



# Preston and Abbey Community Trust

## Draft minutes

For meeting on 21 November 2022

Via Zoom

Note: Meeting was interrupted with a message from Scottish Power to advise the electricity would be off from 8pm to 10pm

### Present

Hayley Shaw (Chair) Liz Macfie (treasurer), Richard Swan, Deborah Berry, Victoria Dobie (Co-opted)

### Apologies

Jeni Calder

Linda McIntyre stepped down due to personal circumstances and now moving out with the area.

Gary Shaw stepped down due to new work commitments.

### Conflict of Interest register and our policy

Liz reminded everyone that we needed to record any conflicts of interest and that we need to raise conflict of interest at the beginning of each meeting in case there are any changes or any that may arise due to meeting agenda items, our policy covers conflict of loyalty as well.

### Minutes of meeting on 28 September 2022

The last edited minutes were shared and showed all the tracked changes. Comments and amendments had been made via email in October 22, the last copy including tracked changes is to be re circulated.

A brief discussion was had regarding the Abbey Village Hall ownership issue/resolution. A summary of meetings/action to date should be created. This issue is a combination of Accounting and legal issues. Liz and Hayley to create a summary in the new year. Ideally this is something we would like resolved by the end of the financial year.

### Board Roles and New Admin Assistant recruitment

Discussed board roles, and the table/chart with tasks Liz created to show who currently does what element within PACT at the moment, and where there is a need for someone to take up tasks. PACT crucially needs an Administrative Assistant and a Board Secretary to take on some of the tasks. Victoria had suggested we recruit a Project Officer, she had gathered some information from Grantshouse project officer role and had a job specification. Victoria thought this position could administer projects and possibly take on some of the tasks that Liz and Hayley currently perform as well as fill some of the gaps on the chart list.

At the moment the paid Admin role is the priority and once this position had been allowed to become established and develop then a Board Secretary role could be created to fill any gaps. Only once these roles are established then further investigation for the need of a project officer could be investigated. As a reminder, PACT is allowed to spend 10% of income from Penmashield to pay for managing the trust, therefore PACT needs to ensure that there isn't an overspend on support especially as the Admin role has not yet been established. The admin role could grow to include some tasks that a project officer might have been expected to do. We will re-visit a project officer role after the Admin role is in place.



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Everyone has the table to review for either adding tasks/roles to it, volunteering to take on the secretary role tasks or some of the roles themselves,

Initially we envisage the admin role to be 5 to 10 hours, adhoc, a week at £15 per hour

Using the table of tasks, board members should submit comments so that the Admin job description could be finalised. We will then advertise the position through the same channels as before – Bavs, Facebook, ABPCC mailing list etc...the biggest response previously was from advertising on the PACT facebook page, as this was shared by many other community groups on to their Facebook pages

It has been agreed that the admin person does not have to live within the PACT area, although it would help.

If anybody knows someone that may be interested in the Admin role please encourage them to apply

### **BAVS training offers for charity trustees**

Liz reminded everyone that Bavs offers various training sessions for charity trustees and a list of upcoming training sessions has been circulated if anyone was interested in attending.

### **Facilitated workshop on strategic planning with ABPCC**

Liz and Hayley had had a brief meeting with Wendy Reid, a PACT founder and community trust expert, to understand why PACT and ABPCC were established independent of each other. Wendy suggested we should hold a meeting with an independent facilitator who has expertise in community trusts. The purpose of the meeting would be to assist with strengthening our collaboration, highlight any boundaries and contribute to the further elaboration of an MoU. DTAS and Bavs have been recommended to assist with this. Victoria will discuss this with ABPCC to ensure they are in agreement that this is the best way forward.

Wendy confirmed that there was no previous documentation regarding the distinction between PACT and ABPCC, but emphasised that the statutory arrangements were different for each. ABPCC is an elected body and part of Scottish Borders Council within the local government structure, whereas PACT is a charity reporting to OSCR and accountable to its members. She advised that the distinct differences in the setup of the two bodies also meant that PACT could not be absorbed into ABPCC.

### **Website update**

Victoria's summary of information required for the proposed joint website had been shared with the board.

The new proposal for the joint website costs were significantly more than what we were given in initial estimates. This is due to a change in the website layout etc.. Further discussions will be required to establish things like...Who updates the site, domain name, community site name etc..., and these will have impact on the recurring costs.



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A substantial increase in annual maintenance costs will arise from the new joint website and an indication and details of annual costs should be provided. We understand that the development costs will be an initial investment, and PACT and ABPCC will review any updated estimates for that cost, and consider how to fund it.

The Board agreed that the idea of the new joint site is still preferable, and would like to progress with it. We prefer the structure with a community landing page then links to the four organisations i.e. PACT, ABPCC, Preston Village Hall, Abbey Village Hall having their own branded pages/tabs with separate branding and maintaining their individual identities.

Deborah gave an outline of what ABPCC and PACT subcommittee had been looking at with suggestions of pages and links

### **Grant applications and suggestions**

Winter fuel support – Richard wondered if there was a way to support the community with rising electricity and general increase in cost of living by distributing funds to the community. It was discussed that during the beginning of Covid this was something we had looked at before, as the Lammermuir Fund had managed to distribute funds in the form of solid fuel but that this had been quite difficult to manage and was therefore discontinued. At that time PACT considered doing something similar but decided it was too difficult to manage due to limited distribution ability and lack of staff/volunteer to manage this. The only option would be through the resilience committee, but it would involve obtaining personal details to process payments etc... Richard had thought that we possibly could reduce the management of such a project by distributing “cash to households” to support the community. It was agreed that further investigation into how to create and manage such a project should be investigated.

Due to the imminent electricity cut off – the grant applications were to be reviewed via email and any comments to be received by 23/11/23 in order for Liz to report back to the applicants

- Duns Primary School – application emailed earlier
- Junior football - application emailed earlier

A brief discussion was had around the resilience funds, £25K was ringfenced for the Broadband project which was not going to progress and it was proposed to use this money for the resilience project. PACT is applying for the Quixwood for funding to be used for this project.

### **A.O.B.**

Victoria gave a quick update on ABPCCs Crystal Rig 4 discussions.

### **Meeting was cut off at 8pm due to the electricity cut.**

#### **Actions**

- Hayley to recirculate minutes from September 22 meeting
- Hayley and Liz to summaries Abbey Hall meetings/issues
- Everyone to submit tasks or comments on the Admin role
- Everyone to forward questions etc.. for funding applications once emailed applications have been reviewed and reply all by 23 11 22.



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- Liz to write to Duns primary and Duns football for comments/extra info on their funding applications
- Victoria to check if ABPCC is in agreement to use and independent body to strengthen and develop relationships and develop the Mou