

Preston and Abbey Community Trust (PACT)

Draft minutes for Board meeting

31st August 2021

Zoom

	Present: Trustees: Liz Macfie, James Dobie, Richard Swan, Linda McIntyre, Hayley Shaw and Gary Shaw Trust Officer: Beth Landon	
Item	Topic	Action
1	Welcome and apologies This will be the first of PACT's quarterly meetings going forward. In future, any meetings called, as needed, between quarterly meetings to make urgent or time-bound decisions, will not have the full agenda. No apologies	
2	Previous minutes 21st July 2021 Approved as a true record of the meeting Richard proposed, Liz 2 nd	
3	Matters arising <ul style="list-style-type: none">• Covid Recovery Fund 2 application - Bavs have submitted this on behalf of the partnership of Berwickshire Community Trusts, after the initial EOI (expression of interest) was approved• Hall tours – the insurance must be in place before any hall tours go ahead• R100 update - Beth and Liz to agree on how to communicate this with the community• Whiteadder Watersports Centre (WWC) subsidised funding – the lease has now been received. The details of the subsidies have been worked out with WWC and the next step is for Beth to work out the logistics with WWC, then publicise to the community, along with the announcement of the WWC opening. As the various passes usually renew in January, we need to either agree on passes to last a full year or to start them in January for our community.	Beth/Liz Beth
4	Treasurer's report <ul style="list-style-type: none">• A financial update was circulated prior to the meeting, with not much change since July• Bank signatories – not discussed, but just confirmed we always need at least 2 signatories	
5	Charitable activities update <ul style="list-style-type: none">• Broadband survey The deadline was on Friday: 16 people said yes (they would be willing to sign up to Borderlink), with almost none of these clustered in the	

	<p>same area. 18 said maybe, with a couple of duplicates. Liz has mapped them and shared the map at the meeting. There are a couple of potential clusters: Whiteburn (4 properties, all with the same owner) and Blackerstone retreat group (4 – 6 properties), all the rest of the “yes” and “maybes” are scattered around. Some of these could already have some Borderlink coverage, but this still leaves several yesses on west side of our community that have extremely slow internet at the moment, and that are not currently covered by any other provider (such as O₂) .</p> <p>Richard pointed out that nobody at Drakemyre / Monashee or Quixwood responded to the survey and both areas have poor internet currently. He has a contact at Drakemyre and will follow-up with them to see if they might be interested. Liz and Richard pointed out that Monashee is on a hill, so a mast at Quixwood might reach both (although any technical issues would require discussion with Borderlink).</p> <p>One of the survey respondents commented that they see windfarms and cannot yet see any benefits. All comments will be looked through and a meeting arranged at which these issues and a potential mast site (if one can be agreed with Borderlink) can be discussed (potentially via Zoom or at the AGM).</p> <p>Next steps:</p> <ol style="list-style-type: none"> 1. Contact the yesses and maybes (in particular those who are in one of the potential areas) and ask them to ask their neighbours whether they would sign up. 2. Arrange a meeting with Borderlink to discuss the results of the survey and to decide whether there is a potential location for one mast that would reach the most possible addresses that have said yes. Richard offered to arrange the meeting with Borderlink. 3. If we do not have enough interest yet, we can identify a potential location with Borderlink and communicate that we could fund it, but are short of X number of sign-ups. 4. Arrange a webinar or meeting for interested parties <p>Beth to keep respondents in the loop on the plan</p> <ul style="list-style-type: none"> • Abbey St Bathans Hall The completion certificate is imminent, then insurance can be arranged. <p>James had sent an email to trustees on 31st July giving details of the final costs of the hall, which are estimated to be £13K above budget, and suggested a way to address this. Increased costs are partly due to increased cost of materials, but there are also some unforeseen items (detailed below).</p> <p>The proposal was to use the agreed budget to fully equip the hall so it is ready to be let out, and to transfer the cost of the bore hole to</p>	<p>Richard</p> <p>Liz / Richard</p> <p>Richard</p> <p>Liz / Beth</p> <p>Beth</p>
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	<p>another budget to enable this, rather than applying to Quixwood for further funds for the hall.</p> <p>The unforeseen expenses (outwith original budget) are: Blackout Blinds (est. £4.5 K) Portable stage (est £4 K) Outdoor seating for bbq's etc (est £1 K) Security cameras (est £4 K) TOTAL EST £13.5 K</p> <p>Liz pointed out that the payments on borehole were charged to Aikengall unrestricted and have already been assigned to the hall project, so although this was allocated at the board's discretion it has already been reported to the windfarm.</p> <p>Summary of options:</p> <ul style="list-style-type: none"> • Submit another grant proposal to Quixwood • Remove the cost of the bore hole from build cost of the hall • Agree additional funding as a board from our unrestricted funds (e.g. Penmanshiel has £31 K un-ringfenced) • Hall committee apply to PACT for further funds <p>Points made during discussion:</p> <ul style="list-style-type: none"> • This is an investment into the future (Gary) • Investment is dependent on the village hall income going back into PACT, if not, then ASB hall should apply for these funds (Gary). PACT has set up the village hall committee to manage the hall, and income made will be held by the sub-committee that runs the hall, so income will come under PACT. • The village hall committee should have a budget and request funds (Liz). The agreements being worked on with both halls covers the agreed ongoing maintenance costs. If anything more is needed, then the village hall committee will apply to the PACT board for this. • The hall build costs were originally for immovable items (Liz). The hall cannot open without being fully equipped, so it is proposed that some of the set-up costs are covered in the completion budget. The hall committee also hold their own funds balance from before the build, and they are using this to kit out the kitchen and buy items such as bins, doormats etc, but they do not have enough to pay for all the costs detailed above. The tables from the old hall are being reused, but the old chairs have been moved to the church as they were not up to standard. • There is an urgency to get the hall over the line now, and it has already taken a lot of James' time. • There is plenty of money in the PACT accounts, and the list of costs has been detailed, so it should not have to be complicated further by asking for another application, rather it should be approved now (Richard) 	
		Liz / James

