



**Preston and Abbey Community Trust  
Minutes of the Ordinary Meeting  
Held at Preston Village Hall  
16 January 2024 at 18:30**

<b>Ref</b>	<b>Present:</b> James Robson (Chair), Victoria Dobie (Secretary), Pip Chandler, Carol Dickson, Keith Dickson, James Dobie  <b>Administrative Officer:</b> Kat Chisholm	<b>Action</b>
<b>1.</b>	<b>Welcome</b> <ul style="list-style-type: none"> <li>• JR opened the meeting.</li> </ul>	
<b>2.</b>	<b>Introductions and Apologies</b> <ul style="list-style-type: none"> <li>• JR noted apologies from Dianne Repsch (Treasurer), Ian Repsch and Limor Wolfe.</li> </ul>	
<b>3.</b>	<b>Conflict of Interest (VD) (paper attached P1-160124)</b> <ul style="list-style-type: none"> <li>• The Trustees reviewed the new DTAS Conflict of Interest register. VD agreed to liaise with DR regarding her role with LCC, in relation to the register.</li> <li>• Conflicts with agenda items: Abbey St Bathans Village Hall Project – JD</li> </ul>	<b>VD (PACT67)</b>
<b>4.</b>	<b>Minutes from Last Meeting (paper attached P2-160124)</b> <ul style="list-style-type: none"> <li>• Approved by all Trustees in attendance.</li> </ul>	
<b>5.</b>	<b>Action Log Review (paper attached P3-160124)</b> <ul style="list-style-type: none"> <li>• PACT8: On Agenda (Item 6)</li> <li>• PACT31: On Agenda (Item 11)</li> <li>• PACT37: On Agenda (Item 8)</li> <li>• PACT38: Ongoing for future board meeting.</li> <li>• PACT39: For further discussion after Abbey consultation event.</li> <li>• PACT43: On Agenda (Item 12)</li> <li>• PACT46: Completed and on Agenda (Item 13)</li> </ul>	

	<ul style="list-style-type: none"> <li>• PACT52: Ongoing: for discussion at May 2024 PACT meeting. It was agreed that the next AGM will be in October 2024.</li> <li>• PACT57: On Agenda (Item 6)</li> <li>• PACT58: Completed and on Agenda (Item 3).</li> <li>• PACT59: Completed and on Agenda (Item 7).</li> <li>• PACT60: Ongoing and on Agenda (Item 8).</li> <li>• PACT61: Ongoing.</li> <li>• PACT62: On Agenda (Item 10)</li> <li>• PACT64: On Agenda (Item 14)</li> <li>• PACT65: Ongoing and on Agenda (Item 8).</li> <li>• PACT 66: On Agenda (Item 11).</li> </ul>	
<b>6.</b>	<p><b>ABVH ownership (JR)</b></p> <ul style="list-style-type: none"> <li>• JR is continuing to work with Melrose &amp; Porteous who are waiting for title deed documentation which is expected to take approximately 6 weeks. JR has asked that this be completed by end of February 2024.</li> <li>• LW has drafted a letter to Melrose &amp; Porteous confirming that the former owners who gifted the land will relinquish their rights to any pre-emptive purchase for £1 should the Trustees of ABVH decide to move to an SCIO structure.</li> <li>• Edwin Thompson have completed the valuation of the ABVH. The hall has been valued at £500,000. JR does not believe that there are any issues for PACT with the valuation being at this level (there were previous concerns by earlier Trustees that a valuation over £500,000 would be an issue for PACT but JR is not aware of why this would be the case).</li> <li>• VD confirmed that Quixwood (NTR) are happy for transfer of the assets from the PACT balance sheet to the ABVHC. JR has composed a letter for Aikengall (Community Wind Power) and JD has agreed to send this to them.</li> <li>• Overall JR stated again that this is an accounting transfer as the actual ownership of the ABVH is by the Trustees of Abbey St Bathans Village Hall and not PACT.</li> </ul>	<p><b>JR (PACT8)</b></p> <p><b>JR/JD (PACT57)</b></p>
<b>7.</b>	<p><b>Treasurer's Report (DR) (papers attached P4-160124)</b></p> <ul style="list-style-type: none"> <li>• The PACT financial statement, projected funds, Aikengall and Penmanshiel spreadsheets for the period 1/4/23 to 31/12/2023 were circulated prior to the meeting.</li> <li>• The PACT bank balance as of 31/12/2023 stands at £99,988.65.</li> <li>• It had been previously agreed that the Quixwood financial summaries would be kept within the overall PACT Grants spreadsheet. After a brief discussion it was agreed that the Board need to see a specific Quixwood Treasurer's report and not rely on the Grants Spreadsheet. VD agreed to discuss this with DR.</li> </ul>	<p><b>VD (PACT68)</b></p>
<b>8.</b>	<p><b>Website updates &amp; Community Communications Strategy (KD) (paper attached P5-071223)</b></p>	

