



**Preston and Abbey Community Trust
Minutes of the Ordinary Meeting
Held at Abbey St Bathans Village Hall
2 November 2023 at 19:00**

Ref	<p>Present: James Robson (Chair), Dianne Repsch (Treasurer), Victoria Dobie (Secretary), Carol Dickson, Keith Dickson, James Dobie, Ian Repsch, Limor Wolfe</p> <p>Apologies: Pip Chandler</p> <p>Administrative Officer: Kat Chisholm</p>	Action
1.	<p>Welcome</p> <ul style="list-style-type: none"> JR opened the meeting and welcomed the new Trustees. The Chair was keen to ensure that all Trustees continued to be fully aware and transparent with regards to conflicts of interest. He stressed that DTAS have been kept up to date with recent developments and are aware of the Board of Trustees structure (family and community council connections). All Trustees will be required to attend the upcoming DTAS training and sign a code of conduct. The Chair was mindful, however, that participation on the Board should also be enjoyable as we are working towards a common cause. 	
2.	<p>Introductions and Apologies</p> <ul style="list-style-type: none"> JR noted apologies from Pip Chandler. 	
3.	<p>Election of Office Bearers</p> <p>Chair –</p> <ul style="list-style-type: none"> Victoria Dobie nominated James Robson to continue as Chair This was seconded by Dianne Repsch. <p>Treasurer –</p> <ul style="list-style-type: none"> James Dobie nominated Dianne Repsch to continue as Treasurer. This was seconded by Limor Wolfe. 	

	<p>Secretary –</p> <ul style="list-style-type: none"> James Dobie nominated Victoria Dobie to continue as Secretary. This was seconded by Dianne Repsch. 	
4.	<p>Conflict of Interest</p> <ul style="list-style-type: none"> Abbey St Bathans Village Hall Project – JD and LW. Duns Nursery – LW Black Hill Wind Farm Community Fund and Community Council – JR informed the Board that he is stepping down from his position as Director representing the ABPCC on the Blackhill Wind Farm Community Benefit Fund Board. He will also be resigning as a Co-opted member of the Community Council. 	
5.	<p>Minutes from Last Meeting (paper attached P1-021123)</p> <ul style="list-style-type: none"> Minutes from 7 September 2023: VD proposed approval and KD seconded. Approved with no changes. 	
6.	<p>Action Log Review (paper attached P2-021123)</p> <ul style="list-style-type: none"> It was agreed to review this after the meeting due to time constraints and present a revised version at the next meeting. 	
7.	<p>ABVH ownership (JR)</p> <ul style="list-style-type: none"> For the benefit of the new Trustees JR explained the transfer of the ABVH grant showing as an asset on our balance sheet is ongoing. JR explained that he has approached Melrose & Porteous for high level title due diligence and that he has a target date for completion in 23/24 financial year. He has made the accountants aware of the situation and they are happy with this. JR requested that all new Trustees visit Melrose & Porteous in Duns (47 Market Square) as soon as possible. The solicitors will need to have a photocopy of their drivers' licence/passport and a utility bill from last 3 months confirming their address. VD asked that KC be updated when they have done this. JR confirmed that once the Trustees identity had been established that the solicitor reviewing the case, Mel Roberts, will provide an outline of costs and scope of work. LW agreed to review this document once available and then circulate to the Trustees. There was discussion on the current valuation of the Abbey St Bathans Village Hall. DR stated that the accountants stated that the valuation should be completed this financial year. It was agreed that JR should speak to Gillon Dobie on this matter as a matter of urgency. 	<p>JR (PACT8)</p> <p>CD, IR, PC (PACT29)</p> <p>JR/LW (PACT30)</p> <p>JD (PACT44)</p>

