



**Preston and Abbey Community Trust  
Minutes of the Ordinary Meeting  
Held at Abbey St Bathans Village Hall  
01 June 2023 at 18.00**

| Ref | <p><b>Present:</b> James Robson (Chair), Dianne Repsch (Treasurer), Victoria Dobie (Secretary), Hayley Shaw, Richard Swan, Deborah Berry, Limor Wolfe, Phil Franks, Keith Dickson, Liz Macfie, James Dobie</p> <p><b>Administrative Officer:</b> Kat Chisholm</p>  | Action |
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| 1.  | <p><b>Welcome</b></p> <ul style="list-style-type: none"> <li>JR opened the meeting and introductions were made for the benefit of the new Administrative Officer, Kat Chisholm.</li> <li>For the record HS was noted as running late for the meeting.</li> </ul>   |        |
| 2.  | <p><b>Apologies</b></p> <ul style="list-style-type: none"> <li>No Apologies were noted.</li> </ul>   |        |
| 3.  | <p><b>Conflict of Interest register:</b></p> <ul style="list-style-type: none"> <li>Village Hall Project – JD, VD and LW.</li> <li>Duns Nursery – LW</li> <li>Blakerston Resilience application KD and VD.</li> <li>Conflict of Interest Register: Outstanding forms still required from KD, JD and DB. LM handed out the appropriate forms and agreed to follow this up.</li> </ul> | LM     |
| 4.  | <p><b>Minutes from the Last meeting:</b></p> <ul style="list-style-type: none"> <li>2 May 2023: approved with no changes.</li> </ul>   |        |
| 5.  | <p><b>Administrative Officer Appointment</b></p> <ul style="list-style-type: none"> <li>There were no questions on the paper VD circulated prior to the meeting on the appointment of the new Administrative Officer.</li> <li>VD reported that her and KC had met up earlier in the week to discuss the role and outline key tasks.</li> </ul>                                      |        |

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|  | <ul style="list-style-type: none"> <li>It was agreed that VD would be KC's immediate line manager and that KC would be available to help out other members with key projects as needed.</li> <li>It was agreed that KC would not have access to the bank account.</li> </ul> |  |
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| <b>6.</b> | <b>Action Point Log</b> <ul style="list-style-type: none"> <li>It was agreed that KC will keep an action log with completion dates and that this will be sent out to members and reviewed at meetings going forward.</li> </ul>   | KC             |
| <b>7.</b> | <b>Trustee Roles</b> <ul style="list-style-type: none"> <li>JB reviewed the paper sent out prior to the meeting on member roles and projects. There were no objections to the roles outlined and assigned.</li> <li>It was agreed that flexibility is key going forward as roles and responsibilities would overlap and change.</li> <li>It was agreed that DB would join KD in working on the website project and provide input as required to grant applications and community outreach.</li> </ul> |                |
| <b>8.</b> | <b>Budget</b> <ul style="list-style-type: none"> <li>It was agreed that the budget would be looked at in more detail in July once LM and DR were able to review the current financial position and provide the members with a financial summary report.</li> <li>JR will liaise with LM regarding the outstanding funds due from Community Windpower.</li> </ul>  | LM/DR<br>JR/LM |

