



Preston and Abbey Community Trust (PACT)

Registered as a Scottish Charitable Incorporated Organisation (SCIO) Charity No. SC046383

DRAFT MINUTES

ANNUAL GENERAL MEETING

For accounts to financial year end March 2023

Held at 18:00 on Thursday 2nd November 2023

Abbey St Bathans Village Hall

Ref	<p>Present: James Robson (Chair), Dianne Repsch (Treasurer), Victoria Dobie (Secretary), Deborah Berry, Keith Dickson, James Dobie, Liz Macfie, Hayley Shaw, Limor Wolfe</p> <p>PACT Members: see attached Schedule 1</p> <p>Administrative Officer: Kat Chisholm</p>	
1.	<p>Welcome and Introductions – James Robson (Chair)</p> <ul style="list-style-type: none">• The current PACT chair James Robson opened the AGM and welcomed the Trustees and Members. He outlined the purpose of the AGM which was to review and sign-off PACT's financial and year-end report to 31st March 2023 along with the election of new Trustees to the Board.• The Chair advised the members and Trustees that the AGM was being recorded for minute taking purposes.• The Chair extended thanks to current and former board members who served during this period.	
2.	<p>Election of Board Trustees (4 positions)</p> <ul style="list-style-type: none">• The Chair explained that each of the 7 nominees would read out their nominee statement and that he would read out the statement if the nominee was not in attendance. <p>Nominee statements –</p> <p>1. <i>Philippa Chandler (read by the Chair) -</i></p>	

	<p>I am an active community councillor of 23 years standing, during which time I have undertaken various roles, including being involved in the inception of PACT. I'm a local secondary school teacher and vice president of Abbey St Bathans SW1. In standing for PACT I would like to encourage more people to become more actively involved in their local community and help realise many of the ideas put forward from the community.</p> <p>2. <i>Carol Dickson</i> - My name is Carol Dickson and I live at Blackerstone. Some may know my name as I currently provide administrative support to the ABPCC and have been involved in the development and delivery of some of the Council's community initiatives, such as the winter fuel exercise, the Queens Jubilee, and the Kings Coronation celebrations. I am retired from the Civil Service, following 37 years service, which means I have ample time to commit to the Community Council, and PACT too if offered the opportunity.</p> <p>3. <i>Joy Dobie</i> – Over many years, I have happily volunteered a good deal of my time enabling community events; for the hall, the rural, the guild, and I was a co-founder of the ABC newsletter. In the wider community, I am honorary secretary of the Berwickshire Civic Society, and a deputy for the Lord Lieutenant of Berwickshire. My aspiration for PACT is for the wind farm money to be spent wisely and for our communities to see real results.</p> <p>4. <i>Victoria Dobie</i> – Relevant experience - Member of the Community Council (ABPCC) since 2014, and part of the CC subgroup that set up PACT. Co-opted member of PACT Board from October 2022. If elected to PACT I will ensure that the windfarm funds are spent to the best advantage of our community. I am keen to listen to ideas and get the money working!</p> <p>5. <i>Liz Macfie</i> – Continuity: Long-serving PACT Trustee since 2017, who can assist continuing and new trustees, most of whom will be new since April. Experience and Relevant Training: 25 years' work experience running charities, with an OU certificate in charity management. Independent: I am not on the community council, nor spouse or close family of someone currently on PACT and ABPCC, unlike most nominees, so I can help PACT function as a more diverse independent charity partnering with, but separate from, the CC.</p> <p>6. <i>Ian Repsch</i> – My name is Ian Repsch. I have lived in Preston for 4 years. I am retired and have some spare time so would like to get involved with helping the local community with the resources from the wind farms. I am a committee member and the quartermaster for the Duns Food Bank which is a volunteering role. I have an Engineering/IT background and have also worked in the social & leisure industry.</p> <p>7. <i>Hayley Shaw</i> – As one of the longest standing members of the PACT board, I remain passionate about making a long-term difference for our community and supporting groups and projects that can offer, bring and develop something beneficial. I would like the opportunity to deliver the projects I am currently collaborating on as well as</p>	
--	---	--

