



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

<b>Ref</b>	<b>Present:</b> James Robson (Chair), Dianne Repsch (Treasurer – via zoom), Pip Chandler, Keith Dickson, Victoria Dobie  <b>Apologies:</b> James Dobie, Ian Repsch, Limor Wolfe.  <b>Administrative Officer:</b> Kat Chisholm  <b>Guest Speaker:</b> Wendy Reid (Item 6)	<b>Action</b>
<b>1.</b>	<b>Welcome</b> <ul style="list-style-type: none"> <li>• JR opened the meeting and thanked everyone for attending.</li> </ul>	
<b>2.</b>	<b>Introductions and Apologies</b> <ul style="list-style-type: none"> <li>• JR noted apologies from James Dobie. Ian Repsch, and Limor Wolfe.</li> </ul>	
<b>3.</b>	<b>Conflict of Interest (VD)</b> <ul style="list-style-type: none"> <li>• Conflicts with agenda items: Grant Applications (Item 11) <ul style="list-style-type: none"> <li>• 24-04-02-PrestonPhoneBoxNoticeboard - Pip Chandler, Keith Dickson, James Dobie, Victoria Dobie, Dianne Repsch</li> <li>• 24-05-01-EllemfordShow2024 - Dianne Repsch</li> <li>• 24-06-01-PrestonPhoneboxInteriorBanking - Pip Chandler, Keith Dickson, James Dobie, Victoria Dobie, Dianne Repsch</li> </ul> </li> </ul>	
<b>4.</b>	<b>Minutes from Last Meeting (<i>paper attached P1-200624</i>)</b> (DR not in attendance) <ul style="list-style-type: none"> <li>• Approved by all Trustees in attendance.</li> </ul>	

<p><b>5.</b></p>	<p><b>Action Log Review (<i>paper attached P2-200624</i>)</b></p> <ul style="list-style-type: none"> <li>• PACT38 (Community Communications Strategy): Agreed completed and to close.</li> <li>• PACT52 (Change to Constitution and Proxy Voting): On Agenda (Item 14).</li> <li>• PACT61 (Young People’s Group): Being addressed as part of Local Place Plan and agreed to close.</li> <li>• PACT65 (COAP Flyer): On Agenda (Item 9)</li> <li>• PACT70 (PATHS Project): Ongoing.</li> <li>• PACT71 (Community Windfarm Ownership): On Agenda (Item 13).</li> <li>• PACT74 (Community Prize Draw): It was agreed that the grants application sub-committee would not be reviewing this proposal as it’s not necessary as this time. It was agreed to mark this for closure at our next PACT meeting on 15.08.2024 if LW in attendance.</li> <li>• PACT78 (Preston Village Hall Project): On Agenda (Item 12).</li> <li>• PACT81 (Abbey Village Hall Transfer Confirmation): Agreed to close as completed.</li> <li>• PACT82 (Quixwood Update Report): On Agenda (Item 13) and agreed to close as completed.</li> <li>• PACT83 (Budget for 2024/25 Financial Year): On Agenda (Item 7) and agreed to close as completed.</li> <li>• PACT84 (Communications strategy for hall events): DR will ask the village halls for updates, so it was agreed to close as completed.</li> <li>• PACT85 (Wendy Reid Contract): Phase 1 contract has been signed off and agreed to close.</li> <li>• PACT86 (Local Place Plan Update): On Agenda (Item 6).</li> </ul>	
<p><b>6.</b></p>	<p><b>Local Place Plan Presentation (<i>paper attached P3-200624</i>)</b></p> <p><i>Wendy Reid presenting and taking questions. 7.00 – 7.30pm</i></p> <ul style="list-style-type: none"> <li>• Wendy Reid presented her Local Place Plan for Abbey St Bathans, Preston &amp; Bonkyl Phase 1 Report.</li> <li>• Wendy was contracted to: (a) update existing Community Plan setting out what has been achieved and what is outstanding; (b) assess the feedback received at community events outlining what was required to complete the plan; (c) engage with a local stakeholder group; (d) confirm with Scottish Borders Council what constitutes an acceptable Local Place Plan; (e) plan for the next</li> </ul>	<p><b>KD (PACT86)</b></p>

