



Ref	<p>Present: James Robson (Chair), Dianne Repsch (Treasurer), Victoria Dobie (Secretary), Pip Chandler, Carol Dickson, Keith Dickson, James Dobie, Ian Repsch, Limor Wolfe</p> <p>Administrative Officer: Kat Chisholm</p>	Action
1.	<p>Welcome</p> <ul style="list-style-type: none"> JR opened the meeting. 	
2.	<p>Introductions and Apologies</p> <ul style="list-style-type: none"> JR noted no apologies. 	
3.	<p>Conflict of Interest (paper attached P1-071223)</p> <ul style="list-style-type: none"> It was agreed that Trustees would fill in the new DTAS Register of Interests and this would replace the previous register. Trustees were reminded that the new register of interests can be made available to all members of the board and on request to members, funders and the public. Abbey St Bathans Village Hall Project – JD and LW 	
4.	<p>Minutes from Last Meeting (paper attached P2-071223)</p> <ul style="list-style-type: none"> Approved with the proviso that DR be given a copy to ensure changes requested are accurate. <p><i>Minutes from AGM – Voting results and proxy numbers to be recorded?</i></p> <ul style="list-style-type: none"> Draft AGM minutes from October and November to be re-circulated to Trustees for approval before being posted on website. It was agreed to include a note below draft November AGM minutes on website to say “Trustee election results and details of proxy vote numbers available on application to Secretary at hello@pactrust.org.uk .” 	<p>KC/ VD (PACT55)</p> <p>KC/VD (PACT56)</p>

5.	Action Log Review (paper attached P3-071223) <ul style="list-style-type: none"> • PACT8 - On Agenda, Item 6. • PACT13 - The Trustees agreed to close this action point as resilience equipment/projects are, in part, being incorporated into the village hall projects. The Trustees agreed to re-open discussions on resilience as required • PACT17 - The Trustees agreed to close this action point and to add to the consultation spreadsheet to keep the idea visible. • PACT28 - The Trustees agreed to close this action as it's no longer relevant. • PACT29 - Completed. • PACT30 - On Agenda. Item 6. • PACT31 - On Agenda. Item 12, point 3. • PACT37 - On Agenda. Item 12, point 1. • PACT38 - On Agenda. Item 8. • PACT39 - On Agenda. Item 9. • PACT43 - On Agenda. Item 13, point 1. • PACT44 - On Agenda. Item 6. • PACT45 - Completed. • PACT46 - On Agenda. Item 14, point 1. • PACT47 - Completed. • PACT48 - Completed. • PACT49 - On Agenda. Item 12, point 4. • PACT50 - Completed. • PACT51 - Completed. • PACT52 - On Agenda. Item 11, point 1. • PACT53 - Completed. • PACT54 - Ongoing. 	
6.	ABVH ownership (JR) <ul style="list-style-type: none"> • JR and LW are continuing to work with Melrose & Porteous for high level title due diligence on the ABVH Village Hall and transfer of the hall asset and they are still on target for completion in the 23/24 financial year. A report will be available, which will be reviewed by LW, in due course. • Edwin Thompson have been engaged to provide a valuation for the hall. JR agreed to circulate the valuation once received. • JR agreed to draft a letter to Aikengall and Quixwood windfarm owners regarding the Abbey village hall ownership. It was agreed that JD would send the letter to Community wind power contact (Aikengall). 	JR (PACT8) JR/LW (PACT30) JR (PACT44) JR/JD (PACT57)
7.	Treasurer's Report (DR) (papers attached P4a:e-071223) <ul style="list-style-type: none"> • DR reviewed the treasurer's financial statement (money in/out and funders, Aikengall and Penmanshiel) from 1 April 2023 to 30 November 2023. 	