	<ul style="list-style-type: none"> The hall needs to be ready to be used once open with CCTV etc. It is PACT's hall for the whole community. Best not to cut corners and to get it finished (Hayley) Liz proposed we approve this from our existing funds, but with the commitment to apply to Quixwood for an infrastructure investment at Preston. All agreed and Gary 2nd Liz's proposal. Liz to help James work out which funding pot to allocate this from. <ul style="list-style-type: none"> Preston Village Hall Money was granted to Preston for a new fridge and ice machine before Covid, but not drawn down as the hall then closed. Liz will check this and action as needed, and update the "ringfenced" funds table. 	Liz
6	<p>AGM</p> <p>Two events need to be planned this year – the AGM and an opening event for the new hall. In particular it is key to invite the windfarm contact from Quixwood as the next step in showing our competence to manage future community benefit payments.</p> <p>The AGM date is dependent on the accounts being signed off - these have been sent to the accountant and are in a queuing system and are estimated to be ready by the end of October.</p> <p>Liz suggested combining the events, with our quarterly meeting just before the AGM.</p> <p>Hayley recommended a Saturday is better for a party.</p> <p>PACT need to book the hall and arrange the AGM and the hall committee would help to arrange the party.</p> <p>20th or 27th November mentioned as potential dates – avoid a date adjacent week to the bonfire party if possible. Date TBC by email.</p> <p><i>*post meeting note: on reflection it would be better to hold a separate hall opening party on an earlier date. It would be a long wait until late November for the funders in particular and darker and colder in the evening. It will also save any issue over having to rearrange if the accounts are late for any reason, and help to spread out the logistics in arranging both aspects.</i></p>	
7	<p>Communication</p> <ul style="list-style-type: none"> It was agreed that the Facebook page should have more shared on it, especially anything which happens in our area. Trustees to send Beth information to share. Beth will communicate with the community about the WWC subsidies and Broadband PACT has gained six new members since mid-July, probably as a result of the survey and newsletter going out. 	<p>All</p> <p>Beth</p>

8	<p>Grants</p> <p>Pre-application enquiries have been received from Berwickshire Maritime Trust and Longformacus park</p> <ul style="list-style-type: none"> • It was discussed whether PACT need guidelines on where to invite applications from, but it was decided instead to make this clear in the new application form, with a box for the case to be made for how the project would benefit our community. • James pointed out that as a group we discussed Reston park funding and decided this would be appropriate, as it is an adjacent community and we have no park and the same applies to Longformacus. Reston are not going to apply any more, but the principle is there. • Longformacus park have applied to LCF for £150k, LCF want to know they want to know they have support of neighbouring communities (Beth) • Maritime Trust is different as it is further away, they could apply, but potentially would not be granted the full amount requested (Hayley). <p>Duns Primary School have just submitted the required paperwork for their approved grant for sports equipment, so Liz will transfer this to them and will also check that grants approved have all been distributed.</p>	Liz
9	<p>AOB</p> <ul style="list-style-type: none"> • Covid risk assessments – Beth has taken part in training on this from Bays and will ensure risk assessments are in place for events • ASB hall presentation – Beth has put a draft together, James to check and Beth to finalise • ASB hall bookings - SWI and ABPCC have asked how and when they can make bookings at ASB hall (Hayley). This will be just via a contact email address and / or phone number on the website, rather than an online booking system. James to find out and Beth to put on the PACT website and communicate with ABPCC for their website 	<p>Beth</p> <p>James / Beth</p> <p>James / Beth</p>
10	<p>Date and location of next meeting</p> <p>TBC – Beth to arrange via email</p>	Beth