	<p>participate in upcoming community engagements, future projects and grant distribution. I would like to support PACT in the best way I can going forward.</p>	
3.	<p>Approval: Minutes of last Annual General Meeting: 29th April 2023</p> <ul style="list-style-type: none"> Proposed by Victoria Dobie, seconded by Deborah Berry. Minutes accepted. David Shields (member) asked about the minutes from the AGM on 5th October 2023. The Chair confirmed that these minutes would be presented for approval, along with draft minutes from tonight's meeting, at the next AGM. 	
4.	<p>Previous Chair's Report for Year to 31 March 2023 – Hayley Shaw (Former PACT Chair)</p> <ul style="list-style-type: none"> The previous Chair presented an overview of achievements and issues that PACT faced in the financial year ending 31 March 2023. The previous Chair explained that the principal activities of the Trust to year end 31 March 2023 had been limited due to the COVID-19 Pandemic restrictions which ended March 2022, the very slow recovery for the remainder of 2022 and the very small number of Trustees. The former Chair explained that the Trust received community benefit funds from Community Windpower / Aikengall Windfarm, RES / Penmanshiel Wind Farm and NTR / Quixwood Windfarm. Grant funding from Quixwood was specifically utilised for the Abbey Hall construction costs and this was fully spent by the end of the previous financial year (March 2022). The other 50% of these funds were made available to the wider community through a small grants scheme. Outstanding funds received from RES / Penmanshiel were brought up to date during this financial year. 50% of the Penmanshiel funds supported the running costs of the Trust, in addition to projects and community activities. Funds from Aikengall were allocated in a similar way to that of Penmanshiel but in the medium term (a 10-year period from 2020 – 2029, inclusive), 50% of the Aikengall funding had been provided in advance, to assist with the construction of the Abbey Village Hall. Despite the slow recovery period and fewer grant applications success stories include: <ul style="list-style-type: none"> Preston Village Hall - £3,072.40 for repairs to the hall caused by storm Arwen. Duns Players - £2,500 for Playfest 2022. Alice Dobie - £298.08 for catering for the Community Council annual thank-you dinner. Whiteadder Watersports Trust - £240 for membership sponsorship agreed in the previous year (2022). Joy Dobie - £702.20 for the Community Jubilee Party celebrations. Berwickshire High School - £1,200 for their School play production of Sister Act. 	

	<ul style="list-style-type: none"> - Printspot on behalf of ABPCC - £568 for printing of postcards and postage for the contribution to cost of living grant organised by ABPCC. - Ellemford Show - £3,717 contribution towards the Ellemford Show's Marquee hire. - Abbey St Bathans SWI - £420 for Willow weaving classes. - Preston Village Hall - £4,199.04 for replacement chairs. - Duns Tennis Club - £5,000 towards the replacement of surround netting / fencing. - Duns PlayFest - £4,500 towards PlayFest 2023. - Duns Juniors Football Club - £2,500 for new football equipment. - Preston Village Hall Annual Maintenance Grant - £5,000 annual maintenance grant for the period 01 Oct 2022 to 30 Sept 2023. - Trustees of Abbey St Bathans Hall - £5,000 annual maintenance grant made up of insurance paid directly to insurers of £988.68, reimbursement of £155.60 for an element of the insurance shared between PACT and Abbey Hall Committee (£5,000 - £833.08 = £4,166.92). - The final retention payment to CKS & Sons Ltd, due one year after completion of the build, was settled on 28 September 2022 for £11,233.78. The balance of the remaining authorised funding to the Trustees of Abbey St Bathans Hall Committee, totalling £2,370.28, was carried forward into the next financial year ending March 2024. - One of the ongoing projects was to attempt to secure improved broadband to aid the rural households that are scattered throughout the Preston and Abbey community, that have no or very poor internet. Unfortunately, an interim support package has not been feasible. The Governments R100 roll out which is scheduled to be completed in 2024 should see improvements for all residents. • The previous Chair thanked the three Trustees who were on board up to 31 March 2023 during very challenging times. The Chair also welcomed the arrival of several new trustees who came on board at the April AGM. 	
5.	<p>Presentation of Formal Accounts to 31 March 2023 – Liz Macfie (Former PACT Treasurer)</p> <ul style="list-style-type: none"> • The formal accounts, prepared by Stuart Faed of Greaves West & Ayre, were presented by the former Treasurer. • The former Treasurer briefly discussed the major points in the Treasurer's Report and highlighted the following: <ul style="list-style-type: none"> - The fund are separated in the accounts as follows: <ul style="list-style-type: none"> (a) Unrestricted – general: 50% of income from Aikengall and Penmanshiel used for larger projects over £5000. (b) Unrestricted – designated: 50% of income from Aikengall and Penmanshiel used for small grants scheme (applications from community groups for up to £5,000) (c) Restricted funds: any grants received that are only for specific projects or activities. Restricted funds include Quixwood grants for the Abbey St Bathans Village Hall. <p>It was noted that at the end of each financial year, the Board can adjust unspent balances in the Unrestricted funds between small grants and larger projects.</p>	

