



**Preston and Abbey Community Trust
Minutes of the Ordinary Meeting
Held at Abbey St Bathans Village Hall
15 February 2024 at 18:30**

Ref	Present: James Robson (Chair), Victoria Dobie (Secretary), Dianne Repsch (Treasurer), Carol Dickson, Keith Dickson, James Dobie, Limor Wolfe Administrative Officer: Kat Chisholm Local Placemaking Discussion (Item 10): Wendy Reid	Action
1.	<p>Welcome</p> <ul style="list-style-type: none"> • JR opened the meeting and apologised that he couldn't be there in person. 	
2.	<p>Introductions and Apologies</p> <ul style="list-style-type: none"> • JR noted apologies from Pip Chandler and Ian Repsch. 	
3.	<p>Conflict of Interest (VD)</p> <ul style="list-style-type: none"> • The Conflict of Interest Register has been updated to reflect DR's administrative roles for the Lammermuir Community Council (LCC) and the Cranshaws, Ellemford, Longformacus Community Association (CELCA). • Conflicts with agenda items: Abbey St Bathans Village Hall Project (Item 13) – JD and LW. 	
4.	<p>Minutes from Last Meeting (<i>paper attached P1-150224</i>)</p> <ul style="list-style-type: none"> • DR noted that the PACT bank balance as of 31/12/2023 stood at £99,988.65 and subject to this amendment the Trustees approved the minutes. 	
5.	<p>Action Log Review (<i>paper attached P2-150224</i>)</p> <ul style="list-style-type: none"> • PACT8: On Agenda (Item 6). • PACT37: On Agenda (Item 8). 	

	<ul style="list-style-type: none"> • PACT38: On Agenda (Item 9). • PACT43: On Agenda (Item 12). • PACT46: Completed and on Agenda (Item 13). • PACT52: Ongoing: for discussion at May 2024 PACT meeting. • PACT57: On Agenda (Item 14). • PACT60: On Agenda (Item 8). • PACT61: Ongoing. • PACT62: On Agenda (Item 11). • PACT65: Ongoing. • PACT 66: Ongoing. • PACT70: Ongoing. • PACT71: On Agenda (Item 14). 	
6.	<p>ABVH ownership (JR)</p> <ul style="list-style-type: none"> • JR confirmed that we have affirmation from Melrose & Porteous that the ABVH Trustees have title to the premises. 	<p>JR (PACT8)</p>
7.	<p>Treasurer's Report (DR) (<i>papers attached P3-150224</i>)</p> <ul style="list-style-type: none"> • The PACT financial statement, projected funds, Aikengall and Penmanshiel spreadsheets for the period 01/04/2023 to 31/01/2024 were circulated prior to the meeting. • The PACT bank balance as of 31/01/2024 stands at £ 98,913.10. • There has been no change to approved funding with updates expected for the next meeting. • DR agreed that the Quixwood financial summaries will be included as part of her Treasurer's report as of March 2024. • The Trustees agreed that further to the agreement from Aikengall to remove the 50/50 split of funds between unrestricted and small grants the reporting on this will be from 01/04/2023. 	
8.	<p>Website updates (KD)</p> <ul style="list-style-type: none"> • KD reported that the content for the new website is now completed and ready for Trustee feedback. The developer is on leave until 26th February and it was suggested that the go live date for the website would be shortly after this date once Trustee feedback received. • KD advised that the website going live still required some planning, in particular the activity to create a community Mailchimp which requires work to be carried out on the current PACT and ABPCC mailing lists. He asked if the board were happy for him to work with VD and KC on the go live activity, keeping the board updated on progress and highlighting any decisions that may be required. The board agreed to this approach. • The Trustees agreed that the launch of the new website should be highlighted in the PACT Newsletter and in a Mailchimp. 	<p>KD (PACT60)</p>

