



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

| <b>Ref</b> | <b>Present:</b> James Robson (Chair), Dianne Repsch (Treasurer), Pip Chandler, Keith Dickson, James Dobie<br><br><b>Apologies:</b> Victoria Dobie (Secretary), Limor Wolfe<br><br><b>Administrative Officer:</b> Kat Chisholm  | <b>Action</b> |
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| <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 Victoria Dobie and Limor Wolfe.</li> <li>• JR confirmed that Carol Dickson has resigned from the Board as of 4 March 2024. JD and the Trustees extended their thanks to Carol for her contribution.</li> </ul>   |               |
| <b>3.</b>  | <b>Conflict of Interest (VD)</b> <ul style="list-style-type: none"> <li>• The Conflict of Interest Register has been updated to reflect DR's Committee member role for the Ellmford Show 2024.</li> <li>• Conflicts with agenda items: Abbey St Bathans Village Hall (Item 6 and 13) – JD and LW.</li> </ul>   |               |
| <b>4.</b>  | <b>Minutes from Last Meeting (<i>paper attached P1-210324</i>)</b> <ul style="list-style-type: none"> <li>• Approved by all Trustees in attendance.</li> </ul>   |               |
| <b>5.</b>  | <b>Action Log Review (<i>paper attached P2-210324</i>)</b> <ul style="list-style-type: none"> <li>• PACT8: On Agenda (Item 6).</li> <li>• PACT37: On Agenda (Item 8).</li> <li>• PACT38: On Agenda (Item 9).</li> <li>• PACT43: Completed and agreement to remove.</li> <li>• PACT46: Completed and on Agenda (Item 13).</li> <li>• PACT52: Ongoing: for discussion at May 2024 PACT meeting.</li> </ul> |               |

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|    | <ul style="list-style-type: none"> <li>• PACT57: On Agenda (Item 14).</li> <li>• PACT60: On Agenda (Item 8).</li> <li>• PACT61: Ongoing.</li> <li>• PACT62: Events a standing item on agenda. Trustees agreed to remove.</li> <li>• PACT65: On Agenda (Item 8)</li> <li>• PACT66: On Agenda (Item 12)</li> <li>• PACT70: Ongoing.</li> <li>• PACT71: On Agenda (Item 14).</li> <li>• PACT74: Ongoing.</li> <li>• PACT75: Ongoing. On Agenda Item 10.</li> <li>• PACT76: Ongoing. On Agenda Item 12.</li> <li>• PACT77: Agreement to close.</li> <li>• PACT78: Ongoing. On Agenda Item 13.</li> </ul>  |                              |
| 6. | <p><b>ABVH ownership (JR)</b></p> <ul style="list-style-type: none"> <li>• JR confirmed he will circulate a paper for agreement by Trustees week beginning 25<sup>th</sup> March 2024 as he seeks approval for accounting balance sheet adjustment prior to year-end.</li> </ul> <p>Pip Chandler joined the meeting.</p>  | <p><b>JR<br/>(PACT8)</b></p> |
| 7. | <p><b>Treasurer's Report (DR) (papers attached P3-210324)</b></p> <ul style="list-style-type: none"> <li>• The PACT financial statement, projected funds, Aikengall and Penmanshiel spreadsheets for the period 01/04/2023 to 29/02/2024 were circulated prior to the meeting.</li> <li>• The PACT bank balance as of 29/02/2024 stands at £106,972.18.</li> <li>• DR reported that the Quixwood funds of £37,725.36 has been received for the ABVH resilience project.</li> <li>• DR stated that the Abbey St Bathans Village Hall Committee submitted their annual grant report on 13/03/24 and the report has been approved by VD and JR. Their annual grant of £5000.00, previously approved, has been paid.</li> <li>• DR reviewed the Financial Procedures proposal circulated prior to the meeting. The Trustees approved the procedures and processes contained within the paper which include: <ul style="list-style-type: none"> <li>(a) Two signatories are required for each payment made from the Bank Account. The Treasurer on receipt of each invoice seeks approval from the trustee involved with the project. The Treasurer will also ensure that the funding has been approved by the Board. All funding approved by the Board is recorded on a Funding Approved Spreadsheet kept by the Treasurer. The Treasurer will set up the payment and ask one of the signatories to 2nd authorise the payment. The 2nd Signatory will be given details of the payment and who has approved the payment. Once the 2nd authorisation is completed the Treasurer will then make the payment.</li> <li>(b) Any of the signatories on the bank account can set up payments, in the absence of the Treasurer, and view the transactions on the bank account.</li> </ul> </li> </ul> |                              |

