



**Preston and Abbey Community Trust
Minutes of the Ordinary Meeting
Held at Preston Village Hall
3 August 2023 at 18:00**

Ref	<p>Present: James Robson (Chair), Dianne Repsch (Treasurer), Victoria Dobie (Secretary), Richard Swan, Limor Wolfe, Phil Franks, Keith Dickson, Liz Macfie</p> <p>Administrative Officer: Kat Chisholm</p>	Action
1.	<p>Welcome</p> <ul style="list-style-type: none"> JR opened the meeting and VD let the Trustees know that a new microphone system was being trialled to aid anyone joining meetings via Zoom. 	
2.	<p>Introductions and Apologies</p> <ul style="list-style-type: none"> Hayley Shaw and Deborah Berry. JR indicated that he had not finalised his hand over discussions with HS and would update the Trustees in September 2023. 	JR (PACT19)
3.	<p>Conflict of Interest</p> <ul style="list-style-type: none"> Abbey Village Hall Project – JD, VD and LW. Duns Nursery – LW Blakerston Resilience application - KD and VD. 	LM (PACT20)
4.	<p>Minutes from the Last meeting (P1-030823)</p> <ul style="list-style-type: none"> 2 July 2023: approved with no changes. 	

5.	<p>Action Log Review (P2-030823)</p> <ul style="list-style-type: none"> Reviewed as follows: <p>PACT4 – Completed and closed. PACT8 – see item 6. Ongoing. PACT9 – Ongoing. PACT12 – see item 15. Ongoing. PACT13 – see item 15. Ongoing. PACT15 – see item 16. Ongoing. PACT17 – Ongoing. PACT18 – Ongoing. PACT19 – Ongoing. PACT20 – Ongoing with a view to completion. PACT21 – Ongoing with a few to completion. PACT22 – see item 6. Ongoing. PACT23 – Ongoing. PACT24 – see item 9. Ongoing. PACT25 – Completed and closed. PACT26 – see item 9. Ongoing. PACT27 – see item 17. Ongoing. PACT28 – Ongoing.</p>	
6.	<p>ABVH ownership and insurance (JR)</p> <p><i>Ownership</i></p> <ul style="list-style-type: none"> JR reported that this is ongoing but in order to move forward JR asked that all Trustees visit Melrose & Porteous in Duns (47 Market Square) by the next meeting on 7 September 2023 in order to satisfy the solicitors identity checks. The solicitors will need to have a photocopy of their drivers' licence/passport and a utility bill from last 3 months confirming their address. JR has asked the solicitor reviewing the case, Mel Roberts, to provide an outline of costs and scope of work for September 2023. LW agreed to review this document once available and then circulate to the Trustees. <p><i>Insurance</i></p> <ul style="list-style-type: none"> JR reported that he had spoken to the insurance broker who confirmed that as PACT doesn't own the village hall then PACT shouldn't be insuring it. He was advised to cancel the current policy with immediate effect and the broker would arrange for the ABVH Trustees to arrange their own cover. JR is happy to arrange a call with the broker with any Trustee that has concerns. 	<p>JR (PACT8)</p> <p>All (PACT29)</p> <p>JR/LW (PACT30)</p> <p>JR (PACT22)</p>

7.	<p>Treasurer's Report/Finance Review (DR) (P3-030823)</p> <ul style="list-style-type: none"> • DR reviewed the treasurer's financial statement and confirmed that 1) LM submitted PACT's accounts to March 2023 to accountants and b) the Aikengall Community Wind Farm funding has been received. • JR requested that project breakdown be provided for the expenditure summary and DR agreed to do this going forward. 	
8.	<p>Website and IT related updates (KD)</p> <p><i>PACT Website Stabilisation (P4-030823)</i></p> <ul style="list-style-type: none"> • KD apologised for not getting this paper out to the Trustees before the meeting and circulated hard copies. • The PACT board previously approved a spend of £540 (10 days effort) for the work required to stabilise and secure the current PACT website. [REDACTED] KD proposed that a further 5 days be allocated to complete the outstanding tasks at a cost of a further £270.00. The Trustees approved the additional spend of £270.00. [REDACTED] • The proposals for the management of the current email addresses was discussed. It was agreed to: a) close david@ email address, b) forward membership@ to hello@ rather than funding@. • There was discussion on changing the hello@ email address to admin@ but on balance it was agreed to retain hello@. • It was agreed to use different passwords for all email accounts for security reasons. <p>DR joined the meeting.</p> <p><i>Community Website Development (P5a-030823, P5b-030823)</i></p> <ul style="list-style-type: none"> • The Trustees discussed KD's costing proposal. It was agreed that PACT would not proceed with the community logo proposal. • Without the logo development costs will be £2499.00 plus £175.00 for the first year's hosting with a further annual subscription costs of £428.60. It was agreed that an annual budget would also be set aside to address any site maintenance issues that arise throughout the year which would be shared with ABPCC. • It was agreed to use the website name of Community of Abbey St Bathans, Bonkyl and Preston and the domain name of: www.coabp.org. 	

