

# BIRSE COMMUNITY TRUST

## Minutes of Board Meeting 19th February 2019

Trustees Present: Guy Haslam (Chair), Pam Taylor, Alison Bell, Jonathan Kitching, Toby Rider, John Hector, Nancy Davidson.

In Attendance: Eoghan Cameron (Manager), Jane Winton (Administrator), Rick Paul (Secretary to the Board).

Apologies: Hedge Shand.

### 1. Introduction

1.1 The agenda was confirmed and one apology noted.

### 2. Minutes of Previous Board Meetings

2.1 The Minutes of Meeting on 15<sup>th</sup> January 2019 were approved and signed.

### 3. Matters Arising

3.1 The smoke detector and emergency lighting checks for January were completed.

### 4. Finances

4.1 Annual Accounts 2018: JW reported that the accounts were with the accountant and that she was confident that deadlines would be met. GH to distribute draft Chairman's Report for inclusion in the Annual Accounts.

### 5. Administration

5.1 AGM: The AGM will be on Sunday May 26<sup>th</sup> at 4:00 p.m. All Trustees to sit at top table and each give a short presentation on the sites that they manage. Sian Loftus to give a presentation on The Old School Project. AB to enquire whether Sir Geoff Palmer would give a presentation in liaison with SL on the History and Heritage Project. Wine and nibbles will be provided.

5.2 Annual Report: Trustees reviewed the draft Annual Report, and will email EC with comments by 8<sup>th</sup> March. The format will be:- Section 1 - History of BCT.

Section 2 – Projects.

Section 3 - Finance.

5.3 Strategy Meeting: Trustees reviewed and approved the content of the Strategy Meeting report from 20<sup>th</sup> January 2019.

5.4 Action Plan 2019: Trustees reviewed and approved the BCT Action Plan 2019.

5.5 Insurance: RP reported that windblow cover would effectively double the cost of the forestry insurance. He was tasked with finding out whether this would be appropriate.

5.6 Register of Assets: RP reported that the Register has been updated to include the Soutar's Shop in properties owned by BCT.

## 6. Properties and Projects

- 6.1 Old School AHF Bid: AB showed plans of the Old School complex drawn up by ARC with possible layouts depending on the Trust's plans for usage. There is to be a stakeholders meeting on March 6<sup>th</sup> at 9:30 a.m., but before that, Trustees and Team will meet on Thursday 28<sup>th</sup> February, at 7:15 p.m. in the Archive. AB to ask SL for input, max ½hr at the start, and ask Jean McLeod if she would like to attend.
- 6.2 History and Heritage: Following the meeting of 15<sup>th</sup> January, SL is holding a further meeting on 19<sup>th</sup> February. ND and AB to update Trustees at the next meeting.
- 6.3 Estates Meeting 5<sup>th</sup> February: GH reported that the meeting was successful and that the Estates were in general agreement with the direction in which BCT is heading. BCT will replace illegible signs at Corsedardar, Finzean Community Walk and the entrance to the Commonty, by the Finlets. New signs are planned for Balfour and Slewdrum.
- 6.4 Commonty Report: EO presented a report detailing the current position and 5 yr outlook for the Commonty. He confirmed that a new Forest Plan will be required for the Commonty as well as for Balfour and Slewdrum.
- 6.5 Balfour Track: JK reported that Doug Boyle had cut down hanging trees, and that a risk assessment had been completed highlighting areas of concern. JK to produce temporary signs where walking and cycling tracks coincide, to be replaced with more suitable signs when available.

## 7. Meetings and Visits

- 7.1 Board Meetings: The next full board meeting will be on 26<sup>th</sup> March, then 23<sup>rd</sup> April, both 7:15 p.m. in the Archive, followed by the AGM on 26<sup>th</sup> May.

## 8. Any Other Business

- 8.1 Banking: Trustees agreed to JW being added as authorized cheque signatory, with Jean McLeod and Doug Boyle remaining as signatories.
- 8.2 Footpaths: JK to attend The Aboyne Paths and Tracks Group meeting on March 26<sup>th</sup> in The Boat.
- 8.3 Strategic Objectives: Trustees to review EC's paper and email him with comments.
- 8.4 The Rabbit: SL to produce a report for each of the major projects, and BCT to add a paragraph about the AGM.
- 8.5 Co-option: Trustees were reminded that the possibility exists to co-opt a further Trustee should they so desire.
- 8.6 Slewdrum: EC was asked to review the tree felling at the Rotary Club's seat in Slewdrum and write to them to inform them that it was carried out at BCT's expense.



Signed.....

26<sup>th</sup> March 2019

Date.....