	<ul style="list-style-type: none"> <li>• Website: Final testing stage with a target live date in February 2024.</li> <li>• Ongoing Maintenance: KD reviewed his Community Website Ongoing Maintenance Roles and Responsibilities paper circulated prior to the meeting. Maintenance of the website has been allocated to DR and IR in order to ensure continuity across the site.</li> <li>• Website Application Form: The Trustees agreed that the developer maintaining the application form is probably the best way forward. Longer term this would ensure changes are robust and timely.</li> <li>• VD stated that personal information on the application form (address, email, telephone and bank details) would not be circulated to the Board but if a Trustee wished to know an applicant's address that they could formally request this, along with the reason for wanting to know this information, and this would be recorded on the Project Monitoring Form.</li> <li>• At the December 2023 meeting the Trustees discussed opportunities to improve engagement and it was agreed that a poster and flyer for COAP would be created that would contain a QR code to make it easier for people to provide feedback about ideas or initiatives that they might have. The information would be collected on the "Have Your Say" page of the new website. VD feels that this isn't her area of expertise and asked for this to be taken on by another Trustee. PC agreed to put together leaflet and poster when website up and running, and QR code available.</li> </ul>	<p><b>KD/IR/DR/ (PACT60)</b></p> <p><b>KD/LW (PACT37)</b></p> <p><b>PC (PACT65)</b></p>
<p><b>9.</b></p>	<p><b>PACT Strategy (VD)</b></p> <p><i>Planning post-consultation</i></p> <ul style="list-style-type: none"> <li>• The Trustees discussed how to proceed with the feedback from the Community Consultations in terms of funding priorities, projects and timescales. VD reported back on a recent presentation by Beth Landon (Community Development Officer for Borders Community Action) on the building of a Local Place Plan. PlaceMaking and community-based participation concepts being the force behind future development plans. VD suggested that the Board engage Wendy Reid to provide a scoping report regarding the work and costs involved in completing a Local Place Plan, and the timings involved. The Board agreed to this proposal - maximum of 20 hours at £20/hour (£400.00) . VD agreed to update the Trustees not in attendance.</li> </ul> <p><i>Project Officer Role and budgeting for year ahead</i></p> <ul style="list-style-type: none"> <li>• There was considerable discussion on financial priorities for the year ahead along with the role a Project Officer could have in driving projects and funding forward. It was felt that the work involved in creating a Local Place Plan will help guide a decision on the Project Officer role and if achieved prior to the next AGM in October provide continuity between Boards.</li> <li>• VD reviewed a paper distributed to the Trustees at the meeting with a brief outline of estimated spending costs against funding for 2024. This was for guidance in establishing priorities for the calendar year ahead.</li> </ul>	

<p><b>10.</b></p>	<p><b>Community Events (DR)</b></p> <p><i>Children’s Party 9.12.23 – Review</i></p> <ul style="list-style-type: none"> <li>• The Pool party which took place on Saturday 9<sup>th</sup> December was a great success and well attended. It was agreed that photos of these events should be made available and sent to the windfarms. As photos were taken during the event VD will source these for use by the wind farms.</li> </ul> <p><i>Abbey Consultation Event 27.1.24 – Update</i></p> <ul style="list-style-type: none"> <li>• DR is keeping an extremely well organised planning sheet with tasks and costs being monitored. It was agreed that the budget estimate of up to £1,000 for the event (coach, food, hall hire, event help and drinks) is approved.</li> <li>• The plan for the day is very much the same as the Preston Consultation in 2023.</li> </ul> <p><i>Event Planning 2024</i></p> <ul style="list-style-type: none"> <li>• 2 papers were circulated via email before this meeting outlining event proposals for adults and children in 2024.</li> <li>• The suggested events were well received (the number and content). There were concerns about event management and workload for DR. The Trustees were reminded that funding for an Events Assistant, Audrey, was agreed by the PACT Board in order to support Dianne both with the planning and during the events as necessary.</li> <li>• The Trustees raised concerns over (a) the costs of these events, (b) the location of events (i.e. non local) and (c) if some of the events were what residents wanted. It was agreed that (a) adult events could be by donation basis or only partly subsidised to help cover costs; (b) events should be as local as possible and (c) children’s events should include educational/life skill events such as golf, tennis, badminton, and first aid.</li> <li>• It was agreed that the ABVH and Preston Village Hall calendar for 2024 should be consulted so that there is no overlap of events.</li> </ul>	<p><b>VD (PACT69)</b></p>
<p><b>11.</b></p>	<p><b>Grant Applications</b></p> <p><i>Cap on grant application amount (LW)</i></p> <ul style="list-style-type: none"> <li>• As the increase to the cap has been agreed it was felt a report from LW wasn’t necessary as the information on grant funding caps is included in the grant guidance notes. KD agreed to review the guidance notes and update as required. It was agreed to remove this action from the log.</li> </ul> <p><i>23-11-05-AllsortsChildcare (VD)</i></p> <ul style="list-style-type: none"> <li>• VD has arranged a meeting with Naomi Stevens (Quixwood/NTR) in February. Will update in due course.</li> <li>• JR emailed Fallago Rig wind farm for assistance and will update the Trustees with their reply at the next meeting.</li> </ul> <p><i>Community Grant Application Subcommittee (paper attached P9-160124)</i></p>	



	<ul style="list-style-type: none"> <li>The Trustees discussed longer term legacy projects such as (a) setting up a Legacy Trust fund or (b) the acquisition of land. It was agreed that the plot of land for sale in Preston was of interest due to access issues for development but it could be used for a community orchard/garden or something similar. It was agreed that VD/PC would explore this further and contact the selling solicitors to note interest.</li> </ul>	<b>VD/PC (PACT73)</b>
<b>14.</b>	<b>AOB</b>  <i>Vice-Chair role (JR)</i> <ul style="list-style-type: none"> <li>Trustees agreed to discuss the role of Vice-Chair further at the next meeting.</li> </ul> <i>Walking Festival (KD)</i> <ul style="list-style-type: none"> <li>The Trustees understand the value that this would bring to the area however volunteers would need to take on the organisational lead for the event and it was agreed that we do not have the resources, at this time, to take this proposal any further.</li> </ul> <i>Village Hall Funding</i> <ul style="list-style-type: none"> <li>It was noted that neither of the village halls have submitted reports or requests for funding.</li> </ul>	
<b>15.</b>	<b>Date of Next Meeting</b>  6.30pm on Thursday 15th February, Abbey St Bathans Village Hall	