BIRSE COMMUNITY TRUST

Minutes of Board Meeting

13th February 2024

Trustees Present: Alison Bell, Simon Lindsey, Toby Rider, Nancy Davidson, Robert Dinnie.

Apologies: Liz Bracegirdle.

In Attendance: Toni Watt (Manager), Jackie Robertson (Book keeper), Rick Paul (Secretary to the Board).

1. Introduction

1.1 AB welcomed the Trustees and team to the meeting and noted one apology. She reminded the Trustees that this was to be her last meeting as Chair and thanked Trustees and team for all their support. In response TR praised her impartial approach, and legacy of vastly improved relationships with the Estates and local community.

2. Minutes of Previous Board Meetings

2.1 The minutes of meetings of 11th December 2023 and 15th January 2024 were agreed and signed.

3. Matters Arising

3.1 Fire Safety: The smoke detector and emergency lighting checks were completed for December 2023 and January 2024.

4. Administration

4.1 DTAS Training: Trustees agreed to allocate Project Leaders to head up various projects - ND for the Soutar's Shop, SL for the Commonty, AB for the Mills, and TR to be Treasurer. RP was tasked with starting the process of compiling an email register of all members. TR suggested the use of One Note to store papers rather than multiple emails.
4.2 Insurances: A/w renewal paperwork from Lycetts.
4.3 Expiry of Leases: RP to investigate various options.

5. Financials

5.1 Management Accounts: Trustees reviewed and approved the accounts for 2023 but noted that the financial model of the forests subsidizing all other BCT's activities was simply not working anymore.
Trustees therefore agreed to hold two meetings, the first on Friday March 15th at 17:30, and the second on Tuesday March 19th at 17:30 to review BCT policy. TR to Chair and circulate a format in advance.
5.2 Annual Accounts: These will go to the accountants on Friday 16th February.
5.3 Commonty Accounts: Trustees reviewed the budget. JR to incorporate suggested changes.
5.4 Outline Budget: To be discussed at a future meeting.

6. Projects

6.1 Commonty Mast: Trial pits have been dug. Grampian Community Law cannot help. RP to decline J & H Mitchell's offer to investigate the Telecommunications Code in relation to BCT signing the Code Rights.
6.2 Soutar's Shop: The Chimney has been capped. Will Napier will project manage. There is a team Zoom progress meeting next week. Further discussions are required with the Nicols about the lease of the land.

6.3 Birse Kirk: The woodworm in the pulpit is static and will be monitored. There is damp in the gable wall, either through faulty slates or porous stones. RD to follow up.
6.4 Foul Water: RD has met with Euan Christie and concluded that the water is fresh, not foul. Euan is liaising with the Estate.
6.5 Slewdrum: A/w site visit from Openreach.
6.6 NHMA: J & H Mitchell have suggested various changes to the draft agreement. Trustees to pass comments to AB/TW this week.
6.7 Bothy Project: Two trial residencies are planned for this summer, costs to be covered by grants. There is no commitment either way.
6.8 Old School and Other Workshops 2024: The following workshops are coming up – a River Walk, a Leatherwork course, a Cordage workshop, Art Classes, a Writing workshop, and a Lime Mortar course.

7. Approvals

7.1 Annual Work Plan: Trustees approved the previously circulated draft plan.
7.2 Schedule of Land and Buildings: Trustees approved the updated plan to include 2023.
7.3 Register of Assets, Inventory, Key List and H & S Manual: Trustees approved the previously circulated papers.
7.4 Generic Risk Assessment for Hand Tools: Trustees approved the assessment. RP to revise the date.

8. Manager's Report

8.1 Sawmill Platform and Lade: Trustees were informed that repairs are required and that SPAB could be a possible source of income to cover the cost.
8.2 Open Weekend: The SPAB open weekend is 11/12 May. Offers to help gratefully accepted
8.3 Doors Open 2024: Trustees were asked to consider whether we should participate on Sept 21/22.
8.4 Aboyne Games: RD to firm up space for a stall on the games field and an article in the programme, required by April 1st.

9. Trustees and Meetings

9.1 Trustees: Trustees were asked to consider possible new Trustees.
9.2 AGM Meeting: To be decided when the date for the accounts is confirmed.
9.3 Board Meetings: As detailed in item 5.1.

10. A.O.B.

10.1 Chair: Trustees agreed to rotating the Chair one meeting at a time, with the period of each Chair being from the end of the last Trustee meeting to the end of the next Trustee meeting. TR to chair the March meeting.

Signed..... Date…….....