



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

Ref	Present: James Robson (Chair), Victoria Dobie (Secretary), James Dobie, Dianne Repsch (Treasurer), Keith Dickson, Ian Repsch Apologies: Pip Chandler, Limor Wolfe Administrative Officer: Kat Chisholm	Action
1.	<p>Welcome</p> <ul style="list-style-type: none"> • JR opened the meeting and thanked everyone for attending. 	
2.	<p>Introductions and Apologies</p> <ul style="list-style-type: none"> • JR noted apologies from Pip Chandler and Limor Wolfe. 	
3.	<p>Conflict of Interest (VD)</p> <ul style="list-style-type: none"> • Conflicts with agenda items: KD Item 11 (Grant Application Administrator support costs) 	
4.	<p>Minutes from Last Meeting (<i>paper attached P1-150824</i>)</p> <ul style="list-style-type: none"> • Approved by all Trustees in attendance. 	
5.	<p>Action Log Review (<i>paper attached P2-150824</i>)</p> <ul style="list-style-type: none"> • PACT52 (Changes to Constitution and Proxy Voting): On Agenda (Item 14). • PACT65 (COAP Flyer): On Agenda (Item 8) • PACT70 (PATHS Project): On Agenda (Item 15) • PACT71 (Community Windfarm Ownership): On Agenda (Item 13). • PACT74 (Community Prize Draw): Agreed to close. 	

	<ul style="list-style-type: none"> • PACT78 (Preston Village Hall Project): On Agenda (Item 12). • PACT86 (Local Place Plan Update): On Agenda (Item 9). • PACT87 (Trustee approval of annual report and financial statement): Agreed by all Trustees by email and agreed to close. • PACT88 (Additional Website costs): Approved by Trustees not on ABPCC by email and agreed to close • PACT89 (Summer BBQ at ABVH): On Agenda (Item 10). • PACT90 (Clash with summer BBQ Duck Race): Completed and on Agenda (Item 10). • PACT91 (Administrative Costs Grants subcommittee): On Agenda (Item 11) 	
6.	<p>Treasurer’s Report (DR) (<i>papers attached P3(a-f)-150824</i>)</p> <ul style="list-style-type: none"> • DR reported on the PACT financial statement, projected funds, Aikengall and Penmanshiel spreadsheets for the period 01/04/2024 to 31/07/2024 which were circulated prior to the meeting. • The PACT bank balance as of 31/07/2024 stands at £115,620.03. • The Trustees briefly discussed the current budget forecast and grant spending forecast for the remainder of the fiscal year. DR is confident that the current funds balance is healthy as operational costs and approved and expected funding have already been taken out of the forecasts. • DR advised that the accounts are with the accountants and some final changes are currently being made which should be finalised in time for the AGM. • When discussing the forthcoming AGM the Trustees agreed that members should be provided with an update on what funds have been awarded to date and a draft budget outlining the future expected costs in particular for Preston Village Hall. It was also agreed that only 5 copies of the accounts will be available at the AGM for anyone who wishes to review them. • There was a brief discussion about the costs for Accountancy Fees and after the accounts are signed off for the Year Ending 31/3/24 the Treasurer agreed to review the costs and report back to the board. 	DR (PACT92)
7.	<p>Website/Mailchimp/Social Media (KD/IR/KC)</p> <ul style="list-style-type: none"> • DR and IR discussed improvements to the website that could be made now that they are beginning to populate the various pages. Different ideas were discussed, and it was agreed that DR and IR should work directly with the developer to put any changes they feel are necessary into place. 	

	<ul style="list-style-type: none"> As part of the ongoing review of the website functionality KD agreed to ask the website developer for statistical information on website usage for DR and IR. DR reported back on feedback from local residents on the number of road closure mail chimp going out in the past few months. The decision to send a road closure notice out is based on proximity and relevance to the local area and if the road closure would impact on access to hospitals. While the Trustees appreciated the feedback it was felt that overall, there is more benefit to continue publicising the road closures with these parameters in mind. VD suggested that DR feed this back to local residents who raised concerns and if suggestions for improvements are forthcoming to discuss this with the ABPCC. 	KD (PACT93)
8.	<p>Community Communications Strategy</p> <p><i>Newsletter and PR material (DR/VD)</i></p> <ul style="list-style-type: none"> DR has put together a newsletter and postcards that can be used at the upcoming Ellemford Show and any other upcoming events to raise awareness. <p><i>COABP Flyer and Poster (PC)</i></p> <ul style="list-style-type: none"> Ongoing. 	PC (PACT65)
9.	<p>Local Place Plan (KD) (paper attached P4-150824)</p> <ul style="list-style-type: none"> KD confirmed that Wendy Reid is happy to sign off on the Stage 2 contact. KD reported that WR is working with A Heart for Duns and other community groups to partner with South of Scotland Community Housing (SOSCH) to build an understanding of specific housing needs within Mid-Berwickshire, and the Abbey St Bathans, Bonkyl & Preston area through an online survey. This survey forms part of the consultation work being undertaken by PACT and the Community Council to help understand to what issues are facing the community. Information gained will be fed into a new Community Action Plan. A link to the survey will be put on the Community Website along with a Mailchimp sent to each member. WR is also looking to do a maildrop to every household in September. The Trustees approved the £543.00 spend for the mailshot due to previous underspend on Phase 1 of this project and into the Phase 2 budget. WR will be attending the Community BBQ in Abbey St Bathans on the 24th September along with Harry Whitmore the Community-led Housing Coordinator - Southeast Scotland at SOSCH. They will have paper copies of the housing survey available, and residents will have the opportunity to discuss issues directly with them. KD confirmed that Scottish Borders Council funding to cover the costs of specialist consultants is possibly available and WR is developing a proposal for a bid. KD has received the 2022 Census data which is an important part of the development plan. 	KD (PACT86)

