



**Preston and Abbey Community Trust
Minutes of the Ordinary Meeting
Held at Preston Village Hall
7 September 2023 at 18:00**

Ref	Present: James Robson (Chair), Dianne Repsch (Treasurer), Victoria Dobie (Secretary), Deborah Berry, Keith Dickson, James Dobie, Phil Franks, Liz Macfie, Hayley Shaw, Richard Swan, Limor Wolfe Observer: Carol Dickson Administrative Officer: Kat Chisholm	Action
1.	<p>Welcome</p> <ul style="list-style-type: none"> • JR opened the meeting. 	
2.	<p>Introductions and Apologies</p> <ul style="list-style-type: none"> • JR noted there were no apologies. • JR introduced Carol Dickson who was observing and indicated she would leave the meeting after item 9. 	
3.	<p>Conflict of Interest</p> <ul style="list-style-type: none"> • Abbey St Bathans Village Hall Project – JD and LW. • Duns Nursery – LW • Handover of PACT papers – LM and PF. • AGM: LM and VD. • Preston Village Hall: HS 	
4.	<p>Minutes from the Last meeting (P1-070923)</p> <ul style="list-style-type: none"> • 3 August 2023: approved with no changes. 	

5.

Action Log Review (P2-070923)

- Reviewed as follows:

PACT8

JR reported that this is ongoing and in hand. Further update to be provided in October 2023 with a view for completion in March 2024.

PACT9

Ongoing.

PACT12

See Item 14. Removed from action log and to standing item on agenda.

PACT13

Ongoing, no updated.

PACT15

See item 15. Remove from action log.

PACT17

I was agreed this action would move to LM and KD who will liaise with DTAS over expected financial returns on community housing initiatives and where projects of this scale fit within the community framework. It was agreed that if necessary a separate working group would be formed after the October meeting.

PACT18

Remove from action log and re-visit after October AGM.

PACT19

Remove from action log as no longer relevant after October AGM.

PACT20

Completed.

PACT21

Completed.

PACT22

Completed.

PACT23

Completed.

PACT27

See item 12.

PACT28

Deferred to October 2023 meeting.

	<p>PACT29 See item 6.</p> <p>PACT30 See item 6.</p> <p>PACT31 Deferred to after AGM.</p> <p>PACT32. See item 10.</p> <p>PACT33 See item 7.</p> <p>PACT34 See item 14. Remove from action log.</p> <p>PACT35 See item 15.</p> <p>PACT36 See Item 12.</p> <p>PACT37 See item 9.</p>	
6.	<p>ABVH ownership and insurance (JR)</p> <p><i>Ownership</i></p> <ul style="list-style-type: none"> • JR reported that this is ongoing but in order to move forward JR reminded all Trustees that they must visit Melrose & Porteous in Duns (47 Market Square) as soon as possible. The solicitors will need to have a photocopy of their drivers' licence/passport and a utility bill from last 3 months confirming their address. This paperwork can be dropped off and a zoom meeting to establish identity set up. • JR confirmed that once the Trustees identity had been established that the solicitor reviewing the case, Mel Roberts, will provide an outline of costs and scope of work. LW agreed to review this document once available and then circulate to the Trustees. <p><i>Insurance</i></p> <ul style="list-style-type: none"> • JR confirmed the ABVH Trustees has arranged their own insurance cover. 	<p>JR (PACT8)</p> <p>All (PACT29)</p> <p>JR/LW (PACT30)</p>

<p>7.</p>	<p>Treasurer's Report (DR) (paper attached P3-070923)</p> <p><i>Treasurer's Report (DR)</i></p> <ul style="list-style-type: none"> • DR reviewed the treasurer's financial statement (money spent between Aikengall and Penmanshiel) and separate community event expenditure. • The PACT bank balance on 1st Sept 2023 stands at £109,233.82 • It was agreed that going forward it would be a) useful for projects to have remaining balances from each project shown on the spreadsheet, b) financial forecasts indicating funding due to be paid from funders and c) separate figures for each funding pot. DR agreed to do this going forward. • The Trustees approved the Community event expenditure of £3314.98. It was agreed to review future event costings and put these into the events forecast budget after the October AGM. • Some of the items within the event expenditure are items that remain in PACT ownership such as the display boards so future outlays on these items are covered. <p><i>2022/23 Accounts (LM and DR)</i></p> <ul style="list-style-type: none"> • LM and DR reported that a meeting with the accountant was scheduled for Friday 8th September 2023 and that the accountants are aware of the AGM deadline. They agreed to circulate draft accounts to all the Trustees as soon as they are available, before the AGM. 	<p>LM/DR (PACT33)</p>
<p>8.</p>	<p>Website and IT related updates (KD)</p> <p><i>PACT Website Stabilisation (paper attached P4-070923)</i></p> <ul style="list-style-type: none"> • KD confirmed that the work to rehost the current PACT website and security issues was complete and that the e mail accounts agreed at the last board meeting have also been migrated to the new hosting site. • The PACT board had previously approved the sum of £930.00 required to stabilise and secure the current PACT website against an overall actual spend of £1375.00. Additional work on the website migration and further security fixes have been identified and KD proposed that the Trustees approve the additional spend of £445.00 for this work . The Trustees approved the additional spend of £445.00. • The PACT website is now available for updates to be made, the current trustees with access as administrators are KD, LM and HS. KD proposed that the Trustees approve the continuation of this arrangement, pending the implementation of the community website later this year. The Trustees approved this proposal. <p><i>Community Website Development (paper attached P5-070923 and P5a-070923)</i></p> <ul style="list-style-type: none"> • Development activity on the new community website has commenced and KD proposed that the site structure, as outlined in his proposal, be approved. There was some discussion about changes that had been made to the site structure - our area/things to do are 1 tab, pop ups added to highlight benefits, the 2 village 	

