



Preston and Abbey Community Trust
APPROVED Minutes of the Ordinary Meeting held via Zoom
22nd March 2023 at 7.00pm

Ref	Present: H Shaw (Chair), L Macfie (Treasurer), R Swan, J Calder, D Berry, V Dobie (co-opted). Guests: K Chisholm (Minutes)	Action
1.	<p>Welcome & Apologies:</p> <ul style="list-style-type: none"> • HS opened the meeting and KC was introduced as the temporary minute taker for this meeting. • No Apologies were noted. 	
2.	<p>Conflict of Interest register:</p> <ul style="list-style-type: none"> • No changes noted. 	
3.	<p>Matters Arising</p> <p>Approval of Minutes:</p> <ul style="list-style-type: none"> • 28 September 2022: approved with no changes. • 21 November 2022: approved with no changes. • It was agreed that the September 2022 minute template should be used going forward. • It was agreed that going forward a standard actions document be developed and used online so that all members can access. Drop box was suggested as a way to share this. No agreement on who would take this action forward. 	
4.	<p>Finance and Accounts update</p> <ul style="list-style-type: none"> • LM provided members with a copy of the PACT Financial Summary and outlined the changes she has made to the reporting structure. She provided an overview of PACT's current financial position and what funds were available. • LM agreed to write to Aikengall regarding the current year's funding (£25k expected) as this impacts grants funding availability. • There was discussion over the boundaries for the LEDS (local energy discount scheme) as part of Penmanshiel funding. Cary Green (of the Penmanshiel windfarm owner RES) advised LM that all eligible residents, who live within the 4.7km boundary, have been notified. VD advised that the initial boundary was smaller, but was 	LM

	<p>increased following an initial phase. Carey Green provided LM with an email address for residents to use if they think they have been missed. LM agreed to circulate these details when she circulates the report she is producing for Penmanshiel.</p>	LM
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5.	<p>Board Roles</p> <ul style="list-style-type: none"> • HS and LM had previously sent out details on gaps within the Board and asking if anyone was interested in taking over some of roles they identified. Key role gaps are: dealing with incoming grant proposals and taking over some aspects of the treasury role from LM. • It was agreed that some of these gaps would be filled by the appointment of a new Administrative Officer. • There was discussion surrounding the merits of waiting until after the AGM to fill in these gaps as new members might be interested in filling these roles or current members might stand down making volunteering at this point in time problematic. However, there was concern over the length of time it would take new members to get to know how PACT works and fully take over any these roles and there was some urgency from the current Chair and Treasurer to have these gaps filled sooner rather than later from current members. • In summary there were no volunteers at the moment to fill the gaps identified and this is causing a problem especially for LM (see Ref 9, Duns Football Club). The lack of volunteers to help is impacting on PACT's ability to provide an accountable and professional service. 	
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6.	<p>New Admin Assistant job role and recruitment</p> <ul style="list-style-type: none"> • HS provided members with the outline job specification prior to today's meeting. She asked for feedback in order to proceed with advertising. The members discussed the mistakes that were made with the previous job specification which led to an unsuccessful appointment due to the job specification being more closely aligned with a community development office role rather than an administrative officer role which is what PACT requires at this point. There is scope for the role to develop but the administrative role needs to be developed initially. • It was agreed that advertising of the role would be similar to the last recruitment process using Facebook, APBCC mailchimp mailing list and encouraging shares by local community groups - which proved to be very successful previously. • It was previously agreed that the time required for the role would be up to on average 10 hours a week, but as weekly requirements will fluctuate, the calculated budget is £1000 a month, with a rate of £15/hr). LM confirmed that this is ringfenced within the current budget. Initially the role will likely need the full 10 hours a week until HS and LM have completed the handover. • It was agreed that the Board members would all be part of the decision making and hiring process. Members will be given the opportunity to examine CVs, and outline questions to be asked at interview and take part in the interview process if they so desired. All stages of the recruitment process would be minuted to ensure agreement on the person who is to be employed. • It was agreed that HS would advertise the post this week with a closing date of 24th April 2022. 	HS