<p>9.</p>	<p>Community Communications Strategy (KD) (papers attached P4-150224)</p> <ul style="list-style-type: none"> • The Trustees discussed the Abbey St Bathans Community Event 27 January 2024 feedback paper circulated prior to the meeting. • It was agreed that the summary serves as a useful document to record all consultation feedback and to make it easier for the Trustees to assign categories for further development. • The Trustees agreed that the newsletter should include a summary of the consultation feedback. This report should also highlight what has been done in response to the feedback to date such as the upcoming community events programme (quiz nights), Preston phone box takeover from BT, fuel subsidies, etc. The newsletter report should also outline the development of a local strategic placemaking plan which will identify medium and larger scale projects. • It was suggested that a newsletter or Mailchimp could be used to inform the local community about our successful resilience project at Blackerstone and how this could be replicated in other areas. It was also suggested the newsletter could also highlight the need for a new Preston Resilience Co-ordinator. • It was requested that the newsletter should provide feedback on the Community Café event held at the Preston Hall on Saturday 20th January and how community feedback resulted in the architect's plans being altered. • It was agreed that the newsletter should go out once the website is up and running and the content be replicated in a Mailchimp. • It was agreed that the new Newsletter sub-committee would consist of: DR (Graphic Design), KD (content), VD, JR and Joy Dobie (Community Engagement). • LW suggested that as a means of getting more involvement from the community that we invite project proposals from individuals, for projects that could be funded by PACT, and the best idea that comes to fruition could win a prize. LW agreed to take this idea forward to discuss at a future meeting. 	<p>KD (PACT38)</p> <p>LW (PACT74)</p>
<p>10.</p>	<p>PACT Strategy (VD)</p> <p><i>Local Place Plan (VD) -</i></p> <ul style="list-style-type: none"> • Wendy Reid (WR) joined the meeting to discuss creating a Local Place Plan for our community council area. • WR explained that community-led planning is about local people and community groups taking the lead on planning how services, amenities, opportunities for employment or education, public transport, healthcare, social activities, the use of land and buildings and more can best work together to improve our places. Community-led plans essentially set out a programme of community-delivered projects, often to inform the use of a funding streams. These plans, known as Local Place Plans (LPPs), are now written into planning legislation in the Planning (Scotland) Act 2019 and are primarily intended to set out community aspirations for the use of land and buildings, and so inform the Local Development Plan. Once registered with the local planning authority (Scottish 	