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| <b>9.</b> | <b>Website</b> <ul style="list-style-type: none"> <li>JR reviewed the paper that was sent to the members prior to the meeting regarding the joint community website. It was agreed that more work needs to be done by PACT to communicate to local residents what local community groups exist and which groups are funded by PACT (and any associated benefits to residents) and the website is the easiest way to communicate this information.</li> <li>It was agreed that KD would work on the security and stabilisation of the website until the July meeting.</li> <li>KD will prepare a report for the July PACT meeting outlining the website construction details (structure of the website, pages, mailing lists, etc.) and timeline/budget for the project. DB will support as required.</li> <li>It was agreed to allocate an initial sum of £660 which would be £120.00 for hosting the PACT site and 10 hours of development time which is expected to cover any immediate remedial work that is required to the website</li> <li>KD suggested it was referred to as a Community Website</li> </ul> | KD<br>KD/DB<br>KD/HS |
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|     | <ul style="list-style-type: none"> <li>It was agreed that HS would set up KD and David Bell with access to the website.</li> </ul>   |                        |
| 10. | <p><b>Village Hall Ownership</b></p> <ul style="list-style-type: none"> <li>3 Trustees have a conflict of interest on this issue (JD, LW, VD).</li> <li>JR reviewed the paper outlining the current position with regards to ownership of the ABST Village Hall which was circulated prior to the meeting.</li> <li>JR proposed that in principal PACT agree that the Village Hall is owned by the ASTB Village Hall committee because the required land title transfer for the Tridos Bank loan which had been proposed previously was never concluded. This needs addressed through the following three actions as it has a material impact on our reporting and account he will: a) determine that the trustees of ABST village own the hall; b) communicate with funders for transparency and approval; c) ensure that if for any reason the ASTB Village Hall is no longer in their ownership that the title reverts to PACT and that this is written into the ABST Village Hall constitution</li> <li>It was agreed that JR and DR would liaise to discuss the implications on PACT's accounting records and report back to the members.</li> </ul>  | <p>JR</p> <p>JR/DR</p> |
| 11. | <p><b>Funding applications update (LM)</b></p> <ul style="list-style-type: none"> <li>It was agreed that successful applicants should submit a report on their funding project at the 6 month mark following application.</li> <li>It was agreed that applicants to include PACT in their publicity and social media posts as a way to increase awareness of PACT projects benefiting the community.</li> <li>It was agreed that applicants would be asked to provide photos, social medial links and other publicity outlining the benefit to the community in their final grant report. This information can then be used by PACT for their own publicity as well as in writing reports to the windfarms.</li> <li>Concerns were raised about the funding process as specific questions had not been addressed by applicants. There was also concern over repeat applications from the same groups.</li> <li>It was agreed that funds should be allocated to recreational small clubs that don't necessarily benefit a large number of local residents but that there should be a limit on this type of funding as well as a policy on underspends.</li> </ul> <p><i>Duns Players</i></p> <ul style="list-style-type: none"> <li>Duns Players have written back to PACT to outline further funding they have received in addition to the PACT payment of £865. It was agreed that the Duns Players should keep PACT funding until they have submitted a financial report after the event. At this point PACT will decide whether or not they should keep the PACT payment of £865.</li> </ul> <p>(HS joined the meeting at this point)</p> |                        |