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|                  | <p>(c) There are administration, hall hire, and project invoices which do not appear on the Approved Funding Spreadsheet, as these are not funding applications but all of these would have Board approval. Each individual invoice would also be approved by a Trustee.</p> <p>(d) For events expenditure the events are approved at a Board Meeting with an estimate of the costs involved and this is recorded in the Minutes. A Trustee usually from the Events Team would also approve these invoices. If the costs for the event differ from the approved amount this would be raised with the Trustees to gain approval.</p> <p>(e) Every payment made from the bank account is recorded on the spreadsheets which are circulated prior to each meeting. All payments have an invoice or funding application which are kept on file.</p> <ul style="list-style-type: none"> <li>• VD and PC will be added to the bank account and Carol Dickson removed.</li> <li>• The Board reviewed the PACT Projected Funds spreadsheet along with the Aikengall and Penmanshiel Wind Farm Funds. It was agreed to continue to allocate project funds to specific windfarms during Board meetings.</li> </ul>  |   |
| <p><b>8.</b></p> | <p><b>Website updates (KD)</b></p> <ul style="list-style-type: none"> <li>• KD reported that the new community website is live but there has been some issues with certain search engines which can take some weeks for changes to appear.</li> <li>• KD now has editor rights across the site and has tutorials which he can send to DR and IR. He will also set them up as editors so they can work through the content updates. KD explained that WordPress, the content management system, utilises Divi Visual Builder, which is different from the old website, so further training may be required.</li> <li>• There was discussion surrounding the community benefits “box” positioning on the home page with JR suggesting it was difficult to find and should be at the top of the page. Further issues with email addresses missing .uk were highlighted by DR. KD agreed to investigate.</li> <li>• Wording of the Mailchimp which will be going out to all APBCC and PACT subscribers has been agreed and this will go out in due course.</li> <li>• KC will be managing the Mailchimp membership lists once KD has merged the two lists. PACT will continue to maintain a separate Members only Mailchimp list.</li> <li>• At a previous meeting it was agreed that a poster and flyer for COAP would be created to improve awareness of the website/funding, providing a link and QR code for easy access to a feedback page on website. PC presented a mock up of this poster and it was agreed that both PACT and ABPCC logos will be used on the poster/flyer. PC agreed to make the changes and circulate to Trustees for approval.</li> </ul> | <p><b>KD<br/>(PACT60)</b></p> <p><b>PC<br/>(PACT65)</b></p> |
| <p><b>9.</b></p> | <p><b>Community Communications Strategy (KD) (paper attached P4-</b></p>  |   |

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|                   | <p><b>210324)</b></p> <ul style="list-style-type: none"> <li>• The Trustees discussed the draft “Community of Abbey St Bathans, Bonkyl and Preston Newsletter” circulated prior to the meeting. Some further changes have been made by DR and IR and they hope to have the final draft for circulation and comments by the 25<sup>th</sup> March.</li> <li>• It was agreed that the newsletter should go out quarterly if possible and be A4 over 4 pages.</li> <li>• The Trustees agreed that DR and IR should produce future newsletter drafts for feedback and approval but the overall design and content to be left up to them to decide.</li> <li>• It was agreed that the newsletter should be sent out by post as this was the most time and cost efficient way of reaching more residents. There were some concerns raised over unoccupied addresses and if required JD will have a look at the address list used for mailings. DR agreed to obtain costings on the newsletter distribution and update the Trustees in due course.</li> <li>• In order to keep the newsletter (and other marketing channels as interesting as possible) it was agreed that at community events residents should be asked for their consent to take and publish photos.</li> </ul> | <p><b>KD/IR/DR<br/>(PACT38)</b></p> |
| <p><b>10.</b></p> | <p><b>PACT Strategy (VD)</b></p> <p><i>Local Place Plan (VD) (paper attached P5-210324) -</i></p> <ul style="list-style-type: none"> <li>• The Local Place Plan Team Leader post was advertised and Wendy Reid applied for the position. At the February 2024 meeting it was agreed to commit to the first two stages (Core Team Formation and Core Team Planning) which is expected to take up to 6 months. The Trustees agreed that the new Team Leader’s salary will be £20/hour for 28 hours a month but asked that VD confirm the contractual details by email as soon as possible.</li> <li>• KD confirmed that he will seek approval for the appointment from the ABPCC Board of Trustees at next week’s meeting.</li> <li>• The Local Place Making Working Group will be made up of up to 6 persons and recruitment of this team will need to be done quite swiftly if work with Wendy will commence in early April. KD is happy to act as the liaison between Wendy/PACT/ABPCC and it was felt that this initial working group could identify other suitable people to join the group.</li> </ul>   | <p><b>VD/KD<br/>(PACT75)</b></p>    |
| <p><b>11.</b></p> | <p><b>Community Events (DR)</b></p> <p><i>Quizzes -</i></p> <ul style="list-style-type: none"> <li>• The 2 quizzes (Preston on Friday Saturday 23rd and Abbey on Saturday 27th April 2024) have been advertised.</li> <li>• The Board of Trustees agreed to fund the hall hire (£20) and the prizes (£20) for the 2 upcoming quizzes totalling £80. The £2 entry will be donated to a local charity, possibly the Duns Foodbank.</li> </ul> <p><i>Mucky Pups -</i></p> <ul style="list-style-type: none"> <li>• Mucky Pups Messy Play, which encourages children to play in a</li> </ul>   |                                     |

