

Preston and Abbey Community Trust (PACT)
Minutes for Board meeting 16th
June 2021 at 6:30pm
Abbey Kirk

	Present: Trustees: Liz Macfie, James Dobie and Linda McIntyre Trust Officer: Beth Landon	
Item	Topic	Action
1	Apologies Gary, Hayley, Ray and Richard	
2	Previous minutes 17th May 2021 Approved as a true record of the meeting Liz proposed, Linda 2nd	
3	Matters arising Andy Smith handed in his resignation via email since the last meeting. This has left gaps to fill, notably with the production of the newsletter (Gary has agreed to help with this), converting the grant application form to an online version and assistance with the broadband survey. Administrator and Community Development Project Officer (Trust Officer) Liz, Hayley and James have met with Beth to discuss terms of reference. Liz drew up a terms-of-contract and Beth has now signed this. A list of priorities was also produced and discussed. A copy of the final version of the contract was available to view at the meeting and Liz will circulate it to trustees. Liz will also circulate the priorities list to trustees and to Beth.	Liz
4	Treasurer's report <ul style="list-style-type: none"> Financial update The only changes since last month have been interest in and bank charges out. An update has been circulated. The balance in Aikengall II unrestricted fund from last year is to be used to cover extra items at Abbey St Bathans village hall. Grant balances will be kept as they are and not transferred to unrestricted funds. Completion of 2020 accounts 2020 annual accounts, which were approved at the AGM, are being slightly revised, with a small change in wording, and the accountant is preparing these at present. Liz is working through the Zero records from the beginning of PACT to date and is currently about two thirds of the way through. In a few days she will make any further recommendations. submission to OSCR 2020 annual accounts submission is due at the end of June at the very latest, so the reworded accounts need to be ready before then. If the 	Liz

	<p>reworded accounts are not ready, the accounts approved at the AGM should be sent to OSCR.</p> <ul style="list-style-type: none"> • 2021 accounts <p>James will send receipts and invoices for YE 31 March 2021 to Liz. Liz will go through the accounts with the accountant.</p>	<p>Liz</p> <p>James Liz</p>
5	<p>Trust officer's report</p> <p>Beth went over her report which had been previously circulated to trustees, detailing progress on the agreed priorities up to 9th June</p> <p>Actions and approvals agreed:</p> <ul style="list-style-type: none"> • Liz and Beth to finalise broadband survey and arrange for this to be uploaded to Survey Monkey, then sent out via post and email. • Board approved access for Beth to edit the website and access Mail Chimp • Liz to meet with Beth to work on the new grant application process • Beth has been through all three windfarm agreements and produced a comparison table. Quixwood – once the new hall is open it is hoped that management of this fund will be transferred from National Toll Roads Durham (NTRD) to PACT. £45k is available to PACT annually, although this was supposed to be £30k for large items from the community action plan and £15k for a small grants scheme (with the same being available to Grantshouse community). The small grants scheme is not being accessed directly by the community as was originally planned. £90,000 from overall funds has now built up and PACT will be eligible to receive this if Grantshouse community does not use it. PACT need clarification that we are to manage half and not a third of the overall funds – James to speak to NTRD about this. • Place Making Approach – Beth attended two meetings arranged by Bavs CEO along with other Berwickshire community representatives, as a PACT trustee, to discuss a combined response from Berwickshire on this SBC initiative. SBC are advertising for Community Development Officers who will be tasked with putting community action plans together for our communities. All representatives present agreed that this ought to be a more bottom-up approach, starting from our existing community action plans. James to speak to Victoria Dobie as ABPCC Chair about this. It was agreed that Beth should continue to attend on behalf of PACT. • Public liability insurance – Beth has requested a quote to enable PACT to be covered for event. Needs to be chased. • Liz to give Beth admin access to Dropbox files – Beth to manage <p>Beth was thanked for her excellent report</p>	<p>Beth / Liz</p> <p>Beth / Liz</p> <p>James</p> <p>James</p> <p>Beth Liz</p>
6	<p>Charitable activities update</p> <ul style="list-style-type: none"> • Broadband survey – Liz has sent a coverage map round, which shows that some of the properties which were thought to be most in need of improved connection already have the opportunity to connect via Borderlink. Borderlink need a list of people willing to sign up, not just 	