	<p>phase of the plan delivery; (f) distribute a similar Local Place Plan from a similar size community and demographic (P3-200624).</p> <ul style="list-style-type: none"> <li>• Project 1 – Establishment of a development trust (has been achieved with funding to employ a development worker and projects still to be completed.)</li> <li>• Project 2 – Community Facilities for all Ages (the new hall in Abbey St Bathans has been completed and plans for upgrade to Preston Village Hall approved. The formation of a new playpark in Preston is still to be completed)</li> <li>• Project 3 - Improve Connectivity (a survey of broadband quality by location to identify problem areas has been completed by further community broadband and digital Scotland projects with other neighbouring communities to be completed).</li> <li>• Project 4 – Improve Local Infrastructure (options for improving water supplies in Abbey St Bathans has been completed but funding to be obtained to complete. Ongoing work is required on the maintenance and development of paths &amp; cycleways with Scottish Borders Council along with a series of events using paths and outdoor space).</li> <li>• Project 5 – Community Activities (volunteers have been recruited to organise regular events in Abbey St Bathans and Preston along with joint events to foster social interactions between Abbey St Bathans and Preston including a trial pop-up pub. It is hoped a steering group will be formed to look at setting up a community shop/pub).</li> <li>• Project 6 – Encourage Local Use of Windfarm Funds (more awareness of funding available has been achieved through the new community newsletter and website. Work to increase the value of funds available ongoing).</li> <li>• Analysis of responses from the community consultation events on 2<sup>nd</sup> September 2023 and 27<sup>th</sup> January 2024 showed a number of key themes emerging – (a) community events; (b) roads &amp; parking; (c) paths &amp; cycleways; (d) community resilience; (e) environment; (d) connectivity. Further feedback could be sought from young people, families, and representatives from the farming community along with research into housing demands, health and social care provision and economic and demographic data about our area</li> <li>• A local stakeholder advisory group has been established to provide support and oversight to the process. Members of the group to date are Victoria Dobie, Keith Dickson and Gillon Dobie. Recruiting an additional couple of members to the group was recommended and the Trustees were asked to get in touch if they had any suggestions.</li> <li>• There was considerable discussion around what constitutes an acceptable Local Place Plan and what level of detail PACT are required to go into. It was suggested that it was possible to complete this process and submit a completed plan to Scottish Borders Council at the end of May 2025.</li> <li>• Phase 2 of the Local Place Plan was discussed, and the Trustees agreed to commit up to £6,000 for this phase up to the end of April 2025 with a review in October 2024. It was agreed that the preparation of the final report and costs would be submitted as separate funding applications. DR clarified that this additional funding does not include the previously approved funds for Phase 1</li> </ul>	
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	<p>(costs currently sitting at between £350- £400) and unused funds from Phase 1 will be rolled into Phase 2.</p> <ul style="list-style-type: none"> <li>Wendy agreed to liaise with DR on a Family Fun Day event to move Phase 2 forward.</li> </ul>	
<b>7.</b>	<p><b>Treasurer's Report (DR) (papers attached P4-200624)</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 31/05/2024 were circulated prior to the meeting.</li> <li>The PACT bank balance as of 31/05/2024 stands at £ 145,604.77.</li> <li>JR thanked DR for producing the PACT Draft Budget forecast for Year Ending 31/03/2025. DR will keep this documented updated for each Trustee meeting.</li> <li>The Trustees annual report and financial statements for the year ended 31 March 2024 was discussed. It was agreed that this paper would be re-circulated prior to approval to ensure that all Trustees have read it. JR agreed to include this in his Trustee update email going out after the meeting to seek all Trustee's approval.</li> </ul>	<b>JR (PACT87)</b>
<b>8.</b>	<p><b>Website Annual Budget (KD) (paper attached P5-200624)</b> (DR not in attendance)</p> <ul style="list-style-type: none"> <li>KD outlined his paper on the estimated COABP Website Costs for 2024/25. The costs below were discussed and approved: <ul style="list-style-type: none"> <li>(a) Hosting (£180.00)</li> <li>(b) Domain Registration Annual Subscription (£20.00)</li> <li>(c) Events Manager Plug in Subscription (£120.00)</li> <li>(d) WFP WordPress Plug in Subscription (£150.00)</li> <li>(e) Ninja Forms Subscription (£100.00)</li> <li>(f) Developer time for updates, technical support (£500.00)</li> <li>(g) Small changes budget (19 hrs @£50.00 per hour) (£950.00)</li> </ul> </li> <li>It was agreed that JR would send an email to all Trustees to seek agreement that these additional website costs would be covered by PACT. (post-meeting addendum: It was confirmed by email that the Trustees who are not members of the Community Council (JR, LW and IR) all approved the funding for the community website from PACT funds for the year ahead.)</li> <li>It was agreed that the old PACT website would not be maintained and closed in October 2024.</li> </ul>	<b>JR (PACT88)</b>
<b>9.</b>	<p><b>Community Communications Strategy (KD)</b> (DR not in attendance)</p> <p><i>COABP Flyer and Poster (PC)</i></p> <ul style="list-style-type: none"> <li>PC reported that the flyer and poster design are a work in progress, and she agreed to discuss the contents with Wendy Reid.</li> </ul> <p><i>Community Facebook (KD)</i></p> <ul style="list-style-type: none"> <li>KD reported that the new COABP Facebook page is now up and running and being updated by KC.</li> </ul>	<b>PC (PACT65)</b>