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|                   | <p>selection of trays which are filled with sand/rice/pasta/paper &amp; paint, has been arranged for 14th April at a cost of £110 for 1 - 2 hours (depending on numbers) for children up to the age of 8. Tea/Coffee/Biscuits will be supplied for the parents as they need to stay with the children.</p> <ul style="list-style-type: none"> <li>The Board approved the event costings as outlined.</li> </ul> <p><i>Highland Coos Pottery Workshop -</i></p> <ul style="list-style-type: none"> <li>DR outlined a proposal to host a highland coo pottery workshop where you can learn to sculpt a highland cow. The charge would be £30/pp for up to 3 hours with the workshop leader charging £300.00 for a class of up to 10 persons. It was proposed that PACT could cover half of the workshop costs to participants.</li> <li>Concerns were raised over our ability to cover costs for these types of events under the PACT Constitution which is for community development. It was agreed to pass this event to the ABPCC.</li> </ul>  |                               |
| <p><b>12.</b></p> | <p><b>Grant Applications (paper attached P6-210324)</b></p> <p><i>23-11-05-AllsortsChildcare - update (VD) -</i></p> <ul style="list-style-type: none"> <li>JR confirmed that this application has been withdrawn as they have applied to CDCF/Quixwood.</li> </ul> <p><i>24-01-01-DunsPlayFest (VD/LW) (paper attached P7-210324) -</i></p> <ul style="list-style-type: none"> <li>At the February 2024 meeting LW agreed to contact the applicant to determine what the group could do for the local community (i.e. subsidised tickets, more outreach etc.). The applicant proposed the following: <ul style="list-style-type: none"> <li>(a) A (free for PACT residents) pre-festival evening at Abbey St Bathans village hall provisionally organised for Wednesday 24<sup>th</sup> April.</li> <li>(b) 50% reduction on ticket prices for other DunsPlayFest events for PACT residents. We will deliver a flyer to all houses in the area with details of the access code to take advantage of this offer.</li> <li>(c) All PACT residents will also receive a free programme of all festival event.</li> </ul> </li> <li>The Board approved the application for £5000.00 (from Aikengall) subject to confirmation of whether or not the applicant has also applied to CDCF for funding.</li> <li>The Board further agreed that a discount of 50% for residents was too high and they would ask the applicant to lower this.</li> <li>JR agreed to ask LW to contact the applicant to confirm the funding conditions and to find out more about the Abbey St Bathans pre-festival evening.</li> </ul> <p><i>24-03-01-ReTweed (VD) (paper attached P8-210324) -</i></p> <ul style="list-style-type: none"> <li>The Trustees considered the application to develop new services that will include a dedicated upcycling courses for marginalised and disadvantaged 16 young people aged 16-25; piloting National 5-Textiles Industry Skills for Work in partnership with Borders College and intensive 1:1 support through a specialist employability worker</li> </ul> | <p><b>LW<br/>(PACT76)</b></p> |