<p>9.</p>	<p>Community Events 2nd September feedback and costs (JR)</p> <ul style="list-style-type: none"> JR thanked HS, DR, KD and VD for their work on pulling together the Children's party and evening events on relatively short notice. Both events were well attended and feedback from the community was that more of these events are welcomed. The Trustees discussed the community feedback summarised by VD in her 2 papers. It was agreed that the event showed that PACT/CC are open to ideas/community feedback and that it was an excellent first step towards further community awareness. There were concerns raised over the lack of representation from younger residents and residents from outwith Preston and how to take the feedback forward. First steps were identified by VD as being a follow up newsletter with an opportunity to provide feedback and a further community event in Abbey St Bathans. It was agreed that the feedback indicated that there was scope to move forward with "quick wins" such rolling out an events program, a community larder and better use of the Preston Phone box were highlighted but focus needs to also be on the development of medium and longer term projects identified in the feedback (such a paths which JD is keen to be involved in). It was agreed that KD would chair a new working group on Community Feedback initiatives. JR asked for those who wished to part of the working group to let him know. KD, PF and VD to move this forward within the month and report back in October 2023. <p>Carol Dickson left the meeting.</p>	<p>KD/JR (PACT39)</p>
<p>10.</p>	<p>Handover of PACT documentation (JR) (paper attached P7-070923)</p> <ul style="list-style-type: none"> The Trustees discussed the final handover requirements from LM as this was yet to be completed for a number of reasons. It was agreed that all PACT paperwork from the PACT Dropbox, and any other relevant paperwork such as previous minutes, be downloaded and handed over to VD/KC by the 29th September 2023. LM expressed concern over point 9 of P7-070923 asking her to confirm that all PACT documentation have been cleared from her personal devices. JR clarified that this was in relation to all treasurer documentation. LM agreed to ensure DR received all relevant financial paperwork. 	<p>LM (PACT32)</p>
<p>11.</p>	<p>Community Events Team (DR/HS) (paper attached P8-070923)</p> <p>(Carol was still present during this item)</p> <ul style="list-style-type: none"> It was proposed the Trustees approve the set-up of a separate events team lead by HS and DR in order to organise a series of events for the community, based on the views expressed at the recent Community Consultation Event. To assist DR and HS a Community Events Officer would be engaged at the hourly rate of £15 per hour, and would work as and when required. 	

	<ul style="list-style-type: none"> The Trustees approved this proposal and asked for more detailed analysis of requirements (how often to have events, costs, value, type, etc) for the October meeting. 	HS/DR (PACT40)
12.	<p>OSCR/DTAS Communications (LM/JR)</p> <ul style="list-style-type: none"> For background LM summarised the current situation. Initially, an inquiry was opened after a complaint was raised with OSCR regarding funding of Torus Holistics. The complainant was actually mistaken as “PACT70” discount code was used by Torus in their communications when the funding was provided by ABPCC. While the inquiry was open OSCR looked into PACT and raised some further issues. This inquiry has now been closed satisfactorily. However, there remains a problem regarding implications for future funding of some community events and other grants. LM confirmed she is still in discussion with DTAS regarding the issues raised by OSCR. She confirmed that a change to PACT’s charitable purposes may not be the answer. LM proposed that DTAS be invited to a meeting with the Trustees to discuss these issues and to provide their expertise and guidance. JR asked that the Trustees be mindful of the current situation and communications and that an update will be provided for the Trustees at the next meeting. 	LM (PACT36)
13.	<p>AGM Thursday 5th October 6 – 7pm (VD)</p> <p><i>Trustees standing down</i></p> <ul style="list-style-type: none"> VD confirmed that RS, HS and DB would be required to stand down at the October 2023 AGM but would be welcome to run again. DB confirmed that she will be standing down and not seeking re-election. <p><i>New Trustee nominations</i></p> <ul style="list-style-type: none"> VD and HS confirmed they would stand. LM confirmed she would stand again but would be happy to withdraw her nomination if more suitable candidates were on board, RS was of the same opinion. PF suggested that co-opted seats be kept for young people who are lacking representation on the board. <p><i>Election procedure proposal (paper attached P9-070923)</i></p> <ul style="list-style-type: none"> The process for the AGM was agreed as outlined in VD’s paper circulated prior to the meeting. The AGM will be announced on mail chimp and the PACT website by Monday 18th September, with links to the PACT website where Trustee Nomination and Proxy Vote forms will be available. Deadline for Trustee Nomination submission will be Thursday 28th September. Proxy Vote forms can be submitted in advance or brought to AGM by the proxy. Voting at the AGM will be undertaken by members completing and submitting a paper slip with simple 3 slot voting process agreed by the Trustees. The paper slips will be handed out to all members attending the AGM. Residents who attend the AGM but have not yet signed up for PACT membership, will be able to sign up as members at the time. Nominees will have the opportunity to introduce themselves briefly to members at the AGM before voting is commenced. 	