9.	<p>Community Events update</p> <ul style="list-style-type: none"> • DR confirmed that – <ul style="list-style-type: none"> a) Preston Village Hall has been booked for Saturday 2nd September 2023: 2.30 – 4.30pm for the Children’s Party and 6.30 to 10pm for the evening event. b) KD (and Carol) are arranging transportation which has been approved by the community council. c) VD and DR are finalising community communication postcards for Friday 4th August 2023 with a view to print shortly thereafter. It was agreed that a majority view via email would be sought quickly on Friday 4th August 2023 so DR can send to print. d) HS has booked the children’s party entertainer with final costs to be confirmed. e) HS is waiting for a quote for the catering for the children’s party. f) DR will be running the bar with additional stock from the leftover drinks from the AGM and coronation events. g) The hog roast has been booked. • The trustees discussed the display boards for the event which will be used to let the community know about what PACT has done so far, what PACT’s future plans are and what the communities’ vision for the area/projects looks like. • PF, VD, JR and KD are to meet with the SBC Place Making team week commencing 7th August to look for support and advice for the consultation component of the event. After this meeting, and subsequent further discussion, PF/VD/KD/JR agreed to confirm the details for how the community consultation should be set up on the day. • PF offered to set up a meeting to demonstrate the use of Mentimeter which could be used during the consultation to provide a more accurate reflection of participants feedback. The delivery group are happy to consider this and discuss after the meeting with the SBC Place Making team. • Concern was expressed that the save the date mailshots had not yet been sent out. It was agreed that KC/LM would arrange for PACT’s members to be notified and KD would ensure the community council mailing list was notified. • Costs for the event will be summarised at the September meeting. 	<p>PF/KD (PACT24)</p> <p>VD (PACT26)</p> <p>DR (PACT37)</p>
10.	<p>Review of grant application spending cap (JR)</p> <ul style="list-style-type: none"> • The Trustees discussed the current £5,000 funding cap. JD explained that the funding cap was a historical decision based on similar organisations funding caps. • There was discussion surrounding the merits of raising the current cap, but being open to applications requesting more, versus no limit. • There was agreement that having some kind of cap would be better for the applicants but how this would look was still undecided. It was agreed that JR, JD, VD and LW would discuss this in more details and present a proposal to the Trustees for the September 2023 meeting. 	<p>JR/VD, JD/LW (PACT31)</p>