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|                   | <p>who will help every student.</p> <ul style="list-style-type: none"> <li>The Board approved the application for £5000.00 and the funds will come from Aikengall.</li> </ul> <p><i>23-07-01-DunsTennisClub (VD) (paper attached P9-210324) -</i></p> <ul style="list-style-type: none"> <li>The recent update provided by the club on subsidised memberships was discussed. The Club are proposing to offer up to 30 free memberships; an Adult Taster Day and Junior Camps and Coaching. The Board are in favour of the proposals.</li> <li>It was agreed to publicise the Junior Camps - Friday 5th April 10am - 12 noon and Friday 12th April 10am - 12 noon via Mailchimp. KD agreed to organise this.</li> </ul> <p><i>Community Grant Application Subcommittee -</i></p> <ul style="list-style-type: none"> <li>2 applicants have come forward to join the sub-committee. The Trustees approved the proposal to go ahead and form the subcommittee with the new applicants along with VD, LW and PC.</li> </ul>  | <p><b>KD<br/>(PACT80)</b></p> <p><b>VD<br/>(PACT66)</b></p> |
| <p><b>13.</b></p> | <p><b>Community Projects</b></p> <p><i>Abbey Village Hall Resilience Project - update (VD)</i></p> <ul style="list-style-type: none"> <li>Funding (£37,725.36) from Quixwood has been received.</li> </ul> <p><i>Preston Village Hall Project - update (JD)</i></p> <ul style="list-style-type: none"> <li>JD is pursuing Local Energy Scotland (CARES Funding), which provided funding for the Abbey St Bathans Village Hall. JD met with Ruth Dickinson, the Development Officer at Local Energy Scotland, to discuss submitting an application. After this meeting David McKnight (architect) and JD submitted an expression of interest which is required prior to any CARES application for funding. The expression of interest has been approved and a formal account has been setup on the CARES website in order to submit the funding application.</li> <li>JD is continuing to obtain quotes for different heating systems in order to finalise costs which should be completed over the next few weeks.</li> <li>JD confirmed that Hayley Shaw is actively involved in the planning process and meetings and the rest of the Preston Village Hall Trustees are kept up to date.</li> </ul> | <p><b>JD<br/>(PACT78)</b></p>                               |
| <p><b>14.</b></p> | <p><b>Wind farm Communications</b></p> <p><i>Agreement review with Aikengall – completed (JD) -</i></p> <ul style="list-style-type: none"> <li>JD confirmed that Aikengall (Community Wind Power) were contacted again with regards to the transfer of the Abbey St Bathans Village Hall asset from the PACT balance sheet to the ABVHC. They were advised that if we didn't hear back from them on this matter that we would assume they are happy with the arrangements.</li> <li>The Trustees discussed the delay in the September £12,500 payment. JD has had verbal agreement that this funding will be</li> </ul>   | <p><b>JD<br/>(PACT57)</b></p>                               |

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|                   | <p>paid. It was agreed that JD would confirm the conversation in writing.</p> <p><i>Community Ownership – update (VD/JR) -</i></p> <ul style="list-style-type: none"> <li>• JR confirmed that he will be writing to Monashee in due course.</li> </ul> <p><i>Quixwood Wind farm – update (VD) -</i></p> <ul style="list-style-type: none"> <li>• JR let the Trustees know that Naomi Stevens is leaving. The Board thanked Naomi for all her help and support.</li> </ul>  | <p><b>VD/JR<br/>(PACT71)</b></p> |
| <p><b>15.</b></p> | <p><b>AOB</b></p> <p><i>Borders Community Action 'Meet the Funders' event (paper attached P10-210324) -</i></p> <ul style="list-style-type: none"> <li>• JR reported that he will make every attempt to go along to this event and will update in due course.</li> </ul> <p><i>Charitable Purposes (VD) –</i></p> <ul style="list-style-type: none"> <li>• The Trustees discussed advice from Lynn Molleson, Development Officer at DTAS, on PACT’s aim to update their charitable purposes.</li> <li>• The Trustees were in agreement that the wording that will be used to change PACT’s charitable purposes be finalised as soon as possible in order to present these proposed changes (along with their rationale) to the membership to ratify at the next AGM. DR outlined the correct procedure to do this - for changing the constitution PACT have to complete An Application for Consent to Change Constitutional Purposes form and send this to OSCR along with the current constitution and the proposed amended constitution. Once OSCR has consented to the amended purposes of the Constitution, PACT should contact our funders, RES, CWP and Quixwood and ask them to confirm that they have no objections to the amended Constitution. Once consent is received from the funders the PACT membership should hear and vote on the amended Constitution at a public meeting.</li> </ul> <p><i>Meeting Schedule (JR) -</i></p> <ul style="list-style-type: none"> <li>• It was proposed that Trustee meetings move to every 2 months. It was agreed that future meetings will take place April, June, August, October (AGM) and December.</li> <li>• The Trustees agreed that shorter zoom meetings could be organised to discuss specific issues.</li> </ul> |                                  |
| <p><b>16.</b></p> | <p><b>Date of Next Meeting</b></p> <p>6.30pm Thursday 18<sup>th</sup> April, Abbey St Bathans Village Hall</p>   |                                  |