	<p>areas in need. The plan is for PACT to fund the masts, but Borderlink are only willing to proceed where they can be guaranteed 10 subscribers per month per mast.</p> <ul style="list-style-type: none"> Abbey St Bathans Hall – an update was emailed to trustees. The plumber is due to come on Monday to finish his final jobs. The architect can then complete the paperwork. Final electrical work is due to be done soon. The coat hooks from the old hall are being refurbished for use. The flooring should be going in around the beginning of July. The costs are currently predicted to fall within budget, with the remaining assigned funds from Aikengall II and Quixwood enough to cover everything. 5% of costs have been retained until the building is finished, 2.5% to be paid on completion and 2.5% in a year's time. Tendered costs were around £400,000, so £10,000 needs to be ringfenced for a year to cover this final payment. It was decided to co-opt a trustee from the Abbey St Bathans Village Hall committee (once set up) onto the PACT board, since PACT own this hall. Preston village hall improvements – suggested as next project Village hall maintenance grant – Hayley (also treasurer of Preston Village Hall committee) has submitted an estimated annual cost for breakdown for hall running costs in Preston totalling £3,411. PACT had previously agreed in principle to cover this for both halls. Abbey St Bathans needs constitute their new hall committee first. It was agreed that a block grant would be transferred to each hall committee once a year for them to manage, without the need for them to apply. This could cover more than just the estimated costs, allowing for unforeseen bills and other items as needed, and a report sent to PACT annually. If funds are needed for any one-off larger items, these can be applied for separately. An agreement for each hall will be drafted by Beth for board approval. Funds will come from Penmanshiel unrestricted fund. Block grant of £5000 approved for each village hall, James proposed, Linda 2nd. James to let those who will be on Abbey St Bathans Hall committee know about the grant and agreement. Liz to contact Preston Village Hall committee. Events – Sunday 22nd August suggested for the Abbey St Bathans Village Hall official opening day, to be confirmed by the other trustees not present. Representatives of the windfarms will be invited to mark the opening at a specific time, but the hall will be open all day, followed by an opening party in the evening. This can be publicised in the newsletter a month before, then with more details by email / Facebook / posters nearer the time. Another party will be held at a later date just for people from ABPCC area. It was decided not to host the raft race this year. 	<p>Beth</p> <p>James/ Liz</p> <p>Hayley/ Gary/ Richard/Ray</p>
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7	<p>Communication</p> <ul style="list-style-type: none"> • Membership – Liz and Beth to meet to establish that all sign ups have been included on the membership list. Beth to fix the sign up on the website and launch in the newsletter. • Summer Newsletter – end of June deadline for articles. To include the following items <ul style="list-style-type: none"> ○ Chair’s report, including Beth starting as Trust Officer – James ○ Grant report - Liz to do a report on what projects supported, including village hall grants. ○ Launch of new grant application process (tie in with above) – Beth ○ Broadband survey – Liz/Richard ○ Abbey St Bathan’s Village Hall open day publicity – James / Beth ○ ABPCC recruitment etc – Victoria Dobie 	<p>Beth/Liz</p> <p>All</p>
8	<p>Grants</p> <ul style="list-style-type: none"> • Whiteadder – a cost update was circulated and trustees asked whether they would approve release of further funds even though the group are waiting for the lease from SBC. A first tranche of £2,508 had previously been approved for transfer. No objections were received, so a further £1162.25 has now been approved for transfer. • Duns Primary school PE equipment – £2000 grant approved (James proposed, Linda 2nd) It was pointed out that a section is needed on the application form to ask how many people from our area a project will benefit. • Young Farmers – Beth asked about whether she could support them to apply for funding. It was agreed to invite them to apply, but for Beth not to help with writing form. • Swimming funding – PACT are waiting for a proposal from ABPCC on this. Liz to go back to ABPCC to discuss how to proceed and to suggest they apply to us for a proportion of this. In principle PACT would like to make a contribution to this. 	<p>Liz</p>
9	<p>AOB</p> <ul style="list-style-type: none"> • Trust meeting proposal – it was agreed to reduce the number of formal board meetings to four per year plus the AGM. In between we can communicate via email, collaborate in informal sub-group meetings and decide on funding applications etc via Zoom or a Doodle Poll. • Andy Smith – also wants to resign from ABPCC and his statement to them raises the issues he had with PACT. James to check with Victoria whether, in the light of Andy leaving, there anything we need to consider. In the meantime Liz will keep working on the MOU between PACT and ABPCC . It was agreed that the MOU should include an invitation to send a representative to attend one another’s board meetings, in a reciprocal arrangement. • It was suggested PACT publicise minutes of formal board meetings – to be decided at the next meeting. 	<p>James</p> <p>Liz</p>
10	<p>Summary of action points agreed – see right hand column. Someone else to keep a list of action points at the next meeting.</p>	

11	Date of next meeting Wednesday 21 st July at 6:30pm – venue TBC It was agreed to meet again in August, then launch into quarterly	
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