	<ul style="list-style-type: none"> The former Treasurer noted the variation for the way Aikengall was treated to 31 March 2023 (and this will continue through to 2029) as 50% of Aikengall's commitment to PACT has already been received, and spent, on the Abbey St Bathans Village Hall. Therefore, the way PACT allocate the other 50% of Aikengall income between small grants ("Unrestricted Designated") and "Unrestricted" is at the discretion of the Board. The former Treasurer also outlined a further change to the accounts which has been agreed with the new PACT Treasurer Dianne Repsch. It has been agreed to treat late payments from the windfarms as income, but with an associated "debtor" status on the balance sheet. This treatment of any late income from the windfarms will be replicated in future accounting years. Expenditure on charitable activities in the restricted column is expenditure on the Abbey St Bathans Village hall, including depreciation at £18,471 as well as the 1-year retention payment due to the builders. The former Treasurer noted the fund balance still holds the value of the Abbey St Bathans Village Hall until it is handed over. The balance sheet includes the amount due from Aikengall, which was received after the end of the financial year (£37,500) and creditors including the accounting bills, and in FY '22 included the hall retention payment. The former Treasurer explained that some of some of PACT's expenditure is depreciation of fixed assets including everything in the Abbey St Bathans Village Hall, however, it was noted that once the building is handed over this will no longer appear. The fixed value of the Abbey St Bathans Village Hall, after depreciation, is £525,468, which is over £500,000 (the threshold for an audit requirement for recipients if handed over). However, an independent valuation of the assets to be handed over will be carried out before any handover of the assets. <p><i>Questions -</i></p> <ul style="list-style-type: none"> A member (Beth Landon) asked a question about the ownership of the Abbey St Bathans Village Hall. The former Treasurer and current Chair confirmed that the Abbey St Bathans Village Hall Trust are currently looking into a change in status to a Scottish Charitable Incorporated Organisation and the handover will be in due course. <p><i>Approval of the Charitable Accounts up to 31 March 2023 –</i></p> <ul style="list-style-type: none"> Proposed by Douglas Dobie, seconded by Wendy Reid. Formal accounts accepted. 	
6.	<p>Chair's report and financial report from 1 April 2023 to date – James Robson</p> <ul style="list-style-type: none"> The Chair outlined progress to date which include – - The appointment of himself as Chair in May 2023, along with Hayley Shaw as co-Chair. 	

	<ul style="list-style-type: none"> - A review of Trustees roles and responsibilities in May 2023 including discussions with each Trustee to establish their role on the Board as he sought inclusion and input from the entire Trustee Board. - The introduction of a 100 day plan with a focus on PACT's current financial position and the Abbey St Bathans Village hall transfer to the Abbey St Bathans Village Hall Committee who own the hall. - Training for the new Board of Trustees with the Development Trust Association Scotland (DTAS) towards the end of November 2023 with the aim of introducing a new code of conduct that Trustees will sign up to. This will allow the trust to run more smoothly in a democratic and fair way, where Trustees will have to treat their other trustees with appropriate due care and respect. - A successful Community Consultation in September 2023 and a further consultation planned in early 2024 for Abbey St Bathans with a view to reviewing the feedback and providing community feedback in due course. - Ongoing development of a new Community website. - Ongoing development of a new streamlined application and grant process in order to make it easier for our community to access funding. - Successful meeting with NTR / Quixwood Windfarm and the County Durham Community Foundation to allow them to see how funding built the Abbey St Bathans Village Hall and how their funds will help fund improvements to Preston Village Hall. - Duns Community Nursery – PACT worked with County Durham Community Foundation and NTR / Quixwood Windfarm to help the nursery access funding. PACT also worked collaboratively with Grantshouse Community Trust and over £20,000 of funding was approved which will cover all of the rent and utility bills for the nursery for one year (split 50/50 between Grantshouse and PACT). It should be noted that this is the first funding accessed in over 5 years from the small grants scheme and PACT was the enabler working in close cooperation with our funder. - Preston Village Hall – funding has been approved for a scoping report and design consultation so concepts can be agreed by the Preston Village Hall committee with the assistance of James Dobie. - Resilience Projects - work on the circa £70,000 resilience project for the Abbey St Bathans Village Hall is ongoing and the aim is to replicate the resilience work at Preston by incorporating these measures into their improvement project. - The initiative to get new residents to stand as Trustees has been partially successful and it is hoped that as we move forward other residents will see the benefits PACT bring to the community and come forward. <p>Financial Summary –</p> <ul style="list-style-type: none"> • PACT bank account balance as of 1 April 2023 was £83,939.77 with debt owing from Aikengall of £37,500. Total income is £122,121.76. • Total expenditure since 1 April 2023 has been £29,535.37 with highlights including grants to Duns Tennis Club (£5,000), BREST 	
--	---	--

