



**Preston and Abbey Community Trust**  
**Minutes of the Ordinary Meeting**  
**Held at Preston Village Hall**  
**02 July 2023 at 17:00**

Ref	<p><b>Present:</b> James Robson (Chair), Dianne Repsch (Treasurer), Victoria Dobie (Secretary), Richard Swan, Limor Wolfe, Phil Franks, Keith Dickson, Liz Macfie</p> <p><b>Administrative Officer:</b> Kat Chisholm</p>	Action
1.	<p><b>Welcome</b></p> <ul style="list-style-type: none"> <li>JR opened the third meeting of the new Board and welcomed PF and KC who were attending remotely.</li> <li>JR reported that he has not had a hand over discussion with HS and he will follow up on this for the next meeting. It had been assumed that HS would continue as co-Chair until this handover period was completed which was expected to be two months after the first meeting of the new board of trustees in May.</li> </ul>	JR (PACT19)
2.	<p><b>Introductions and Apologies</b></p> <ul style="list-style-type: none"> <li>Hayley Shaw, Deborah Berry, James Dobie</li> </ul>	
3.	<p><b>Conflict of Interest</b></p> <ul style="list-style-type: none"> <li>Abbey 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 is up to date and LM will send paperwork to KC.</li> </ul>	LM (PACT20)
4.	<p><b>Minutes from the Last meeting</b></p> <ul style="list-style-type: none"> <li>1 June 2023: approved with the following addition to Section 9: “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> </ul>	

5.	<p><b>Action Log Review</b></p> <ul style="list-style-type: none"> <li>It was agreed that the Action Log would be distributed prior to every meeting with the view to close off actions prior to the meeting in order to keep on top of it.</li> <li>Reviewed as follows: <p>PACT1 – covered in Section 3. Completed</p> <p>PACT2 – completed.</p> <p>PACT3 – covered in Section 8. Completed</p> <p>PACT4 – ongoing (not discussed).</p> <p>PACT5 – covered in Section 9. Completed</p> <p>PACT6 – covered in Section 10. Completed</p> <p>PACT7 – completed.</p> <p>PACT8 – covered in Section 7. Ongoing</p> <p>PACT9 – covered in Section 8. Ongoing</p> <p>PACT10 – covered in Section 12. Completed</p> <p>PACT11 – covered in Section 12. Closed</p> <p>PACT12 – covered in Section 13. Ongoing</p> <p>PACT13 – ongoing.</p> <p>PACT14 – completed.</p> <p>PACT15 – covered in Section 14. Ongoing</p> <p>PACT16 – covered in Section 12. Completed</p> <p>PACT17 – ongoing.</p> <p>PACT18 – ongoing.</p> <p>PACT19 – covered in Section 10. Completed</p> </li> </ul>	
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6.	<p><b>PACT registered address on OSCR</b></p> <ul style="list-style-type: none"> <li>PACT's registered address is currently LM's. It was agreed that this would be changed to the Treasurer's. LM agreed to update on the OSCR website.</li> </ul>	LM (PACT21)
7.	<p><b>ABVH ownership and insurance</b></p> <p><i>Ownership</i></p> <ul style="list-style-type: none"> <li>JR reported that this is ongoing as the ABVH is currently changing to a Community Interest Organisation (CIO) and will be changing their constitution to include provisions previously agreed. JR will approach Melrose &amp; Porteous for high level title due diligence and a price to do complete the work for the next meeting. There is a target date for completion in 23/24 financial year for PACT as we can't back date it. He has made the accountants aware of the situation and they are happy with this.</li> </ul> <p><i>Insurance</i></p> <ul style="list-style-type: none"> <li>JR attended the ABVH AGM where the Trustees expressed frustration with the current insurance arrangements whereby PACT cover the buildings insurance and the ABVH the contents. The cost of the building insurance PACT puts in place is taken off the grant we give them. The broker recommendation is that as the ABVH own</li> </ul>	JR (PACT8)