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|  | <p><i>Duns Tennis Club</i></p> <ul style="list-style-type: none"> <li>A further application for £5,000 has been received. The club have reduced their overall budget for the project but this further application would see PACT providing 25% of their overall budget. The Tennis Club has already received a £5000 towards the new nets in March 2023. If awarded this second grant, the £5,000 ceiling for funding applications will be exceeded.</li> <li>The applicants will address the issue of community engagement by offering a 50% reduction in the membership fee.</li> <li>The overall consensus was to wait for a decision until there was more clarity on budgets in July but that overall, we would need to see more information on current membership numbers and better options for local residents going forward such as free lessons, taster sessions, etc. in order to support.</li> </ul> <p><i>Blackerston Resilience Equipment</i></p> <ul style="list-style-type: none"> <li>LM has forwarded details of the successful application to KD and Carol Dickson as the applicant is due to leave the area. It was agreed that KD purchase approved equipment on behalf of the Blackerston community, and send invoices to DR for settling. LM informed DR of accountancy process required to ensure this transaction is fully recorded.</li> </ul> <p><i>Whiteadder Watersports Trust</i></p> <ul style="list-style-type: none"> <li>The financial plan requested in March 2023 has yet to be received. LM has followed this up by email and will update the members at the next meeting.</li> </ul> | <p>LM/DR</p> <p>LM</p> |
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| 12. | <p><b>Community Projects</b></p> <p><i>Abbey Village Hall Project</i></p> <ul style="list-style-type: none"> <li>JR outlined the further £80,000 that is requested for the AStB Village Hall for generators, solar panels, car charging points, etc. over the next few years.<br/>It was agreed that PACT could consider funding these improvements subject to sufficient budget which will be developed over the next Trustees meeting.</li> </ul> <p><i>Preston Village Hall Project</i></p> <ul style="list-style-type: none"> <li>The members discussed the best way forward with regards to funding improvements to the Preston Village Hall. It was agreed that broader consultation was required with both the Preston Village Hall Trustees and the local community and that PACT would be happy to fund a scoping and consultation report. HS agreed to discuss this with the Preston Village Hall Trustees and report back to PACT at the next meeting.</li> <li>It was agreed that PACT's role is only to support the Preston Village Hall Trustees to determine what they need and if this was not done in a timely manner that PF and HS would identify further projects for funding.</li> </ul> <p><i>Community resilience Project</i></p> | <p>HS</p> |
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|     | <ul style="list-style-type: none"> <li>LM gave an overview of the history of this project with some high level figures which had been shared before the meeting. It was agreed that funds should be made available for resilience equipment for remote communities who can't access the village halls as well as some budget for the village halls to act as hubs which dovetails with some of the future funding requirement discussed under the ABVH section.</li> <li>JR agreed to work on this project with LM where required,</li> <li>It was agreed to keep this as a standing item on the agenda.</li> </ul>   | LM/JR  |
| 13. | <p><b>Any Other Business</b></p> <p><i>PACT representation at ABPCC meetings (HS)</i></p> <ul style="list-style-type: none"> <li>It was agreed that LM would attend ABPCC meetings for the next few months as a PACT representative and report back to members.</li> <li>It was agreed that PACT would continue to produce a short report for ABPCC meeting and that KC would produce this in consultation with VD.</li> </ul> <p><i>Duns Nursery</i></p> <ul style="list-style-type: none"> <li>LW indicated a conflict of interest as she is on the Duns Nursery committee</li> <li>The members discussed the previously circulated paper with a view to broadening the PACT funding remit from predominately funding recreational based projects to looking at funding social infrastructure projects.</li> <li>There was a discussion on the impact of funding on other local communities and the number of local residents it would benefit but overall the members supported the proposal and requested that the nursery submit a formal grant application for £5,000 which would be considered on top of a per child subsidy for places.</li> <li>LW and JR agreed to progress this with the nursery and come back to the July meeting with an update.</li> </ul> <p>(LW has left the meeting)</p> <p><i>Swimming Membership Application</i></p> <ul style="list-style-type: none"> <li>Funding of £8,000 is required for ongoing support of swimming memberships as Crystal Rigg support is no longer available (they will be funding lessons going forward). The members discussed who was best placed to fund this and who should take overall responsibility. Concerns were raised about the benefits to the local community as membership benefits were not used fully in the past and PACT had previously refused funding for this reason.</li> <li>It was agreed that a decision would need to wait until there was more clarity on PACT's budgets but the overall consensus was to fund.</li> <li>It was agreed that VD would approach the Quixwood representative informally on the best way, from PACT's perspective, to fund the proposal going forward and report back at the next meeting.</li> </ul> <p><i>Other</i></p> | <p>LM</p> <p>VD/KC</p> <p>JR/LW</p> <p>VD</p> <p>PF/HS</p> |

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|            | <ul style="list-style-type: none"> <li>• KD raised the possibility of PACT support for social/community housing support going forward. It was agreed that PF and HS would investigate this further and report back.</li> <li>• JD discussed the recent community council discussions on land at Preston which had been looked at previously for community use. It was agreed that this was worth looking at again despite the planning and cost issues as a possible site of a playpark. PF and HS agreed to investigate this further.</li> <li>• RS expressed concerns over how funds are currently being allocated and felt the outlook could be bolder. It was agreed that PACT needs to decide on priorities (social infrastructure, personal development, art, sports, Village Halls, etc). and the upcoming budget exercise would provide clarification on funding available and therefore how funds could be spent.</li> <li>• It was agreed that an informal meeting between PACT and the community council would be beneficial in order to agree priorities.</li> <li>• VD agreed to develop a framework for PACT priorities for the next meeting.</li> </ul> | <p>PF/HS</p> <p>VD</p> |
| <b>14.</b> | <p><b>Date of Next Meeting</b></p> <ul style="list-style-type: none"> <li>• Sunday 2 July from 17:00 to 19:00 at Preston Village Hall.</li> </ul> <p>Future meetings proposed dates:</p> <p>Thursday 3rd August 6 – 8pm, AVH<br/>Thursday 7th September 5.30 – 7.30pm, PV</p>  |                        |