	<p>Borders Council) they form a “material consideration” in planning applications.</p> <ul style="list-style-type: none"> • WR outlined the work that would be involved in setting up an LLP in the area. Preparing an LPP will require a personal commitment of time from local volunteers who will take a lead role so having a small group of proactive and committed local people will be essential. Within that small group (6 people maximum), it is advisable to have someone leading the process. This could be taken on by someone on a paid basis. • There was concern from the Trustees that the process seemed complicated and time consuming. WR agreed that in certain circumstances the process is more difficult and that on paper the process seems complicated. However, she felt, for this community area, it will be less complicated due to the fact that we have already held 2 successful community consultations so a large chunk of work has already been completed. <p>James Robson left the meeting.</p> <ul style="list-style-type: none"> • WR outlined the timescales involved in setting up an LPP. She explained that current advice suggests it could take up to 18 months to develop a plan and get it registered. However, she felt that with the amount of work already undertaken by PACT & ABPCC, and assuming there is agreement to take on a paid team leader (for 6 months initially), that this potentially reduces the timescale to 6-9 months. • WR explained that there was support available from Borders Community Action who can provide free community engagement training along with an on-line resource hub for community-led planning which provides links to other sources of support. Scottish Borders Council also have funding to cover the costs of specialist consultants if this was required. <p>Wendy Reid left the meeting.</p> <ul style="list-style-type: none"> • The Trustees discussed the proposal put forward by WR and the best way forward. There was some concern over committing to all 7 stages as outlined in WR’s scoping paper mainly to do with the financial commitment plus uncertainty over deliverables. • It was proposed that the Trustees agree to commit to the first two stages (Core Team Formation and Core Team Planning) which is expected to take up to 6 months. A team leader would be recruited at a maximum of £20/hour (28 hours a month) with agreed targets and deadlines. The Trustees agreed with this proposal and VD and KD agreed to take this forward and report back to the Trustees as soon as possible. 	<p>VD/KD (PACT75)</p>
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<p>11.</p>	<p>Community Events (DR)</p> <p><i>Abbey Consultation Event 27.1.24: Update</i></p> <ul style="list-style-type: none"> • DR reported that the event was a huge success and the food truck was enjoyed by all who attended. The coach hire was £120 (for 15 people) which the Trustees agreed was good value for money. • The event came within budget and DR is waiting for receipts from JR for drink purchases and the hall hire invoice. • The bar (donation only) at the community event raised £130 for the Duns Food Bank. Duns Food Bank were delighted to receive this money as they are experiencing unprecedented demand at the current time. <p><i>Future events programme -</i></p> <ul style="list-style-type: none"> • DR let the Trustees know that our Events Assistant is unavailable at the current time due to illness. • The Trustees agreed to DR's suggestion of holding 2 quiz nights (one in Preston, one in Abbey St Bathans) as soon as possible. Susan Hopkirk has agreed to run the quizzes. • DR is reviewing the events timetable and which events would be viable in the near future. She will send out an email proposal for approval in due course. 	<p>DR (PACT62)</p>
<p>12.</p>	<p>Grant Applications (paper attached P5-150224)</p> <p><i>23-11-05-AllsortsChildcare (VD) -</i></p> <ul style="list-style-type: none"> • VD had a meeting with Naomi Stevens, Senior Fund Manager for County Durham Community Foundation (CDCF) and the applicant and it was agreed that Allsorts would submit an application for £9,000, which could be split with Grantshouse, along with a further £5,000 for equipment for the children. • KD reported that the Community Council have had an application for £4,000 for general equipment. KD agreed to pass this on. <p><i>24-01-02-WillowBasketWeaving (VD) (papers attached P6-150224)</i></p> <ul style="list-style-type: none"> • The Board of Trustees previously agreed a grant of £420 for grant application 23-10-04-StainedGlassWorkshops but due to the course leader being ill these workshop cannot be held. • The Trustees considered the application submitted the revised application by the Abbey St Bathans SWI, to run 2 one day workshops in willow basket weaving. The applicant agreed to make some of the places available to non SWI members, who are resident in the ABPCC community. • The Board approved the application for £680.10 and the funds will come from Aikengall. <p><i>24-01-01-DunsPlayFest (VD) (papers attached P7-150224)</i></p> <ul style="list-style-type: none"> • The Trustees discussed the application submitted by Duns PlayFest for £5,000 to host an outdoor family day celebration including storytelling and community drama workshops. • The Trustees discussed previous funding to the group, and how this impacts on new applicants. It was agreed that LW would contact the 	<p>LW (PACT76)</p>

	<p>applicant to discuss their application and what could be done to benefit the local community (i.e subsidised tickets, more outreach etc.).</p> <p>24-02-01-BotanicalArtExhibition (<i>papers attached P8-150224</i>)</p> <ul style="list-style-type: none"> • The Trustees considered the application to hold an exhibition entitles “Reflections Exhibition” which will showcase botanical printing on various materials including demonstrations of the botanic printing process. • The Board approved the application for £770.00 and the funds will come from Aikengall. <p><i>Community Grant Application Subcommittee -</i></p> <ul style="list-style-type: none"> • VD informed Trustees that the wording for the Mailchimp advertising the roles on the subcommittee is now agreed, and the Mailchimp will be circulated. <p><i>Quixwood Fund applications for individuals -</i></p> <ul style="list-style-type: none"> • VD has been reviewing the Quixwood agreement which allows 10% of allocated funds to be given to individuals. The community trust has to apply for the funds, but as they are a charity, they may be unable to hand over the funds to individuals. DTAS guidance suggests however, in certain circumstances such as educational provision for individuals, this can meet charitable purposes. • There was discussion regarding this ongoing issue and how PACT could move this forward. VD agreed to re-circulate the DTAS guidance on this issue along with the correspondence received from OSCR for further discussion at the next meeting. • LW suggested that PACT consult a charity lawyer on this matter and the Trustees would be willing to consider this if required. 	<p>VD (PACT66)</p> <p>VD (PACT77)</p>
<p>13.</p>	<p>Community Projects</p> <p><i>Abbey Village Hall Resilience Project - update (VD)</i></p> <ul style="list-style-type: none"> • The funding application submitted to CDCF for £37,725.36 to create a solar microgrid system and EV charging at the Abbey St Bathans Village Hall to produce its own electricity, provide electricity during power cuts and provide (potentially subsidised) local car charging facilities has been approved. CARES Funding from Local Energy Scotland is higher than anticipated at £37,840 inc. VAT so this means more funding for the community. On behalf of PACT and the Community, VD thanked Gillon for his effort in obtaining this funding. <p><i>Preston Village Hall Project - update (JD)</i></p> <ul style="list-style-type: none"> • The Community Café held at the hall on Saturday 20th January was a success and the majority feedback has now been incorporated into the architects plans which have now been sent to the planning team at Scottish Borders Council. • The Trustees had previously agreed to fund up to the tender stage of the project which was estimated to be £3470+VAT. The Trustees approved additional costs of £660 + VAT (Quantity Surveyor fee), 	<p>VD/JR (PACT43)</p>

