

# **Minute of DUNDEE FRIENDS' PROPERTY TRUST Trustees' Meeting on 20<sup>th</sup> June 2017**

**In Meeting House, Whitehall Crescent, Dundee**

## **Draft Minute**

Present: Bill Edgar, Laurie Naumann, Martin Pippard, Sue Mansfield, Clare Kearns, Claire Broadhurst, Marion Sharkey (administrator)

Prevented: Graham Leicester, Robert Thompson, Jane Woodford

### **Minute 14/2017. Matters arising**

- a. Minute 20 (a) / 2016 and d. Minute 04 (c) / 2017 now item 16/2017
- b. Minute 04 (a) /2017 Lettings Policy and sub committee. As yet the sub committee of martin, Marion, George and James Hogg have not been able to meet.
- c. Minute 04 (b) Grants Policy. As yet Sue and the Clerk have not met.
- d. Minute 04(c)/2017 Governing Document (Triennium and Nominations) – now item 16/2017
- e. Minute 05 / 2017 Advertising of the Trust. It was suggested that the content of the Web site could include such things as information about the objectives of the Trust, the annual accounts, and the names of the trustees. Information about the Grant giving policy and forms for applying will be added following the review.
- f. Minute 09/ 2017 Annual Report and Accounts. The accounts for the year ending 31<sup>st</sup> December 2016 were signed by Bill Edgar co-clerk and Laurie Naumann treasurer.
- g. Minute 10/2017 Away Day. The theme of the day will be looking at change and transition. How will we meet the needs of Friends in the coming years? The clerk will speak to Graham to see if he might facilitate or if he knows of an appropriate person. Mark Bitel may also be approached. We are of the opinion that the day should be facilitated.

### **Minute 15/2017 Premises and Administrators report**

- a. Attic flat. The Mahmoud family have settled in well and are very friendly and grateful for their new home. However, given the size of the family they are finding it quite small, and Mrs Mahmoud is struggling with the stairs. Several members of Dundee Local Meeting have met the family. Some repairs were required after they moved in and have been carried out. Dundee Council provided basic furniture and equipment for the flat and more is being sourced.
- b. Future Options and TSPC plans. The Clerks and administrator met with Allan Baillie of Tayside Solicitors Property Centre. It would appear that TSPC are considering leaving at the break in the lease in two years in 2019. This leaves the Trust with a number of options and opportunities for the future. In the meantime will obtain a valuation for our property, both for the whole building and for each floor. IB Murray will be approached.
- c. Health and Safety, policy and practise. Progress has been made following the Health and Safety visit and report.  
Locks have been installed on cupboards holding knives and cleaning materials.  
The fire officer is to look at the building to give advice and guidance on fire safety.

A mobile phone has been bought for use by the Trustee “on call” during the administrators’ holidays. As Marion is on holiday the coming week, Sue will be the person “on call”.

**Minute 16/2017 Deed of Assumption, Statement of Governance Policy and Practice Document**

As yet we have not progressed the work on the Statement of Governance policy and Practice Document. We feel the need for more specialised advice ie regarding Charity Law.

**Minute17/2017 Administrator’s Salary**

Marion has now reached the top of the existing salary scale. Both Clerks will seek information from the university and Friends House and plan to have the new salary in place for August. Bill will get information with a view to offering an additional increment this year.

**Minute 18/2017 Signatories – Unity Trust Bank**

We agree to add Claire Broadhurst as an additional signatory with the same authorities as all the existing signatories (Laurie Naumann, Bill Edgar and Marion Sharkey). Forms are available from the Unity Trust bank and following agreement have been signed today.

Following the receipt of the DHET grant cheque and outstanding payments having been cleared we plan to close the property account by the end of September, leaving us with one account with the Unity Trust Bank. (Due to this we agree that it is not necessary to add Claire as a signatory for this account.)

**Date of next Meeting** - as we meet on the 2<sup>nd</sup> September for our Away Day we agree to set the date then for the November Meeting.

**Closing Worship**

Claire Broadhurst, Co-Clerk