	<ul style="list-style-type: none"> • The PACT Projected Funds balance as of 07/12/23 stands at £125,363.76. • DR confirmed that the Penmanshiel Community Benefit payment of £14,937.69 had been received on 25 November 2023. • DR has written to OSCR and is now the principal contact. DR is to copy all trustees into all correspondence to and from OSCR. DR also reported that she successfully completed the OSCR annual return. • VD confirmed that KC is keeping an up to date Trustee register. It was agreed that this would be circulated to the Trustees. • The Village halls annual support grant process was discussed. It was agreed that VD would review and update the current guidance notes and circulate to all Trustees for approval prior to sending to the hall committees for action. 	<p>VD/KC (PACT58)</p> <p>VD (PACT59)</p>
8.	<p>Website updates & Community Communications Strategy (KD) (paper attached P5-071223)</p> <ul style="list-style-type: none"> • KD confirmed that build work has progressed with the full structure for the website now in place and ready to accept content. Creating the content has been a bigger task than expected but a draft should be circulated to Trustees for comments for review by the end of December 2023. • The website will need the content to be maintained and KD expressed concern over the ability of one person to do this as we are looking to be much more proactive in terms of news, events and funding updates. It is possible for more than one person to have update access and training is available. IR and DR both volunteered to help keep the website updated and Joy Dobie also has experience and is willing to help. It was agreed that KD/IR/DR/JD will discuss roles and report back in January 2024. • Mailchimp: The Trustees agreed with the proposals as set out in the report. All ABPCC and PACT Newsletter subscribers will be contacted to advise that their details are moving across to our new Community Mailchimp service. If they don't want to join the new list, they will have the opportunity to unsubscribe at this point. This will leave two separate Mailchimp lists, one a Community Mailchimp and one a PACT Members Mailchimp list. It was further agreed that KC would assist with all Mailchimp communications. • Facebook: We currently have both ABPCC and PACT Facebook pages and these will be closed down and a new Community Facebook page set up. An administrator for the new Facebook page will be required, this will be considered again at the Board meeting in January. • Opportunities to improve engagement: VD agreed to develop a young people's group to provide input to Community of Abbey and Preston (COAP) communication strategy. • It was agreed that a flyer for COAP would be created, to improve awareness of website and funding. 	<p>KD/VD (PACT38)</p> <p>KD/IR/DR/JD (PACT60)</p> <p>VD (PACT61)</p> <p>VD (PACT65)</p>

9.	<p>Community Consultation (KD) (<i>papers attached P6abc-071223</i>)</p> <ul style="list-style-type: none"> The Community Consultation subgroup (KD/VD) have summarised the feedback received from attendees at both community events on 2 September 2023 in a spreadsheet which was briefly reviewed. Their proposal is that we maintain this master list as a working document which we can add to following further community consultations and also clear things from the list as they are delivered. Management of the overall activity will be used via a “Plan on a Page” spreadsheet. KD and VD welcome input from any Trustees on these documents. It was agreed that The Consultation subgroup to include a non-PACT member if possible. VD to establish structure and working principles for established PACT subgroups. 	KD/VD (PACT39)
10.	<p>Community Events (DR)</p> <ul style="list-style-type: none"> DR agreed to draw up a list of future events so that a yearly budget could be discussed at the next meeting in January 2024. <p><i>Children’s Swimming Pool Gathering</i></p> <ul style="list-style-type: none"> The Pool party is taking place on Saturday 9th December with 23 children confirmed along with 11 adults. Catering is limited and it was agreed food would be provided only for children. The Duns Rotary Club is bringing Santa and his Elves who will hand out all the presents that PC sourced and wrapped. It was agreed to donate £50 to the Rotary Club as a thank you. <p><i>Abbey St Bathans Community Consultation</i></p> <ul style="list-style-type: none"> DR confirmed that the mobile food van has been booked. It is a pre-order system and vouchers will be available on collection for those who have booked. Left over drinks are available from the Preston Consultation in September. It was agreed that the Events subgroup (DR/IR/VD) will review the Preston Consultation postcards, posters and communications and update accordingly. DR confirmed that transport will be arranged with Robertson’s in Duns. 	DR (PACT62)
11.	<p>DTAs Training 21st November 2023 - feedback and actions (JR)</p> <p><i>Changes to the Constitution (LW)</i></p> <ul style="list-style-type: none"> LW will continue to look into OSCR’s guidance notes on changes to the constitution following DTAS comments on GDPR issues. LW will follow up on this due course. <p><i>Proxy vote process for AGM (JR)</i></p> <ul style="list-style-type: none"> LW and VD agreed to look at best practice with regards to the proxy vote process and if we should make changes to our constitution to reflect best/agreed practice. 	<p>LW (PACT52)</p> <p>LW /VD (PACT52)</p>