	<ul style="list-style-type: none"> • The Trustees discussed the application submitted by Duns Rugby Club looking for support for training equipment (£2092.52) and transport to matches (£1000.00). Duns Rugby Club also advised that they have applied to CELCA for £1000. • As the Board were already aware that CELCA approved the costs towards the training equipment, the Board approved the application for £1000.00 towards transport costs, with the funds coming from Aikengall. <p><i>Grant Process Discussion</i></p> <ul style="list-style-type: none"> • The Trustees discussed the increase in grant funding applications and applicants applying for funding from more than one source. There was agreement that our grant application award letter will need to be updated to include a check on other funding applications and for the grants subcommittee team to follow up on funding decisions from other funders. • VD agreed to contact Quixwood regarding the Ayton Primary School grant and Berwickshire High School regarding the grant provided for literary events as both applicants have received funding from various sources. • JR agreed, in his role as Chair, to contact Blackhill regarding grants made to Ayton PS from Quixwood, and Berwickshire High School from PACT. <p><i>24-07-03-TweedsideDebtAdvice (papers attached P7-150824)</i></p> <ul style="list-style-type: none"> • The Trustees discussed the application submitted by Tweedside Debt Advice for £1535.00 towards 50% of the cost of registering TDA as a Connect Centre with Community Money Advice (CMA) and 50% of the cost to train 6 volunteers. • The Board approved the application for £1535.00 with the funds coming from Aikengall. <p><i>24-01-02-WillowBasketWeaving Final Report (paper attached P9-150824)</i></p> <ul style="list-style-type: none"> • Final report received from the applicants and no further comments from the Board. <p><i>24-01-01-DunsPlayFest Final Report (papers attached P10(a-b)-150824)</i></p> <ul style="list-style-type: none"> • Final report received from the applicants. Trustees are aware that the conditions of funding were not met as no local production was put on. <p><i>24-06-01-PrestonPhoneboxInteriorBanking Final Report (paper attached P11-150824)</i></p> <ul style="list-style-type: none"> • Final report received from the applicants and no further comments from the Board. • DR requested funding from the unused portion of the previously approved grant for Preston Phone box refurbishment to be used to change the sign on phone box, The Trustees approved the request for £30.00 towards the new sign. 	<p>VD/JR (PACT95)</p>
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12.	<p>Community Projects</p> <p><i>Preston Village Hall Project - update (JD)</i></p> <ul style="list-style-type: none"> • JD confirmed that the funding has been confirmed by Quixwood. • JD confirmed that the building warrant has been submitted, and the tender process is underway. • It was agreed, that when the tenders are received in early September, that JD would set up a meeting regarding Preston Village Hall. 	JD (PACT78)
13.	<p>Wind farm Communications</p> <p><i>Community Ownership letter to GSC (JR) (paper attached P12-150824)</i></p> <ul style="list-style-type: none"> • JR reviewed the draft letter to GSC outlining the note of interest to the developers in PACT acquiring a 3% stake in the wind farm SPV. The Trustees approved the draft letter and JR agreed to send it out as soon as possible. 	JR (PACT71)
14.	<p>PACT Charitable Purposes (VD) (papers attached P8(a-b)-150824)</p> <ul style="list-style-type: none"> • VD reviewed the updated PACT Constitution and the consent application to OSCR. The Trustees approved the updated draft constitution and application. • VD confirmed that approval would need to be sought from the windfarms before the AGM in October. 	VD (PACT52)
15.	<p>Paths Update (JD/PC)</p> <ul style="list-style-type: none"> • No update available. 	JD/PC (PACT70)
16.	<p>PACT Administration Review (VD)</p> <ul style="list-style-type: none"> • KC left the room during this discussion. • After the Board Meeting it was confirmed that the Trustees' agreed that the PACT administrative officer's salary would rise from £15ph to £16ph. 	
17.	<p>AGM and Elections (VD)</p> <ul style="list-style-type: none"> • JR thanked the committee for all their help over the past year. • VD confirmed that Limor Wolfe will be resigning at the next AGM. • There are 2 vacancies on the Board and 2 current Trustees are required to stand down. JR and KD both agreed to stand down and seek re-election. • It was agreed that the next general meeting will be held after the AGM in October. 	
18.	<p>Any Other Business</p> <ul style="list-style-type: none"> • DR raised concerns over the newsletter mailing and the address list used. In order to ensure the list is as accurate as possible DR agreed to circulate the address list to all Trustees for review and comments. KD will also circulate the list to all CC members. 	DR (PACT96)
17.	<p>Next Meeting</p>	

	Thursday 17 th October 6.30 to 7.30 – AGM Thursday 17 th October 7.30 to 8.30 - Ordinary Board meeting At Preston Village Hall	
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