	<p>the asset they should insure the asset. The insurance is coming up for renewal in September 2023 and JR proposed that the ABVH Board of Trustees should cover both buildings and contents insurance as they own the hall. However, there was questions around why PACT currently insure the buildings. LM noted that HS was previously working on this for PACT so JR commented that he would liaise with her to find out if there was any reason why this should not happen.</p> <ul style="list-style-type: none"> <li>It was agreed that the ABVH should cover the insurance but HS would be asked for advice on this and re-visit at the next meeting in August.</li> </ul>	JR/HS (PACT22)
8.	<p><b>Budget and Finance Review</b></p> <ul style="list-style-type: none"> <li>The board had a considerable discussion on the current revenue streams, where they come from and what future funding models could be adopted.</li> <li>The split between small grants and larger projects for each wind farm was discussed.</li> <li>The Penmanshiel fund has been split 50:50 by the PACT board. This is not specified in the agreement with Penmanshiels and the board decided to remove the split, making the funds available for grants or projects.</li> <li>It was agreed that we broadly have £380,000 accrued and unspent income for 2023 with another £90,000 each year in 2024 and 2025.</li> <li>From 2029 the Aikengall fund will return to £50,000, potentially increasing the annual income to around £115,000 at that time.</li> <li>Funding priorities were key and further discussion was had in Section 10.</li> </ul> <p><i>After the PACT meeting LM confirmed that the Aikengall agreement specifies a small grants/larger project split of 50:50. PACT has had a policy of reviewing and re-allocating unspent balances at the end of each financial year. The 50:50 split can be reviewed after 5 years, which will be November 2023.</i></p>	
9.	<p><b>Website and IT Related Updates</b></p> <p><i>Stabilisation</i></p> <ul style="list-style-type: none"> <li>KD reviewed the paper he submitted prior to the meeting relating to the security and stabilisation of the current PACT website. His recommendation to continue with the work to re-host, apply the necessary updates and migrate the e mail accounts as a matter of urgency was agreed. KD expects that this work will fall within the previously approved spend of £660.00, if this proves not to be the case KD will return to the board.</li> </ul>	

	<p><i>Website</i></p> <ul style="list-style-type: none"> <li>• KD reported that Alpha Information Systems Ltd (David Bell) does not wish to bid for the work to develop a community website.</li> <li>• It was agreed that Scottish Borders Website Design, who developed the Lammermuir Life website, are a good fit and to go ahead with them. PACT agreed to fund the development costs of the community website, at £2000 - £2600.</li> <li>• Agreement on the share of ongoing costs between ABPCC and PACT after the website is built is still to be finalised.</li> <li>• The content categories for the Home page were agreed as “About this area”, “Things to do” and “Community News/events”, JR asked if the PACT category under the links section could be renamed to “Community Trust (PACT)”</li> <li>• It was agreed that “Windfarm Funding” should be a separate category under the links area if the website</li> <li>• It was agreed that there should be a competition to name the “domain name” of the new website. This could be via our upcoming community engagement event and/or through a social media exercise with a prize for the best name.</li> </ul>	
10.	<p><b>PACT funding priorities</b></p> <ul style="list-style-type: none"> <li>• VD reviewed the paper she produced on PACT’s funding priorities.</li> <li>• The Trustees agreed that the categories given for funding types in this paper was accurate.</li> <li>• There was discussion around the table on whether any funding categories should be restricted.</li> <li>• Opinions ranged from no restrictions whilst we have considerable unspent funds, to restricting the small grant spend to allow funds to be used for larger projects. A ratio of community to wider area spending of 75:25 was suggested. Removing the £5000 cap on grant applications was suggested.</li> <li>• There was general agreement that PACT should be encouraging community grants, delivering benefits beyond our boundaries.</li> <li>• It was suggested that the support of someone in a development officer role may be required to actively pursue these aims, and may be able to generate further income by accessing local grant funding.</li> <li>• It was agreed that next steps would be to use budgets discussed in Section 8 and to frame out the priorities with a budget (live projects and future projects).</li> </ul>	DR/JR/VD (PACT23)
11.	<p><b>Community Event/Consultation and Letter</b></p> <ul style="list-style-type: none"> <li>• A community consultation was discussed by HS, PF, VD and JR prior to this meeting. It was agreed that there should not be a whole new community consultation but we should engage in a popular event (children’s tea and pub night) in Preston and during the course of the events ask questions about the previous priorities and see how much has changed. Changes and feedback could be tracked through</li> </ul>	

	<p>Mentimeter (used to engage with the public using live polls, word clouds, quizzes, multiple-choice questions, etc) or a Place Based Approach (about understanding the issues, interconnections and relationships in a place and coordinating action and investment to improve the quality of life for that community).</p> <ul style="list-style-type: none"> <li>• PF and KD to communicate with the SBC Place Making team to look for support with the consultation component of the event.</li> <li>• JR expressed the desire to ensure that the community outreach letter to be sent out included a date for the community gathering. VD will send a doodle poll to Trustees to find a suitable date in early September.</li> <li>• There was a discussion on the community letter drafted by VD which aims to feedback on actions following previous consultation, inform on present Board projects, and look for input and involvement in community event. While there were different ideas on what could and couldn't be included in the letter it was agreed that once a date for the event (sometime in early September) was confirmed that VD would update the letter for circulation to the Board for their views prior to sending it out.</li> </ul>	<p>PF/KD (PACT24)</p> <p>VD (PACT25)</p> <p>VD (PACT26)</p>
12.	<p><b>Funding applications/enquiries update</b></p> <p><i>Duns Players</i></p> <ul style="list-style-type: none"> <li>• Duns Players have confirmed an underspend and will get back to us with more details shortly.</li> <li>• It was confirmed that the programme acknowledged PACT funding and photos of this event maybe used for website content.</li> </ul> <p><i>Duns Tennis Club</i></p> <ul style="list-style-type: none"> <li>• LM reported that she had written out to the Tennis Club with further questions as agreed previously but we have yet to hear back. RS confirmed he has spoken directly to Chris Jackson on this matter but will ask him to formally reply.</li> <li>• It was agreed to fund a further £5,000 subject to free membership and/or free lessons (numbers to be decided) and that VD will get back to them.</li> <li>• It was agreed that if there is a successful uptake of memberships/lessons due to effective advertising, social media, etc., that we would look more favourably on a subsequent funding application.</li> </ul> <p><i>Blackerston Resilience Equipment</i></p> <ul style="list-style-type: none"> <li>• LM confirmed that DR has received the grant paperwork and will arrange for the invoices to be paid.</li> </ul> <p><i>Whiteadder Watersports Trust</i></p> <ul style="list-style-type: none"> <li>• LM had previously requested a financial plan in March 2023. Whiteadder Watersports Trust have decided to withdraw their application and come back in the future with a subsequent application. This application discussion to be closed in the meantime.</li> </ul>	