8.	<p>Treasurer's Report (DR) (P3-021123))</p> <p><i>Treasurer's Report (DR)</i></p> <ul style="list-style-type: none"> • DR reviewed the treasurer's financial statement (money in/out and funders, Aikengall or Penmanshiel) from 1 April 2023 to 26 October 2023. • The PACT projected funds balance as of 26th October 2023 stands at £127,353.59. Penmanshiel is not split as per previous minutes as it's not in our funder's agreement. • DR advised that further funds were due from Penmanshiel but raised concerns that PACT didn't have a contact at Penmanshiel and funds had not been received in some time. The Treasurer agreed to contact them to obtain these details. • The Treasurer confirmed that the £37,500 due from Aikengall had been received and the report had been finalised for the next tranche of payments. There had been issues with the most recent report due to new accountancy procedures and questions on items on the bank statements. • There was further discussion on the 50/50 split of Aikengall funds between unrestricted and small grants which is the basis of our agreement with them. The Trustees agreed that it would be beneficial to remove this split. As a review was scheduled for 2023 it was agreed that JD would approach Rob Fryer (CWP) to confirm if this split is required going forward and if our agreement can be updated. • There was clarification on the Project Funds that were available. DR confirmed that there was £127,353.59 of largely unrestricted funds available from the PACT account. Quixwood funds include a small grant fund of £22,000 annually, split 50:50 with Grantshouse, £44,000 allocated to PACT projects annually of which £88,000 remains unspent at present, and a further £232,237.96 in an 'Open Access' fund which is split 50:50 with Grantshouse. It was agreed that a register of all awards made from the Quixwood fund should be kept by PACT. 	<p>DR (PACT45)</p> <p>JD (PACT46)</p> <p>VD/KC (PACT47)</p>
9.	<p>Website updates (KD) (paper attached P4-021123)</p> <ul style="list-style-type: none"> • KD reported that the website project was on schedule and the website model structure had been confirmed and content now being reviewed. • When the beta version of the website is available KD will be looking for test volunteers. IR was happy to assist with the testing. • The go live target is set for mid to late November 2023. • A communication strategy will need to be discussed at the December 2023 meeting. 	<p>KD (PACT38)</p>

10.	<p>Community Events 2nd September feedback and costs (JR)</p> <p><i>Children's Swimming Pool Gathering</i></p> <ul style="list-style-type: none"> DR has been exploring the idea of a swimming pool gathering for children in early December. The cost of booking is £160 for 2 hours and further funding will be required to book the room can be booked for food/Santa and provide food and presents. After a brief discussion it was agreed that we should approach the community council to see if they would provide funding subject to community council members agreement. <p><i>Abbey St Bathans Community Consultation</i></p> <ul style="list-style-type: none"> The Trustees discussed the Abbey St Bathans Community Consultation and agreed that a mid-January Saturday night would be the target date. It was agreed that the event would replicate the Preston Community Consultation in September 2023 but there would be no event for children. Transport was discussed and although reduced cost transport can be arranged via Berwickshire Association for Voluntary Service (Bavs) there is difficulty sourcing a driver. DR agreed to contact the Abbey St Bathans Village Hall to finalise arrangements and the date. It was agreed that DR, VD and IR would form a temporary subgroup to organise the event. They will provide updates to the Trustees in due course. It was agreed to fund an Events Assistant to help DR. 	
11.	<p>Community Consultation (KD) (3 papers attached P5a,b,c -021123)</p> <ul style="list-style-type: none"> It was agreed, due to time constraints, to defer this to the December 2023 meeting. It was agreed that a community mailchimp update be sent out advising the outcome of the AGM and new Board of Trustees (draft was circulated). JR agreed to prepare a Chairs Statement and to ensure that the previous Trustees contribution was acknowledged. KD and VD will ensure this is sent to all members. 	JR/VD/KD (PACT48)
12.	<p>DTAs Training 21st November 2023</p> <ul style="list-style-type: none"> IR and CD both confirmed that they will attend along with the other Trustees. 	
13.	<p>Grant Applications (grant spreadsheet attached P6-021123)</p> <p><i>23-09-02-Sporting sponsorship (attached P7a&b-021123)</i></p> <ul style="list-style-type: none"> VD advised that this application has been passed to the Community Council. <p><i>23-10-03-Berwickshire Maritime Trust (attached P8a&b-021123)</i></p> <ul style="list-style-type: none"> VD advised that this application has been withdrawn by the applicant due to personal circumstances. 	