11.	Handover of membership list and PACT documentation (VD) <ul style="list-style-type: none"> VD brought to the attention of the Board that the handover of the PACT membership lists and PACT documentation to KC is not yet complete. LM offered to ensure this was done as soon as possible. 	LM (PACT32)
12.	Allocation of grant funding from Penmanshiel or Aikengall (JD) <ul style="list-style-type: none"> It was agreed that going forward the Trustees would decide on which fund an approved funding application would come from when a decision was made to approve. In general the Penmanshiel fund is used to fund administrative purposes, and Aikengall is used for higher profile events and projects. LW confirmed that the new grant spreadsheet would record which fund any approved application would be coming from and a running total for each would be available. 	
13.	AGM Thursday 5th October 6 – 7pm (VD) <ul style="list-style-type: none"> The AGM has been tentatively scheduled for Thursday 5th October and LM confirmed that the accountants have been sent all the associated paperwork. LM agreed to contact the accountants to ensure that the accounts were signed off in time for the AGM. JR indicated that he is prepared to carry on for another year and feels that having 11 Trustees is beneficial. He asked that Trustees contact him within the next month if they had any plans to step down. In the interests of being prepared with election papers and proxy forms JR asked the Trustees to let him or VD know of anyone wanting to run. It was agreed that as the AGM would not be a community event that an ordinary PACT meeting would take place immediately after. It was agreed that the AGM would be held at Preston Village Hall. It was agreed that the community event in September was a good opportunity to encourage community nominations, especially from younger members of the community. 	LM (PACT33)
14.	Funding applications/enquiries update <p><i>Purchase of Microphone</i></p> <ul style="list-style-type: none"> The purchase of an Anker PowerConf S500 Speakerphone for £160.00 was approved by the majority of Trustees by email in July 2023. The item was purchased by DR. <p><i>Grant Spreadsheet (P6-030823)</i></p> <ul style="list-style-type: none"> VD discussed the new grant spreadsheet and how grants would be recorded. This spreadsheet will be presented at every Trustee meeting. <p><i>Duns Tennis Club</i></p> <ul style="list-style-type: none"> The tennis club have agreed to the conditions of funding set by PACT and commencing 1st April 2024 are happy to welcome any new members from the ABPC at that time for free (up to a maximum of 30 people), provide free taster/coaching session (one per person), for 	

	<p>ABPC adults to be taken up within the year and free coaching sessions for ABPC juniors for a period of one year</p> <ul style="list-style-type: none"> • VD confirmed that PACT will not be involved in the administration of this project. 	
15. Community Projects	<p><i>Abbey Village Hall Project</i></p> <ul style="list-style-type: none"> • JR reported no progress but it was agreed that JR and VD would prepare an application for funding to Quixwood and come back to the Trustees in September 2023 for approval. <p><i>Duns Nursery support (LW,VD) (P7a-030823, P7b-030823, P7c-030823)</i></p> <ul style="list-style-type: none"> • LW's conflict of interest was noted and she declared that she was not involved in the preparation of P7a-030823, P7b-030823, P7c-030823 nor did she attend meetings with VD and Naomi Stevens, County Durham Community Foundation (CDCF). • The Trustees discussed P7b-030823 and the proposals that VD put forward for the Trustees to consider. It was agreed to support the proposal for the nursery to apply for funding (£5,000 from Quixwood and £15,000 from the Open Access fund) which will cover rent and utilities for the nursery for one year, and would provide some 'breathing space' to allow the nursery to continue its development work – i.e. the possibility of identifying a consultant who can support them in Business Development. Further funding support from the Quixwood Open Access Fund for the business development may then be considered on the advice of the business consultant. <p><i>Driving lessons (LW) (P8-030823)</i></p> <ul style="list-style-type: none"> • PACT has had a proposal from a resident requesting financial support for young locals to obtain their driving licences. The Trustees discussed the issues surrounding PACT management of this type of project (budgets, criteria for support, financial management (how/who to invoice), timescales and PACT costs for administrative support. • As the Trustees were generally in support of this proposal and could see the benefits for the community VD agreed to come back to the September 2023 meeting with a more detailed and long term proposal. <p><i>Preston Village Hall Project (HS)</i></p> <ul style="list-style-type: none"> • It had previously been agreed at the June 2023 Trustee meeting that broader consultation and support was required with the PVH Trustees and that PACT would be happy to fund a scoping and consultation report. To move this forward JR and HS met with Lucy Forrest to discuss this and have left it with her to decide next steps. • There were concerns raised about PVH having the capacity to drive a project of renovations forward. JD indicated that he is very happy to help a group in Preston with this project and give his time to this. It was agreed that JR and JD will discuss his involvement further and report back to the Trustees in due course. <p><i>Community resilience Project (LM)</i></p> <ul style="list-style-type: none"> • No progress and will update at the next meeting in September. 	<p>JR/VD (PACT9)</p> <p>VD (PACT15)</p> <p>VD (PACT34)</p> <p>JR/JD (PACT12)</p> <p>LM/JR (PACT13)</p>