	<p><i>Kelso Ice Rink</i></p> <ul style="list-style-type: none"> <li>• VD has spoken to the Robert Walker from the Borders Ice Rink Trust about PACT funding guidelines, priorities and funding limits. They were encouraged to apply for funding with this in mind.</li> </ul> <p><i>Connect Berwickshire Youth Project</i></p> <ul style="list-style-type: none"> <li>• LW discussed a phone call she had with David Shields, the new manager of the Connect Berwickshire Youth Project which covers youth work provision across the whole of Berwickshire, with youth drop ins in, Duns, Eyemouth and Coldstream. She was unsure if they would apply for funding for their new community outreach programme in Duns but an application form was forwarded to him.</li> </ul> <p><i>Swimming membership subsidies</i></p> <ul style="list-style-type: none"> <li>• The proposal from VD regarding swimming pool membership subsidies was discussed.</li> <li>• The Board agreed to approve funding for swimming membership subsidies of 70% for residents, up to a maximum spend of £8,000 and to fund from the unrestricted Aikengall Fund.</li> </ul>	
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<b>13.</b>	<p><b>Community Projects</b></p> <p><i>Abbey Village Hall Project</i></p> <ul style="list-style-type: none"> <li>• No progress due to continued work on budgets. JR will progress and come back to the Trustees at the August 2023 meeting.</li> </ul> <p><i>Preston Village Hall Project</i></p> <ul style="list-style-type: none"> <li>• JR has had no feedback from HS on this. JR agreed to meet the Trustees himself to determine if they need a scoping report and get to the PACT board for a decision for the next meeting in August.</li> </ul> <p><i>Community resilience Project</i></p> <ul style="list-style-type: none"> <li>• No progress and will update at the next meeting in August.</li> </ul>	<p>JR (PACT9)</p> <p>JR (PACT12)</p> <p>LM/JR (PACT13)</p>
<b>14.</b>	<p><b>Any Other Business</b></p> <p><i>DTAS Membership Benefits (LM)</i></p> <ul style="list-style-type: none"> <li>• LM summarised the benefits of DTAS membership and recent communications which included: a) training for Trustees; b) free legal advice; c) Community ownership support service; d) Funding opportunities; e) networking and virtual groups (contact LM if interested); f) Member survey (LM has filled this in and will report back when available); g) nomination for their board (contact LM if interested).</li> <li>• It was agreed that having DTAS come for specific training for PACT would be useful. KC and LM to liaise to find out availability of DTAS and the Board.</li> </ul>	<p>KC/LM (PACT27)</p>

	<p><i>Broadband – review of PACT priority activity and update on Scottish Government rollout (LM and RS)</i></p> <ul style="list-style-type: none"> <li>• LM briefly discussed the paper she submitted on the current position on broadband availability within the PACT geographically area.</li> <li>• Various suggestions were discussed such as Star Link and Border Link provision, voucher schemes, etc.</li> <li>• This project previously has £25,000 ringfenced and it was agreed that this would be considered for the project budget allocation and discussed at the next meeting.</li> </ul> <p><i>Duns Nursery</i></p> <ul style="list-style-type: none"> <li>• LW and JR will discuss this further and report back at the August meeting.</li> </ul> <p><i>Draft 2022/23 Account and AGM</i></p> <ul style="list-style-type: none"> <li>• Draft accounts should be available for the August meeting with a view to an AGM shortly thereafter.</li> </ul>	<p>LM (PACT28)</p> <p>LW/JR (PACT15)</p>
15.	<p><b>Date of Next Meeting</b></p> <ul style="list-style-type: none"> <li>• Thursday 3<sup>rd</sup> August 6 – 8pm at Abbey St Bathans Village Hall.</li> </ul> <p>Future meetings proposed dates:</p> <ul style="list-style-type: none"> <li>• Thursday 7<sup>th</sup> September 5.30 – 7.30pm, PVH</li> </ul>	