	<p><i>23-10-05-ParentSpace (LW)</i></p> <ul style="list-style-type: none"> LW advised that she has arranged to speak to the applicant next week and will update the Trustees at the next meeting. <p><i>23-10-04-StainedGlassWorkshops (attached P9a&b-021123)</i></p> <ul style="list-style-type: none"> The Abbey St Bathans SWI submitted an application for stained glass workshops to be run along the same lines at the Willow basket making workshop which was run successfully in the past. The Trustees approved funding of £420.00 for 2 workshops and the funds will come from Aikengall. It was agreed that PACT should help advertise this grant funding and the workshops themselves via our next mailchimp. It was agreed that the applicants should be asked for photos of the events which can be utilised by PACT/Funders on social media. VD agreed to follow this up. 	<p>LW (PACT49)</p> <p>VD (PACT50)</p>
14.	<p>Community Projects</p> <p><i>Abbey Village Hall Project (JR)</i></p> <ul style="list-style-type: none"> It was agreed that JR would prepare a summary report for all Trustees on this project. JR stressed that he is happy to arrange further meetings with the contractors/Gillon Dobie if required. It was agreed that a decision on this project should be taken before Christmas 2023. <p><i>Duns Nursery support</i></p> <ul style="list-style-type: none"> The project is now completed with funding of £21,900 (£10,000 from the Quixwood small grants fund and £11,900 from the Quixwood Open Access fund). The Nursery are progressing with plans to improve the future viability of the nursery now that they have secured this funding. LW reported that the Nursery team are planning to produce a video to thank all the funders for their support. Once available this could be used on our social media platforms and website. <p><i>Preston Village Hall Project</i></p> <ul style="list-style-type: none"> JD confirmed that he has had 2 successful meetings with the architects and the Preston Village Hall representatives regarding the hall improvements. They are in agreement that new toilets are required, a smaller/new kitchen, updated decoration, improved storage area and a new fire exit leading to newly landscaped outdoor seating area. Repairs to the roof are critical. Final costings are still to be determined along with additional costing for the resilience project. KD expressed concern over the Preston Village Hall committee charity accounts being overdue. JR agreed to discuss this with Rob Forrest. <p><i>Paths</i></p> <ul style="list-style-type: none"> JD was pleased to report that there have been some positive discussions with local landowners surrounding this project and will report back on future discussion in due course. 	<p>JR (PACT43)</p> <p>JR (PACT51)</p>

<p>15. Any Other Business</p> <p><i>Communication from FacePR Director</i></p> <ul style="list-style-type: none"> An email went out to all Trustees regarding the communication PACT received from the Director of FacePR. PACT responded with a telephone call, some words from the minutes of the PACT Board meeting on 3rd August were redacted, and no further action is planned at this stage. <p><i>Handover of PACT papers</i></p> <ul style="list-style-type: none"> The Trustees expressed surprise and disappointment that the handover of historical documentation (Trust documentation, membership lists, previous minutes) has not yet been completed. It was agreed that the handover should be directly with the Secretary. VD agreed to write out to Liz Macfie to advise. LW suggested that longer term PACT could propose a resolution to change the constitution so that we don't keep membership lists and that all residents in the area would automatically be members. This would mean no personal information, other than an email address, would be kept by PACT. LW agreed to look at this before the next AGM. <p><i>PACT shared storage</i></p> <ul style="list-style-type: none"> VD explained that there will be secure storage for all Trustees on the new website for non GDPR related documentation. A separate secure online shared drive would be used for everything else. <p><i>Other</i></p> <ul style="list-style-type: none"> The Trustees discussed changes to the grant application and decision making process with regards to GDPR. It was agreed to review this during the grant application form review. It was agreed that VD would contact DTAS and provide them with the Trustees emails so that they can be contacted directly about what they would like to see from the upcoming training and arrange an agenda. 2 of the outgoing Trustees, Hayley Shaw and Liz Macfie, are currently signatories on the PACT bank account. DR will arrange to have them removed and it was agreed that CD would be added as a third signatory. JD thanked VD and JR for arranging 2 AGM's over the last month and all the associated work that was involved. 	<p>LW (PACT52)</p> <p>KD/LW (PACT37)</p> <p>VD (PACT53)</p> <p>DR (PACT54)</p>
<p>16. Next Meeting Date</p> <ul style="list-style-type: none"> Thursday 7th December 6 – 8pm at Preston Village Hall 	