	<ul style="list-style-type: none"> As KC is unable to attend the AGM in person VD proposed that someone be employed to assist at the AGM and collect and count votes. The Trustees agreed to this proposal. 	
<p>14. Community Projects</p>	<p><i>Abbey Village Hall Project</i></p> <ul style="list-style-type: none"> VD summarised the draft project application to the Quixwood Moor Community Benefit Fund. The proposal is to create a solar microgrid system and EV charging which will allow the Abbey St Bathans Village Hall to produce its own electricity, provide electricity during power cuts and provide (potentially subsidised) local car charging facilities. In the future it is envisaged that the renewable power will be used to power a pump which will be installed at a later phase. The total estimated cost of the project is £ 77,710. Technical questions were raised over the proposal and it was agreed that VD would liaise with the Abbey St Bathans village hall committee and arrange a meeting with themselves and the installer Murray McPherson who will be able to address the technical queries. Concerns were also raised about spending another large sum on the Abbey St Bathans village hall but the new project in Preston Village Hall should address this balance. <p><i>Duns Nursery support (LW,VD)</i></p> <ul style="list-style-type: none"> An application has been made to the Quixwood small grant fund for £5,000. however, Naomi Stevens, Senior Fund Manager for County Durham Community Foundation (CDCF) has recommended the sum of £10,000 be approved. It is proposed that the amount funded will be split 50/50 with Grantshouse as per previous agreements, if Grantshouse agrees. VD explained that the longer term funding solutions will then be considered by the CDCF and all parties concerned. <p><i>Driving lessons (LW) (P8-030823)</i></p> <ul style="list-style-type: none"> VD's proposal has been put on hold pending DTAS advice and recommendations on the use of PACT funds. <p><i>Preston Village Hall Project (HS) (paper attached P11-070923)</i></p> <ul style="list-style-type: none"> The estimate from Richard Amos Ltd for the proposed alterations to Preston Village Hall was discussed. The Trustees agreed to fund up to the tender stage at an estimated cost of £3470+VAT (up to point 6 on estimate). When this has been completed update the Trustees who can then examine the next stage. <p><i>Community resilience Project (LM)</i></p> <ul style="list-style-type: none"> No progress and will update at the next meeting in October. 	<p>JR/VD (PACT43)</p> <p>VD (PACT41)</p> <p>LM/JR (PACT13)</p>

<p>15.</p>	<p>Any Other Business</p> <p><i>Community E-Bikes (VD)</i></p> <ul style="list-style-type: none"> • Deferred to 2024. <p><i>Duns Players Group update (LM) (paper attached P12-070923)</i></p> <ul style="list-style-type: none"> • LM received a response with regards to the Trustees approval for them to use the £524 unspent funds from Jim Clark the Musical for their next performance and our suggestion that they consider community outreach and/or performances in our the local community. As they are considering something similar with Longformacus LM will continue discussions them and explore hosting a performance locally. <p><i>Quixwood/CDCF visit</i></p> <ul style="list-style-type: none"> • It was agreed that a “get to know you” visit on the 2nd November would be welcome and VD agreed to arrange and let the Trustees know more at the October 2023 meeting. <p><i>Attendance of observers at PACT Board meetings (VD)</i></p> <ul style="list-style-type: none"> • It was agreed to defer this to the new PACT board after the October AGM. <p><i>Thank you</i></p> <ul style="list-style-type: none"> • JR thanks Deborah Berry for all her work on the PACT committee and wished her all the best in the future. 	<p>VD (PACT42)</p>
<p>16.</p>	<p>Date of Next Meeting</p> <ul style="list-style-type: none"> • Thursday 5th October 6 – 7pm AGM • Thursday 5th October 7 – 8pm Ordinary Board meeting <p>Future meetings proposed dates:</p> <ul style="list-style-type: none"> • Thursday 2nd November 6 – 8pm • Thursday 7th December 6 – 8pm 	