	<ul style="list-style-type: none"> <li>The old PACT Facebook page will be left dormant as no one has access to it.</li> </ul>	
<p><b>10.</b></p>	<p><b>Community Events (DR)</b></p> <p><i>Summer BBQ at ABVH (paper attached P6-200624)</i></p> <ul style="list-style-type: none"> <li>DR outlined the proposal for a Summer BBQ event at ABVH in August. The Trustees agreed that the Summer BBQ should be a fundraising event for a local charity (through drink sales) with food provided by PACT.</li> <li>DR agreed to canvas the Trustees for a suitable date in August - 10th, 17th, or the 24th of August.</li> <li>DR agreed to obtain a temporary alcohol licence for the event at a cost of £10.00.</li> <li>DR agreed to finalise food costs with local caterers and report back by email to all Trustees.</li> <li>The Trustees agreed to an overall limit to the cost of this event to £2,000.</li> </ul> <p><i>General Events Update –</i></p> <ul style="list-style-type: none"> <li>The First Aid training scheduled for Saturday 15<sup>th</sup> June and Boogie Beats scheduled for Saturday 22<sup>nd</sup> June were both cancelled due to lack of interest.</li> <li>The Teams Games Evening scheduled for Saturday 29<sup>th</sup> in Preston will go ahead.</li> <li>Concerns were raised over the July events, and it was agreed to move these to the autumn.</li> <li>The Trustees discussed the summer BBQ normally held in conjunction with the Abbey Duck Race. VD agreed to find out more to ensure it doesn't clash with the proposed PACT BBQ event.</li> </ul>	<p><b>DR (PACT89)</b></p> <p><b>VD (PACT90)</b></p>
<p><b>11.</b></p>	<p><b>Grant Applications (paper attached P7-200624)</b></p> <p><i>Grant Applications Subcommittee Activity (paper attached P8-200624)</i></p> <ul style="list-style-type: none"> <li>VD briefly outlined the Grants Application Subcommittee activity to date. She asked that Trustees get back to her if there is anything that they wished to feedback.</li> </ul> <p><i>Administrator costs</i></p> <ul style="list-style-type: none"> <li>VD expressed concerns over Carol Dickson's administrative costs with regards the Grants Application Subcommittee and who should be contributing to these costs. VD agreed to bring figures back on time and costs to the next meeting.</li> <li>The Trustees discussed the possibility of streamlining the grant application process to quarterly or to fall in line with Trustee meeting dates. It was agreed to monitor this and discuss again at a future meeting if required.</li> </ul> <p><i>24-02-01-Botanical Art Exhibition</i></p> <ul style="list-style-type: none"> <li>In February 2024 the PACT Board approved this grant application for a Botanical Exhibition in Preston Village Hall, with the funds to come from the Aikengall community benefit fund. Publicity material</li> </ul>	<p><b>VD (PACT91)</b></p>