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7.	<p>Joint application form update</p> <ul style="list-style-type: none"> The design of a joint application form for PACT (Aikengall and Penmanshiel) and the ABPCC (Crystal Rig) wind farms was discussed. This is a joint initiative with ABPCC and the PACT subgroup consists of JC and LM. VD and Dianne Repsch are the subgroup from the ABPCC It was reported that the draft guidance notes for the joint application needs to developed and once completed both the proposed joint application and proposed guidance notes can be circulated for feedback. HS asked for an update on this at the next meeting. 	JC LM
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8.	<p>PACT Website update and Joint Website update</p> <p><i>PACT Website -</i></p> <ul style="list-style-type: none"> HS is currently working with Kathleen Travers on updating the website. HS is providing all the content for Kathleen to upload so that she can upload changes all at once. HS asked for feedback from the Board members on content that is no longer required and on anything new that could be added. Once all the new content has been migrated over to the draft website HS will let the board know so that feedback can be given. It was agreed to authorise up to £500 for the website update. <p><i>Joint Website –</i></p> <ul style="list-style-type: none"> The trustees discussed the joint website review. The aim is to have a more community focused website, which will include content from both village halls, ABPCC and PACT. There was general consensus on a joint website but differing views on how the website might look. The group agreed that each separate group would need to have their own identity/branding but this could be done within a website with one style – Lammermuir Life Community Website was given as an example. It was reported that David Bell would not be submitting a bid to build this joint website, however, HS has approached Kathleen Travers, who has considerable experience working with local groups, and she has agreed to provide a quote and details on how a joint website could look. It was agreed that further quotes would need to be obtained. It was agreed that the subcommittee will further investigate what ABPCC and PACT both need and clarify what Kathleen could provide. This subgroup for PACT will consist of DB and HS, working with Keith Dickson and Dianne Repsch who are ABPCC’s subgroup for the joint website. HS agreed to message Keith about further work on this. 	<p>HS</p> <p>HS & DB</p> <p>HS</p>
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<p>9.</p>	<p>Grant Applications</p> <ul style="list-style-type: none"> • It was agreed that there was a common theme throughout discussions of all the applications (previous and current) that more work needs to be done by PACT to communicate to local residents what local community groups exist and which groups are funded by PACT (and any associated benefits to residents). • It was agreed that using the PACT logo to acknowledge funding support is a condition of receiving funding. Groups should be aware that by accepting any PACT grant award that they have made a commitment to acknowledge PACT support publicly. They should do this by featuring the PACT logo on all related information, marketing and publicity materials. <p><i>Duns PlayFest – Amount Requested £4,500 – Approved £4,500</i></p> <ul style="list-style-type: none"> • There was considerable discussion on this application with concerns surrounding – (a) future applications to PACT when other local groups such as CELCA could be approached, (b) benefit to PACT community (previous uptake by residents was very low), (c) the process by which participants are recruited for the PlayFest, and how our local residents could be encouraged to get involved., (d) explanation as to why costs have nearly doubled for the productions from £30,000 to £55,000. • It was suggested that any future applications could see the performances of the productions in the ASB or Preston Village Halls. • It was agreed to fund this proposal (£4,500) with free tickets for the local area a funding condition. LM will obtain answers to the concerns as outlined above for future reference. <p><i>Whiteadder Watersports Trust – Amount Requested £5,000 – Not approved</i></p> <ul style="list-style-type: none"> • The group are looking for £5,000k towards salary costs and repayment of a loan for equipment that the WWT took on when it took over the centre from Scottish Borders Council . • PACT provided funding previously for new equipment and in return they provided discounted memberships and activities for our residents, but it was noted that there was not a big uptake of this. • There were concerns raised over: (a) PACT funds being used to repay a loan, (b) the groups current financial position and future. • After considerable discussion it was agreed that LM would approach the Watersports trust with our concerns and ask for a business plan outlining their current financial position and how staffing would be funded. It was agreed to hold off on a decision on the application until LM can provide an update. <p><i>Tim Binney – Amount Requested Unknown</i></p> <ul style="list-style-type: none"> • This application has not progressed. LM to provide an update at the next meeting. <p><i>Duns Tennis Club – Amount Requested £15,000 –Amount Approved £5,000</i></p> <ul style="list-style-type: none"> • It is unclear as to the exact amount they are requesting, but it was either £15,000 or £20,000, and our maximum small grant is £5,000. • There were further concerns about the benefit to our local community • It was agreed that PACT need to support these type of local clubs and facilities, as once they disappear it's unlikely they will return. 	<p>LM</p> <p>LM</p> <p>LM</p>