	<p>£380 (Scottish Borders Council planning fee) and a provisional sum of £500 + VAT for revisions to drawings for Richard Amos Ltd.</p> <ul style="list-style-type: none"> • JD outlined next steps which include the proposal to split the project into 2 timelines, the first being the refurbishment project and the second a resilience project similar to Abbey St Bathans Village Hall. • JD proposed that the Preston Village Hall Trustees pursue Local Energy Scotland (CARES Funding), which provided funding for the Abbey St Bathans Village Hall. This fund closes in March 2025. JD has already spoken to Ruth Dickinson, the Development Officer at Local Energy Scotland, who has suggested that the fund will most likely continue but the criteria may change. In order to progress an application for funding before March 2025 Preston Village Hall will require an independent person to justify the spend and a quote for the works – only 1 quote is required and the application could be based on the information used for the Abbey St Bathans Village Hall application. • It was agreed that JD will obtain the appropriate quotes and set up a meeting with David McKnight (architect), Hayley Shaw, Ruth Dickinson and himself to review the possibility of submitting an application for CARES funding. He will update the Trustees in due course. 	<p>JD (PACT78)</p>
<p>14.</p>	<p>Wind farm Communications</p> <p><i>Aikengall/Quixwood (JD) -</i></p> <ul style="list-style-type: none"> • JD confirmed that Aikengall (Community Wind Power) have received the letter/email regarding the transfer of the Abbey St Bathans Village Hall asset from the PACT balance sheet to the ABVHC. JD has had verbal confirmation that they are happy to move the asset and he has asked them to put this in writing. • LW and JR suggested, if we haven't had written confirmation from Aikengall, that JD write out again towards the end of February advising that the transfer will take place in the near future and if we don't hear back from them that we will assume they are happy with the arrangements. <p><i>Community Ownership -</i></p> <ul style="list-style-type: none"> • VD confirmed that she has spoken to DTAS and their advice is being used for letter to Monashee Windfarm. 	<p>JD (PACT57)</p> <p>VD/JR (PACT71)</p>
<p>15.</p>	<p>AOB</p> <p><i>Vice-Chair role (JR) -</i></p> <ul style="list-style-type: none"> • VD confirmed that the PACT constitution states that if the Chair isn't in attendance at a meeting that any Trustee can act as Chair. As a formal Vice-Chair isn't required the Trustees agreed that no further action is required on the Vice-Chair role. <p><i>Penmanshiel Report (JD) -</i></p> <ul style="list-style-type: none"> • JD let the Trustees know that Penmanshiel requested a funding report which has been sent out to them. If there are any updates DR and JD will advise in due course. 	

	<p><i>Village Hall Funding (DR) -</i></p> <ul style="list-style-type: none">• It was noted that neither of the village halls have submitted reports or requests for funding.	
16.	<p>Date of Next Meeting</p> <p>6.30pm on Thursday 21st March, Preston Village Hall</p>	