for the event indicated that there would be an entrance fee and sales table, and this precluded PACT support for the exhibition. PACT withdrew the offer of funding and suggested that the applicant apply to the Crystal Rig fund through the ABPCC (a grant to cover the hall hire was subsequently approved, and the exhibition took place).

*24-01-02-WillowBasketWeaving (extra payment)*

- A further sum of £23.40 for travel was previously approved by DR and VD. Retrospectively the Trustees approved the extra funding.

*24-04-01-BerwickshireCountyShow*

- Prior to this meeting the Trustees discussed, by email, the application submitted by Berwickshire Agricultural Association for £1000.00 towards the cost of their marquee for the Industrial Section of the County show.
- The Board approved the application for £1000.00 by email on 30/04.2024 with the funds coming from Aikengall.
- DR confirmed that the grant has been paid.

*24-04-02-PrestonPhoneBoxNoticeboard*

- Prior to this meeting the Trustees discussed, by email, the application submitted by ABPCC for £487.00 towards the repurpose and refurbishment of the phone box and noticeboard at Preston.
- The Board approved the application for £487.00 by email on 30/04.2024 with the funds coming from Aikengall.
- VD confirmed that the grant has been paid and the work completed.

*24-05-01-EllemfordShow2024*

- Prior to this meeting the Trustees discussed, by email, the application submitted by the Lammermoor Pastoral Society for £4043.00 towards 50% of the cost of organising and running the 2024 Ellemford Show
- The Board approved the application for £4043.00 by email on 30/04.2024 with the funds coming from Aikengall.

*24-06-01-PrestonPhoneboxInteriorBanking*

- Prior to this meeting the Trustees discussed, by email, the application submitted by ABPCC for £200.00 towards refurbishment of the interior of Preston Phone box, plus support to external banking on site.
- The Board approved the application for £200.00 by email on 30.04.2024 with the funds coming from Aikengall.

*24-06-02-PrestonKidsArtClub (papers attached P9-200624)*

- The Trustees considered an application to hold a 4-week summer kids art club workshop in Preston from July to August this year.
- The Board approved the application for £1240.00 subject to: (a) that the event only goes ahead if there are at least 8 residents signed up to the classes and (b) that classes are split into 2 blocks to determine if the second half session is viable.
- The funds will come from Aikengall.

