

## Preston and Abbey Community Trust (PACT)

### Minutes for Board meeting

21<sup>st</sup> July 2021 at 6:30pm

Preston Village Hall / Zoom

	<b>Present:</b> <b>Trustees:</b> Liz Macfie, James Dobie, Hayley Shaw, Linda McIntyre, Ray Eardley, Richard Swan, Gary Shaw (briefly) <b>Trust Officer:</b> Beth Landon	
Item	Topic	Action
1	<b>Apologies</b> Gary (attended for ~ 10 minutes mid-meeting, but had connection issues)	
2	<b>Previous minutes 16<sup>th</sup> June 2021</b> Approved as a true record of the meeting Linda proposed, Liz 2 <sup>nd</sup>	
3	<b>Matters arising</b> <ul style="list-style-type: none"> <li> <b>Swimming funding</b>            ABPCC have not had many applications recently and so have enough funds to pay for this themselves this year. Liz has let Victoria Dobie know that we are open to a proposal for part funding the swimming next year.         </li> </ul>	
4	<b>Treasurer's report</b> <ul style="list-style-type: none"> <li> <b>Financial update</b>            Due to a power cut Liz was unable to get an update to trustees, although there has been very little change since the meeting in June.             There are a few expenditures pending – Print Spot (for broadband survey), Watersports Centre, Duns Primary sports equipment.         </li> <li> <b>Annual accounts</b>            Liz has submitted the 2020 accounts to OSCR. James will take the hard copy, signed by the accountant, to Liz to sign. Beth will upload redacted version to the website.             James also has all the paperwork for the 2021 accounts ready for the accountant.         </li> </ul>	Liz           James / Liz Beth
5	<b>Charitable activities update</b> <ul style="list-style-type: none"> <li> <b>Broadband survey</b>            This has been distributed by post and email and the online survey is available on the website. Cost for print and postage was £538.43. So far, we have received 3 by post and 34 online. It was decided to keep the survey open for a few more weeks after the newsletter is sent out – Beth will keep an eye on responses tailing off, and agree a closing date with Liz.         </li> </ul>	Beth / Liz



6	<p><b>Communication</b></p> <ul style="list-style-type: none"> <li> <b>Membership</b>  Online membership sign-ups are working and a welcome message set up. Beth proposed allowing members access to assistance in publicity, volunteer recruitment, access to Covid risk assessments etc from Bavs as a way of boosting membership.   The broadband survey has boosted membership, we have had three new members since it went out, these are the first since Oct 2020. Beth to get in touch with all who have ticked the box on the survey saying they would like to be kept informed on PACT and ask them to sign up as members. </li> <li> <b>Summer Newsletter</b>  A draft has been circulated and a quote received for the print with logos on the envelope stickers of £532.92 (£60 of this is to have the logo on the envelop sticker).   It was decided to not include Beth's phone number on the newsletter   A change needs to be made to the wording in the grants section: school ties were funded by SBC in the end so we only funding the hoodies for Duns Primary school leavers.   Any further changes are to be sent to Beth by end of Thursday. This will go to print on Friday </li> </ul>	<p>Beth</p> <p>Beth</p> <p>Liz / All</p>
7	<p><b>Grants</b></p> <ul style="list-style-type: none"> <li> <b>No new applications</b> </li> <li> <b>Whiteadder Watersports Centre</b>  A progress update was received from Max Blinkhorn and circulated to trustees: they are still in negotiations on the wording of the lease, but hope to get this finalised soon.   A new proposal for use of the £1000 ringfenced at the meeting in March has been received.  Concern was expressed that we may not have enough funds to cover a big take up. It was agreed that the summer sailing courses could be left out as they would take up a significant proportion and even at a discounted rate may not be affordable for all in the community.   Liz agreed to do some mapping to see what £1000 could cover and send to Beth   Beth will draft the article for the newsletter and contact Andrea </li> <li> <b>Streamlined application process</b>  Liz will check Beth's draft and circulate to trustees for comment ASAP </li> </ul>	<p>Liz</p> <p>Beth</p> <p>Liz</p>

	<p>Beth will amend the newsletter article to say this will be launched soon via the website.</p> <ul style="list-style-type: none"> <li> <b>Village hall agreements</b>            Agreements for both halls have been drafted by James and were circulated to trustees ahead of the meeting.            An issue was raised over the name of “events committee” for Abbey St Bathans (ASB) hall. It was agreed this could be changed back to “village hall committee”.            Another issue raised was that it is not clear whether the budget of £5000/year is to also cover arranging events in ASB. This could be fixed by rewording point 7 to say that events that happen in the hall will be in line with PACT’s charitable aims.         </li> </ul> <p>Pending agreement, subject to an edit (Liz will send suggested edits to James, James will circulate a new draft to be agreed via email)</p>	<p>Beth</p> <p>Liz / James</p>
8	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li> <b>ABPCC meeting tomorrow</b> – Hayley to attend and will update about preview tour of the new hall.         </li> <li> <b>Mixed meeting format</b> – we need a multi directional mic, but it worked well otherwise. Beth to get costings.         </li> <li> <b>Publication of minutes for quarterly formal PACT meetings plus AGM</b> – agreed         </li> <li> <b>DTAS and Bavs membership</b> – Bavs membership complete, DTAS pending their board approval         </li> <li> <b>Place Making Approach</b> - Joint bid submitted by Bavs on behalf of the partnership of Berwickshire Community Trusts to Scot Gov CRF2 (Covid Recovery Fund) for development of place plans suitable to be adopted by SBC. James has discussed PACT’s involvement in this with Victoria Dobie (ABPCC) and she is happy for us to go ahead.         </li> </ul>	Beth
11	<p><b>Date of next meeting</b>            No meeting in August            AGM at end of September / beginning October, depending on when the annual accounts have been prepared.</p>	James / Liz