

# BIRSE COMMUNITY TRUST

## Minutes of Board Meeting 18th January 2018

Trustees Present: Guy Haslam (Chair), Doug Boyle, John Hector, Jonathan Kitching

In Attendance: Rick Paul (Secretary to Board)

Apologies: Jane Winton (Administrator), Hedge Shand

### 1. Introduction

- 1.1 The Trustees observed a moment's silence as a gesture of respect for Sir Angus Farquharson who was instrumental in the launch of BCT and the Trust's first Patron.
- 1.2 The Agenda was confirmed and the apologies noted. There were two items for AOB.

### 2. Minutes of Previous Board Meetings

- 2.1 The Minutes of Meeting on 28<sup>th</sup> November 2017 were approved and signed.

### 3. Matters Arising

- 3.1 It was confirmed that the smoke detector and emergency lighting checks for January were completed.

### 4. Finances

- 4.1 Management Accounts: the 2017 year-end accounts were reviewed and approved.
- 4.2 Commonity Accounts: to be reviewed in February.
- 4.3 Annual Accounts 2017: JW to advise progress in February.
- 4.4 Annual Plan and Outline Budget 2018: the Annual Plan was reviewed and approved. RP to post on website. The Outline Budget was also reviewed and approved.

### 5. Administration

- 5.1 Manager: JW to post the advertisement for the position on Facebook. GH to e-mail the CC's, the CA's and the Estates.
- 5.2 Register of Assets: Trustees approved the updated Register of Assets, Inventory, and Key List.
- 5.3 Membership: the membership remains unchanged at 437.
- 5.4 AGM and Annual Report: the provisional date for the AGM is Sunday 20th May, possibly followed by a celebration to mark 20 years of BCT's existence inviting past Trustees and team members. Trustees agreed on an A5 glossy format for the Annual Report.
- 5.5 Commonity Management: DB reported that there is only very limited planting and maintenance scheduled for the Commonity in 2018. He recommended that Trustees monitor the Commonity on a rota basis, with an initial group session in the summer to identify salient features. This will eventually become part of the new manager's job. JW to send out a rota.

## 6. Properties

- 6.1 Signage: DB showed an example of the new sign material for the Forest of Birse, Community Wood and Corsedardar which was approved. However, the original artwork is missing. Robin Callander is trying to obtain a copy.
- 6.2 Finzean Community Woods: DB reported that the thinning work had been completed to the satisfaction of affected householders. The trees by the roadside would benefit from some trimming, and DB will attend to this.

## 7. Other Projects

- 7.1 Archive: A report is expected from Sian Loftus which will be discussed in February.
- 7.2 Finzean to Potarch Path: GH to e-mail the Estates to see whether they want a meeting at which the new path could be discussed.

## 8. Any Other Business

- 8.1 Insurance: RP received approval to renew BCT's insurance policies on the same basis as last year.
- 8.2 Birse Kirk Roof and Belfry: JK asked for a progress reports on repairs to the Kirk. GH to e-mail Andrew Nicol.

## 9. Trustee Meetings and Visits

- 9.1 Meetings/Visits: Trustees noted the 2017 table, with one amendment to be incorporated.
- 9.2 Board Meetings: Meetings were scheduled for Tuesday 20th February, Tuesday 20th March and Tuesday 17th April 2018 in the Archive Room at 7:15 p.m.

Signed.....

Date.....