenshire Council is holding a Budget Briefing on 29th November at 7 p.m. in Alford. RP to attend.

Action: **RP**

6.2 Funding

Discussed: Funding applications should concentrate on BCT's organisational infrastructure and key project work:-

1. Old School – make fit for purpose in terms of comfort and energy efficiency.
2. Replace Website
3. Develop Archive
4. Mills – maintenance and restoration.

Noted: Some possible sources of funding.

Agreed: RP to distribute to all Trustees relevant newsletters received in the office to increase awareness of potential funding sources.

Action **RP**

6.3 Archive

Noted

The Trustees thanked Jack Holt for donating a Finzean Church Year Book from 1966 to the Archive

7.

Meetings

The next meeting will be on 6th December 2010, followed by 21st February 2011 – both at 7 p.m. Old School

Signed.....

Date.....

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