Preston and Abbey Community Trust (PACT)

Minutes for Board meeting 21st July 2021 at 6:30pm Preston Village Hall / Zoom

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	Present:	
	Trustees: Liz Macfie, James Dobie, Hayley Shaw, Linda McIntyre, Ray	
	Eardley, Richard Swan, Gary Shaw (briefly)	
	Trust Officer: Beth Landon	
Item	Topic	Action
1	Apologies	
	Gary (attended for ~ 10 minutes mid-meeting, but had connection issues)	
2	Previous minutes 16 th June 2021	
	Approved as a true record of the meeting	
	Linda proposed, Liz 2 nd	
3	Matters arising	
	Swimming funding	
	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.	
4	Treasurer's report	
	Financial update	
	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	Liz
	survey), Watersports Centre, Duns Primary sports equipment.	
	Annual accounts	
	Liz has submitted the 2020 accounts to OSCR. James will take the hard	James / Liz
	copy, signed by the accountant, to Liz to sign. Beth will upload redacted version to the website.	Beth
	James also has all the paperwork for the 2021 accounts ready for the	
	accountant.	
5	Charitable activities update	
	Broadband survey	
	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 	Beth / Liz
	date with Liz.	

James thanked Liz for a very well worded questionnaire.

Liz circulated an R100 update prior to the meeting. It was agreed to include a link to this in the newsletter and on the website.

Beth

• Abbey St Bathans Hall

All the paperwork, apart from the plumber's, has been sent to the planning department in order to get the completion certificate. The plumber has not been responding, so we may need a temporary occupation certificate from SBC, then find another plumber to sign off the job. The senior architect has said that will be fine.

Beth had an email from Linzi Davidson (Divisional Rating Valuation Surveyor for SBC) asking for an estimated date of completion, and gave the 21st August 2021. Beth will update Linzi as needed.

Beth

The floor went in last week. Next steps are to decide on chairs, fridge etc.

Events – Abbey St Bathans Village Hall preview-open day
 Date agreed via email between meetings - Saturday 21st August.

As we cannot be sure the building will be completed, James has put together wording for the newsletter publicising this as simply tours around the hall, with people invited to bring a picnic to have by the river, between 12 and 4pm.

There was a discussion about whether people would come if there were no entertainment or refreshments.

James thought this would be an opportunity for all residents to see the hall, as there would be too many to invite to the official opening of the hall. He intended invites would be just to Abbey St Bathans residents, funders, architect etc.

Beth suggested it would be better for all in the community to be invited to official opening, with a cap on numbers, on a first come first served basis.

Decisions made:

- change the name for the pre-view open day to tours or viewing
- change the wording to "enjoy your own picnic"
- limit number in the hall at one time, but without the need to book
- mention in the newsletter that a grand opening would follow
- the official opening could be a range of events for the day and evening, with bookable slots
- a risk assessment will be needed for the official opening

Beth

6 Communication Membership 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 Beth 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. **Summer Newsletter** 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 Beth 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. Liz / All Any further changes are to be sent to Beth by end of Thursday. This will go to print on Friday 7 Grants No new applications **Whiteadder Watersports Centre** 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 Liz agreed to do some mapping to see what £1000 could cover and send to Beth Beth Beth will draft the article for the newsletter and contact Andrea Streamlined application process Liz Liz will check Beth's draft and circulate to trustees for comment ASAP

	Beth will amend the newsletter article to say this will be launched soon via the website.	Beth
	 Village hall agreements 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. 	Liz / James
	Pending agreement, subject to an edit (Liz will send suggested edits to James, James will circulate a new draft to be agreed via email)	Liz / James
8	 ABPCC meeting tomorrow – Hayley to attend and will update about preview tour of the new hall. Mixed meeting format – we need a multi directional mic, but it worked well otherwise. Beth to get costings. Publication of minutes for quarterly formal PACT meetings plus AGM – agreed DTAS and Bavs membership – Bavs membership complete, DTAS pending their board approval Place Making Approach - 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. 	Beth
11	Date of next meeting No meeting in August AGM at end of September / beginning October, depending on when the annual accounts have been prepared.	James / Liz