	<p><i>24-06-03-BerwickshireHighLibraryRefresh (papers attached P10-200624)</i></p> <ul style="list-style-type: none"> <li>• The Trustees discussed an application submitted by the Berwickshire High School Parent Council for £5,400 - £1900.00 for events to support literacy and reading and a further £3500.00 for the purchase of fiction and non-fiction books.</li> <li>• The Board approved the funding request for £1900.00 for the events to support literacy and reading. The funds will come from Aikengall.</li> <li>• The funding request of £3500 for fiction and non-fiction books was considered but it was agreed that it should be the responsibility of the local authority to fund the purchase of books for the school.</li> </ul>	
<p><b>12.</b></p>	<p><b>Community Projects</b> (DR not in attendance)</p> <p><i>Preston Village Hall Project - update (JD) (paper attached P11-200624– notes from zoom meeting 3.6.24)</i></p> <ul style="list-style-type: none"> <li>• The Trustees reviewed the Meeting notes from the extra PACT Board meeting held on Zoom on the 3rd June 2024. The meeting was to discuss the Preston Village Hall refurbishment project.</li> <li>• The Trustees are in favour of the hall refurbishment project and questions remain regarding the renewables element and the generator and more precise costs will follow.</li> <li>• The Board agreed that PACT funding on the project should be capped at £275,000.</li> <li>• The Geowarmth quote was accepted, and approval given for JD to apply to CARES for funding for this element.</li> <li>• VD confirmed that she has started to write the grant application but needs background information on the history of the hall. PC suggested that she speak to David Morrision.</li> </ul> <p>Swimming Lessons</p> <ul style="list-style-type: none"> <li>• The Trustees discussed the swimming lessons and memberships for residents in the year ahead (2024/2025). It was agreed that the lessons and memberships would be funded through Quixwood at a cap of £12,000.</li> <li>• VD pointed out that at the moment no formal support is given to the Duns Amateur Swimming Club who provide swimming lessons for children and young people. It was agreed that they should be part of this application for a 70% subsidy which will still be capped at £12,000.</li> </ul>	<p><b>JD</b> <b>(PACT78)</b></p>
<p><b>13.</b></p>	<p><b>Wind farm Communications</b> (DR not in attendance)</p> <p><i>Community Ownership letter to GSC (JR)</i></p> <ul style="list-style-type: none"> <li>• JR agreed to complete this in due course.</li> </ul> <p><i>Community Wind Power (CWP) visit (JD)</i></p> <ul style="list-style-type: none"> <li>• VD reported on a successful meeting with 8 Westminster government officials from the department of Energy and Net Zero, and 3 CWP representatives. The discussion focussed on the COABP experience of working with wind farms regarding</li> </ul>	<p><b>JR</b> <b>(PACT71)</b></p>

	<p>community funds. It was also an opportunity for CWP to see the Village Hall that their community benefit fund had enabled us to build.</p> <p><i>Quixwood annual update meeting (VD) (paper attached P12-200624)</i></p> <ul style="list-style-type: none"> <li>• VD reported on the success of the annual 'Catch-Up' Meeting with NTR (Quixwood Moor), County Durham Community Foundation, Grantshouse and Abbey St Bathans, Bonkyl and Preston Community Councils and Community Trusts on the 29<sup>th</sup> May 2024.</li> <li>• The group reviewed the Quixwood Moor Windfarm Fund agreement, the grant awards made in last 12 months, the grant award to Preston and Abbey Community Trust, the plans for the year ahead in the Grantshouse and Abbey St Bathans, Bonkyl and Preston areas.</li> </ul>	
<b>14.</b>	<p><b>PACT Charitable Purposes (VD)</b></p> <ul style="list-style-type: none"> <li>• VD confirmed that LW is reviewing the Cranshaws, Ellemford, Longformacus Community Association (CELCA) old and updated constitutions as part of the process to write our new constitution.</li> <li>• Currently the PACT constitution states that there is a 15-month timeframe between AGM's and the proposal to change this to a 12-month timeframe was discussed in detail.</li> <li>• There was some concern about removing the flexibility of the 15-month provision and the Trustees were split on their opinions on whether or not this should be removed. It was therefore agreed that DR would contact OSCR to establish the rules surrounding this.</li> </ul>	<b>DR (PACT52)</b>
<b>15.</b>	<p><b>Any Other Business</b></p> <ul style="list-style-type: none"> <li>• None raised.</li> </ul>	
<b>16.</b>	<p><b>Next Meeting</b></p> <p>6.30pm Thursday 15<sup>th</sup> August, Abbey St Bathans Village Hall</p>	