

Dundee Friends' Property Trust
Whitehall Crescent

7th April 2018
Business Meeting

Minutes

Present : Bill Edgar, Laurie Naumann, Graham Leicester, Philip Bryers (ESAM), George Berwick, Sue Mansfield, Clare Kearns, Marion Sharkey (Administrator), Pam Brunt, Martin Pippard, Jane Woodford, Robert Thompson, Richard Raggett (Prospective Trustee)

Prevented:

Minute 1/2018 Trustees

We agree to appoint our Friend from St Andrews Meeting – Richard Raggett - as a Trustee. We thank Richard for agreeing to become a Trustee.

Minute 2/2018 Matters Arising from November Meeting

Minute 22/2017: Job Description

The Clerk reported that he had met with Marion Sporing from the Dundee University Trade Union who agreed to give an opinion of the Administrator's job description and salary grading. Marion Sporing agrees that the job is equivalent to the University Administrative/Clerical grade 4. Our current post has not been upgraded annually in line with inflation.

We agree that the Administrator's salary is uprated from January 2018. Also that the Clerk and Graham Leicester will review the job description and hours of work, taking account of current and anticipated work over the next year and the likely income to the Trust, with a view to reviewing the contractual hours of work. We agree to adopt the same annual inflationary award as paid by the University for Administrative staff which is usually payable in August each year.

Minute 23/2017 Away Day Follow up

The issues raised are to be discussed on the agenda for afternoon meeting.

Minute 24/2017 Grant Applications and Application Form

The grants agreed at our November meeting have been paid.

The application forms for organisations and individuals have been reviewed and we thank Sue and Claire for their hard work in bringing these amended forms to us. We have discussed their proposed changes and agree to adopt them with the changes agreed during our discussion.

In particular we agree to amend the form for organisations which refer to Quaker connection and the definition of tested concern in line with the comments made by Trustees. On the individual form we will take account of the comment referring to the Overseer's signature and approval. In relation to both forms we will separate out the conditions of the grant award.

The Clerk and Administrator will circulate an amended form taking account of these discussions after consultation with individual Trustees.

Sue has also given us her concern about the circulation of details of applications to LM. We agree that the issue of confidentiality and data protection should be paramount and will re-consider how we inform LM of applications in order to ensure that we are compliant with data privacy laws.

We realise we need to adopt a privacy statement and methods of storage and disposal of personal data. We ask Sue and Pam to assist Marion in preparing this and to get advice about the legal requirements to ensure our strategy is compliant with the law.

Minute 25/2017 Property Issues

We have had an initial valuation from J&E Shepard who value the property at £595,000 and recommend getting planning permission for the first and second floors for residential uses which could increase the value. This information will assist in our further discussions this afternoon and in future meetings regarding our options for providing a place for Meeting for Worship.

The costs for a lift have been sought and are still awaited. We anticipate that there is one location which is preferable.

Grant from DHET has been paid – a total (after payment of solicitors' costs) of £13,287.

Minute 3/2018

Annual Report and Accounts

The annual Report and Accounts have been presented to our Accountants who are reviewing them but have not had time to provide audited and examined accounts for this meeting. We will circulate the final prepared report and accounts to Trustees for consideration following this meeting. We will aim to agree these by email but if Trustees wish we can meet in June to agree them and forward to OSCR.

Minute 4/2018

Appointments

Clerk / Assistant Clerk

We agree to appoint Bill Edgar as Clerk until 2019. We appoint Sue Mansfield as Assistant Clerk. We will explore the possibility of appointing Attenders to these positions and discuss this at our September Meeting.

Treasurer / Assistant Treasurer

We agree to appoint Laurie Naumann as Treasurer until 2019 and appoint Pam Brunt as Assistant Treasurer.

Minute 5/2018

Grant Applications and policy

We agree to a budget of £10,000 for grants for 2018. We are reminded that we have agreed a grant of £2,000 to Quaker Tapestry at our November meeting. This leaves a net budget of £8,000.

We have received the following applications for grant which are eligible for consideration:

1. BYM
 - a. EAPPI – Israel and Palestine
 - b. TTT – Nyanza Kenya
 - c. 3rd Peacemaker in UK
 - d. Razor Wire and Olive Branch
2. Childrens' War Museum
3. STEPS St Andrews Syria
4. QCEA
5. Shindig QYT
6. Individual – Retreat Congenies France.
7. ESAM

These applications together amount to £16,000 which is in excess of our net budget. We have considered our criteria for applications in relation to the requirements of these specific applications. We are reminded that where applications exceed our budget we should consider local projects to have some priority and should ensure that the applicants annual accounts demonstrate a need for grant.

We agree to fund the following applications to the sums provided:

BYM - £2,000
Peacemaker UK

STEPS - £2,000
QCEA - £1350

ESAM - £800 with a proviso that the individual application is funded by ESAM

We ask the Administrator to write to all applicants outlining our decision. We agree to review our budget at our September meeting in the light of our outturn income and further applications which may be received.

AFTERNOON MEETING

Minute 6/2018

Property Issues

Building Valuation, Income from Lettings and Potential of the Building

Valuation

We have been provided with an initial valuation of the building by J&E Shepard of £595,000.

Income

Our Administrator has provided us with details of annual income and running costs of the building. This suggests that the rental income for the first, second, third and fourth floors could be £21,400.

Costs

The annual expenses could total £25,700

This gives a shortfall of £4,300.

Refurbishment Costs

The TSPC are required to restore the ground floor and basement to their original condition. If we decide to move the Meeting House to the Ground Floor (and basement) we would incur costs to install a lift from the ground floor to the basement, costs to introduce a hallway and costs related to changes to the basement level. These costs will depend upon the room requirements the LM decide upon.

Opportunities and Options Discussion

We have considered the options we defined last September and have agreed that the option to move the MH to the ground floor is the preferred option.

The questions remain though

- a. Is this a good Space
- b. Is it affordable – capital costs and revenue costs.

The ground floor has potential both for a meeting house and for community uses. On the basis of costs and income provided to Trustees, it appears to be an affordable option. We feel it is feasible enough for us to go to the next phase of commissioning architect's drawings to visualise the possible use of the space. We expect the TSPC to consult us when they have a planning application prepared. We will consult DHET and appoint architects who can liaise with the TSPC architects throughout the building process.

We would like to have drawings and an options appraisal available so we can consider these at our September meeting.

Governing Document / Appointments

On his appointment as Clerk in 2008 Bill Edgar prepared a Governing Document modelled on the ESAM Trust document. This was amended by our Solicitors and approved by OSCR. However, the 1891 Trust Deeds remain the primary basis of our powers and operating procedures (e.g. in relation to the appointment of Trustees). The key issues in this regard are that:

1. The Trust objectives require to be updated to meet modern needs;
2. The method of appointment of Trustees needs to be brought in line with Quaker practice (e.g. through Nominations for a triennium period).

The Clerk and Administrator have met with our Solicitors who are of the opinion that this can be changed through the use of a Section 39 Re-organisation Procedure (under the 2005 Act). This appears to be a relatively simple procedure which could be agreed by OSCR within six months.

If we can take this forward we would not have to prepare and pay for the preparation of a Deed of Assumption and Assignment every time Trustees are appointed and/or resign. It would also enable us to appoint Trustees using the Nominations Committee rather than Trustees being appointed by existing Trustees. We are reminded that this could be an opportunity to change the Trust to an SCIO. We will explore this option with our Solicitors and OSCR. The Clerk will bring a paper to our September meeting and will circulate any advice we are given meantime. We are advised that this could cost around £3,000.

Clerk
Bill Edgar
07/04/2018