12.	<p>Grant Applications</p> <p><i>Should applicant personal details be circulated to Trustees? (VD)</i></p> <ul style="list-style-type: none"> The Trustees discussed what details should be circulated with grant applications. The Trustees agreed that bank details, email address and phone numbers would not be circulated at present. The question of whether the postal address should be circulated will be discussed between trustees outside the meeting. LW and KD are reviewing the current grant application form for the new website. <p><i>Processing Community Grant Application form (VD) (paper attached P7-071223)</i></p> <ul style="list-style-type: none"> VD outlined the process for administering the proposed Community Grant Application form by PACT and ABPCC. On the new Community Website there will be one grant application form available to cover applications to the funds for Aikengall, Penmanshiel and Crystal Rig wind farm community benefits and a decision must be made whether that application should be sent on to the Community Council (Crystal Rig Fund) or PACT (Aikengall and Penmanshiels funds) to be managed by that group using the present process. CD has kindly agreed to be recipient of community grant applications and she will acknowledge receipt and record details of the application, then follow the process agreed by PACT and ABPCC for ongoing management. It was agreed that a small subgroup consisting of CD, one member from PACT and the CC, and two individuals who are not on PACT or the CC would be formed to access applications. It was further agreed that the two 'lay' members will require induction to the role and to sign the Code of Conduct with confidentiality expectations agreed. <p><i>Cap on grant application amount (LW)</i></p> <ul style="list-style-type: none"> LW is working on a proposal to increase the grant funding cap to £10,000. She will circulate a report in due course for approval. <p><i>Parentspace (LW)</i></p> <ul style="list-style-type: none"> ParentSpace, based in Duns, has applied for funding to cover two courses, joint funded by PACT and CELCA. Both courses ('Parenting in the Early Years' and 'Parenting in the Primary Years') are 6 sessions, each session is 2 hours, take place weekly, and will be run by two facilitators with a maximum of around 12 participants per course. The Trustees approved the application for £1123, which is 50% of the total cost of running two courses. It was agreed the funds will come from Aikengall Grants. If CELCA decides not to commit to the further 50% funds, a revised funding application to PACT regarding any new proposals will be required. <p><i>23-11-05-AllsortsChildcare (VD) (paper attached P8-071223)</i></p> <ul style="list-style-type: none"> Allsorts Childcare, located in Duns Primary School, have submitted a grant proposal to offer families subsidised childcare. There is a meeting scheduled, with VD, JR and the applicants to 	<p>KD/VD/LW (PACT37)</p> <p>LW (PACT31)</p> <p>LW (PACT49)</p>
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	<p><i>Driving Lessons (VD) (paper attached P11-071223)</i></p> <ul style="list-style-type: none"> It was agreed that this application should go to the Community Council for consideration until VD can liaise further with DTAs on funding principals/guidelines for PACT. LW agreed to update the grant applicant. 	
14.	<p>Wind farm Communications</p> <p><i>Agreement review with Aikengall (JD)</i></p> <ul style="list-style-type: none"> There was discussion on the 50/50 split of Aikengall funds between unrestricted and small grants which is the basis of our agreement with Aikengall. 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 and fund would be all small grants. <p><i>Approach to Blackburn Mill Developers (Wind Estates (UK) Ltd) (VD)</i></p> <ul style="list-style-type: none"> The developers have indicated they will review the possibility of community benefit funding. <p><i>Potential negotiations with Monashee Developers (Green Switch Capital)</i></p> <ul style="list-style-type: none"> The developers have indicated that a community benefit agreement will be offered and are likely to be happy for PACT to manage this once agreed. 	<p>JD (PACT46)</p>
15.	<p>Any Other Business</p> <p><i>Draft AGM minutes – should these be available on request. (PC)</i></p> <ul style="list-style-type: none"> See Item 4. <p><i>For information – Admin Officer review meeting 15th November 2023 (VD) (paper attached P12-071223)</i></p> <ul style="list-style-type: none"> VD briefly outlined the paper. The Board thanked Kat for the excellent support she provides as Admin Officer. <p><i>Vice-Chair role (JR)</i></p> <ul style="list-style-type: none"> JR stated that it would be beneficial if a Vice Chair was nominated. He asked that Trustees contact him if they are interested in putting their name forward. <p><i>Funding of Village Halls (paper attached P13-071223)</i></p> <ul style="list-style-type: none"> See item 7. <p><i>Change of meeting time and date - suggested from January 2024, third Thursday of the month, 6.30 - 8.30pm. (VD)</i></p> <ul style="list-style-type: none"> The Trustees agreed to this change from January 2024. <p><i>Scottish Walking Festival (KD)</i></p> <ul style="list-style-type: none"> The Scottish Walking Festival, which was hosted by Kelso in 2023, is looking to base their 2024 festival in Abbey St Bathans. KD will produce a report for the Trustees, and the community council, on the benefits of this proposal, before Christmas. 	<p>KD (PACT64)</p>

16.	Meeting Dates for 2024, all 18:30 to 20:30: <ul style="list-style-type: none"> • Thursday 18th January, Preston Village Hall • Thursday 15th February, Abbey St Bathans Village Hall • Thursday 21st March, Preston Village Hall • Thursday 18th April, Abbey St Bathans Village Hall • Thursday 16th May, Preston Village Hall • Thursday 20th June, Abbey St Bathans Village • Thursday 18th July, Preston Village Hall • Thursday 15th August, Abbey St Bathans Village Hall • Thursday 19th September, Preston Village Hall • Thursday 17th October, Abbey St Bathans Village Hall • Thursday 21st November, Preston Village Hall • Thursday 19th December, Abbey St Bathans Village Hall 	