



**Preston and Abbey Community Trust**  
**Minutes of the Meeting held at Preston Village Hall**  
**2<sup>nd</sup> May 2023 at 5.30pm**

Ref	<b>Present:</b> Hayley Shaw (Former Chair), Liz Macfie (Former Treasurer), Richard Swan, Deborah Berry, Victoria Dobie, James Dobie, Limor Wolfe, Phil Franks, Keith Dickson, James Robson. Dianne Repsch (joined via Zoom). <b>Guests:</b> S Hobkirk (Minutes)	<b>Action</b>
1.	<b>Welcome &amp; Apologies:</b> <ul style="list-style-type: none"> <li>● HS opened the meeting and SH was introduced as the temporary minute taker for this meeting.</li> <li>● No Apologies noted.</li> </ul>	
2.	<b>Conflict of Interest register:</b> <ul style="list-style-type: none"> <li>● Conflict of Interest register was discussed and forms had been emailed earlier in the week by LM as part of the Trustee Pack – only two have been returned so far.</li> </ul>	
3.	<b>Matters Arising</b> <ul style="list-style-type: none"> <li>● The minutes from the previous meeting were not discussed</li> <li>● DTAS are offering training for directors as part of PACT's membership</li> </ul>	

4.	<p><b>New Board roles</b></p> <ul style="list-style-type: none"> <li>● New roles to be appointed: Chair, Vice-Chair, Treasurer &amp; Secretary</li> <li>● LW asked for the role of Vice Chair to be defined. Pros &amp; cons of the role were discussed.</li> <li>● LM proposed that a Secretary was necessary. They would have overall managerial responsibility for the secretarial affairs, even if allocated to the Admin Assistant.</li> <li>● JR, having spoken previously to HS &amp; LM, put himself forward as Chair. He outlined his 3 point vision for the way forward. <ul style="list-style-type: none"> <li>1. Delivering on “tidying up” things already in existence.</li> <li>2. Make sure the fund-raising is up-to-the-minute and open to all sources, not only wind farm monies.</li> <li>3. Dispersing the monies &amp; paying out grants.</li> </ul> </li> <li>● HS agreed to serve as Co-Chair for an interim period to facilitate handover to JR. After that time, HS will serve as Vice-Chair.</li> <li>● DR put herself forward as Treasurer. It was agreed that 2 more signatories were required. DR &amp; JR would be added to the list which already includes HS &amp; LM.</li> <li>● JR proposed that VD should be Secretary. VD accepted, at least in the short term, providing that the day-to-day answering of emails etc. is to be done by the Admin Assistant.</li> <li>● The remit of these individual roles was also discussed. JR thought that perhaps a professional bookkeeper may also be required as considerable sums of money are handled and this brings a degree of responsibility and legal liability and this was generally accepted.</li> <li>● LW suggested a role of Past Chair may be an alternative solution.</li> <li>● JR sees the role of Chair as someone who co-ordinates the other committee members as opposed to directing them. Best practice would normally see the incoming Chair as someone who has been a previous trustee and not a new member.</li> <li>● No-one else expressed an interest in the roles of Chair, Treasurer or Secretary.</li> <li>● Proposed time scale for Chair &amp; Treasurer handover is 2 months.</li> <li>● LM raised the issue that the 3 new appointees are all on ABPCC and conflicts around this JD does not think there is a problem with this and no-one else objected.</li> </ul>	
----	--	--

5	<p><b>Grant Applications</b></p> <ul style="list-style-type: none"> <li>● LM suggested that applications was something that the Admin Assistant could take on as it requires a lot of work.</li> <li>● RS thought it would be helpful if there was a person prepared to go out and liaise with e.g. Duns Rugby Club/Duns Tennis Club and find out what they really need. JD agreed with this and JR suggested someone on the committee who had an interest in this area might like to do the job. JD thought a Community Development Worker would be desirable for example in the past a potential Joint initiative with Berwickshire Wheels was discussed but was not implemented. LM pointed out that this job attracts a salary of £30-40k when full-time. It was agreed to start with admin support as this is the greatest need.</li> </ul>	
---	--	--

6	<p><b>AOB</b></p> <ul style="list-style-type: none"> <li>● JR expressed a wish to get a calendar in place for future meetings. A suggestion of quarterly was replaced with the idea of monthly meetings. LW suggested Saturdays, HS said once every now and again but not monthly as weekends are busy and family time for a lot of people. VD suggested that if the meetings were moved around, the inconvenience would also be shared, as opposed to always having them on a specific day of the week. No-one objected.</li> <li>● JR would like other 3<sup>rd</sup> party fundraising avenues to be explored.</li> </ul>	
7	<p><b>Date of Next Meeting</b></p> <ul style="list-style-type: none"> <li>● No date was put forward</li> </ul>	