	<p>Swimming Memberships (£4,693), and new website design (£2,140). Current Balance as of 26 October 2023 is £92,586.29.</p> <ul style="list-style-type: none"> It was noted that we are due to receive income of £46,000 from Penmanshiel and £25,000 from Aikengall <p>Questions –</p> <ul style="list-style-type: none"> A member (Beth Landon) asked about projects that were identified during the Community Consultations, and did not involve the village halls, and how they could be achieved if there was no local expertise. The Chair responded by stating that PACT are open to working with delivery partners and/or public sector resources to facilitate community development projects if internal expertise is not available. The current PACT secretary, Victoria Dobie, added that PACT are currently looking at a Paths (creation and improvement) project which was identified during the September Community Consultation which is a project outside of the village halls. The Chair also added that PACT are also exploring match funding for the resilience projects to reduce PACT financial outlays and risks. Gillon Dobie asked about the longer term financial picture for PACT and funds that would be available in order to plan accordingly. The Secretary responded by stating there is approximately, if you include Crystal Rigg and understand the amounts received from the windfarms vary, £110,000/yearly to 2028 and an extra £25,000 yearly after 2029. There are also plans to develop more windfarms which could increase the amount the community receives. David Shields (Connect Berwickshire Youth Project) asked about the new Community Website and the opportunities this could bring for young people in the area in terms of work experience. He also suggested that a dedicated young persons Board of Trustees could be highly beneficial in determining projects and priorities for the future. The Chair welcomed these suggestions and advised that PACT would be happy to work with him on these initiatives. Concerns were raised about determining the exact number of young people in the PACT area but it was agreed that further research could be conducted. 	
7.	<p>Results of election to Board of Trustees</p> <ul style="list-style-type: none"> The results of the Trustee vote was announced by the Chair. The 4 new Trustees, as voted for by members, are: Philippa Chandler, Carol Dickson, Victoria Dobie, Ian Repsch. The Chair thanked all the nominees for standing. 	
8.	<p>Any Other Business</p> <ul style="list-style-type: none"> There was no other business raised. The Chair thanked everyone who attended. 	



Preston and Abbey Community Trust (PACT)

Registered as a Scottish Charitable Incorporated Organisation (SCIO) Charity No. SC046383

MEMBERS LIST - 2nd November 2023

FIRST NAME	LAST NAME	IN ATTENDANCE
Deborah	Berry	X
Angus	Calder	X
Keith	Dickson	X
Carol	Dickson	X
Douglas	Dobie	X
Joy	Dobie	X
Gillon	Dobie	X
Victoria	Dobie	X
James	Dobie	X
Philip	Franks	X
Hamish	Goldie-Scot	X
Barbara	Goldie-Scot	X
Beth	Landon	X
Liz	Macfie	X
Wendy	Reid	X
Ian	Repsch	X
Dianne	Repsch	X
James	Robson	X
Hayley	Shaw	X
David	Shields	X

Richard	Swan	X
Andrea	Walker	X
Limor	Wolfe	X

Trustee election results and details of proxy vote numbers available on application to Secretary at hello@pactrust.org.uk