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	<ul style="list-style-type: none"> • RS agreed to approach Chris Jackson and get a feel for the actual situation in the club and how strong their current membership numbers are. • It was agreed to offer the Club £5,000 with a condition being that local residents are offered limited free/discounted memberships. LM agreed to write to them and as we're not providing the £15,000 we think they are requesting and to find out more about any shortfall may affect their project. <p><i>Duns PS Playground equipment – Amount Requested Unknown</i></p> <ul style="list-style-type: none"> • From PACT's last meeting, an updated application has been requested. They plan to re-submit for PACT's next round of funding. LM will update at the next meeting. <p><i>Duns Football Club – Amount Requested £2,500 – Amount Approved £2,500</i></p> <ul style="list-style-type: none"> • Due to time constraints and personal demands LM was unable to provide feedback to the club as agreed. (see Ref 5 for context). • It was agreed to fully fund this application as they had significantly reduced the amount they were looking for and, overall, it's an asset to the local community. <p><i>Preston Village Hall – Amount Requested £4199.04 – Approved £4199.04</i></p> <ul style="list-style-type: none"> • A late request was received by the hall to purchase new chairs of the same type due to damage, dirt, etc to existing. • It was agreed to fully fund this application. 	<p>RS</p> <p>LM</p> <p>LM</p> <p>LM</p> <p>LM</p>
<p>10.</p>	<p>Grant reports</p> <ul style="list-style-type: none"> • Reports were circulated prior to the meeting for ABPCC (funding for printing and postage of the winter fuel support postcards and Duns Playfest (comments on past funding) • There were no comments except LM had a question over the number of out of area applicants who received a grant as part of the Winter Fuel allowance support package. VD was aware of at least a couple who had but will find out more and update the members at the next meeting. 	<p>VD</p>
<p>11.</p>	<p>DTAS meeting to discuss Conflict of interest, Abbey Hall Legalities, MoU</p> <ul style="list-style-type: none"> • VD indicated that the ABPCC are happy for PACT to progress with using DTAS for this task. • LM agreed to contact DTAS so that they can recommend a facilitator and report back at the next meeting. She emphasised that this will not be completed by the end of this financial year. • Victoria and Keith will be updated by email as soon as more information is available. 	<p>LM</p>

<p>12.</p>	<p>AGM</p> <ul style="list-style-type: none"> • LM reported that she has only just received today (22 March 2023) a list of questions from the accountants that will need to be addressed as soon as possible. She is aiming to complete the accounts by the end of this month. • It was agreed that the AGM would be scheduled towards the last fortnight of April once the accounts have been finalised. • VD agreed to find out about catering for the event (50 -60 people). She will obtain quotes for a food truck (pizza, fish and chips, etc.). She will ensure that caterers are aware of the gradient of the approach to the ASB hall. • HS was of the opinion that alcohol could be provided on a sale and return basis. • LM agreed to find out the ASB hall a for the availability last 2 weeks in April. • There was considerable discussion over the PACT constitution and whether or not the oldest members (LM and RS) should step down in order to be re-elected or if PACT could count the members who stepped down throughout the year (as was the previous precedent). LM raised concerns over long standing members remaining on the Board without going through an election process. • In order to resolve this LM agreed to contact Wendy who wrote the constitution for clarification on this matter. HS will update the Board on the outcome of this discussion and suggest a resolution by email. • There was also discussion surrounding the election process during the AGM and how this would work if a ballot had to be conducted due to more nominations than available slots, as this has not been an issue previously Again, clarification will need to be sought by HS and LM and a process agreed by all members. 	<p>LM</p> <p>VD</p> <p>LM</p> <p>LM & HS</p> <p>LM & HS</p>
<p>13.</p>	<p>AOB</p> <ul style="list-style-type: none"> • LM reported that the subject of PACT setting up an endowment fund is becoming more regular topic of discussion. This issue was raised in the initial community consultation and LM has asked if PACT should consider commissioning an independent consultant to look at feasibility of this proposal and if this is something we should consider for the future. • As there is a community council meeting on Thursday 23 March VD and HS agreed to find out if this something they would support. Once LM has been updated she can progress. 	<p>VD, HS & LM</p>
<p>14.</p>	<p>Date of next meeting</p> <ul style="list-style-type: none"> • HS agreed to update the Board on possible dates once the accounts have been finalised. A regular meeting will be required for Trustees to approve the accounts, and to make final plans for the AGM • It was agreed that meetings may have to be monthly for a period of time going forward due to the workload. 	<p>HS</p>