

Minutes of Dundee Friends Property Trust held on  
Saturday 6<sup>th</sup> October at 10.30am in the Meeting House

Present:

Bill Edgar (Clerk)

Sue Mansfield (Asst Clerk)

Marion Sharkey (Administrator)

George Berwick

Pam Brunt

Clare Kearns

Laurie Naumann

Martin Pippard

Prevented:

Philip Bryers (ESAM)

Robert Thompson

Richard Ricketts

Jane Woodward

Minute 16/2018          Feedback from Dundee Local Meeting (30<sup>th</sup> September 2018)

- i) We note the Minute received from Local Meeting following the consultation meeting held on 30<sup>th</sup> September 2018 (deferred from Sunday 23<sup>rd</sup> September) and the Special Meeting for Business that followed. In particular we note the suggestions that:
  - We discuss with the architect the complete removal of the ground floor and mezzanine central offices.
  - The doorway from the stairwell in No 7 be re-opened to form the usual way into the Meeting Room and that the doorway opening directly from Whitehall Crescent either be reserved solely for wheelchair access or that a second set of doors be installed to reduce heat loss.
  
- ii) We, therefore, agree that at the proposed meeting with the architect to be held on Thursday 11<sup>th</sup> September 2018, that ask for a detailed breakdown of revised costings

including the various options arising from our discussions with Local Meeting though we anticipate that the overall costs will still be in the region of £100,000.

Minute 17/2018            Sub-Group 1

- i)        We received the Minutes of the meeting held by Sub-group 1 on Tuesday 11<sup>th</sup> September (attached) and note the following updates to that minute:
- Bill is still awaiting a reply from the R & SB Clark charitable trust.
  - Martin has investigated the Scottish Landfill Tax Scheme's approved bodies that we can apply to. All of them require that the buildings to be open to the public and/or that there is community involvement in the use of the building. He estimates that there are up to 6 approved bodies that we could apply to. However, the level of community involvement and benefit would need to be documented for submission with the applications. As part of this we would be able to draw on the earlier research re Blair's Court conducted by Lesley Brennan. This would also be useful information to attach to other funding applications. We ask Martin to prepare this information our behalf.
  - Laurie contacted John Philips who was involved in the application to the Listed Places of Worship Grant Scheme (LPWGS) on behalf of SE Scotland meeting for the work done on Edinburgh Meeting House. A successful application would cover the VAT element of the costs for the eligible work around restorations work and accessibility but would not cover general improvements or maintenance.
- ii)        We have received information from Pam Brunt on the fundraising activities undertaken by St Andrews Meeting when they were seeking to purchase there Meeting house. This included approaching the WF Southall Trust.
- iii)        We note that Pamala McDougall has agreed to be co-opted to this fundraising sub-group.

Minute 18/2018            Sub-Group 2

- i)        We received the Minutes of the meeting held by Sub-group 2 on Tuesday 18<sup>th</sup> September (attached) and note that:
- They will be meeting with the architect to discuss the brief in more detail.
  - They have agreed to ask the architect to submit the necessary applications and consents for the project as soon as possible.

Minute 19/2018            Sub-Group 3

- i) We received the Minutes of the meeting held by Sub-group 3 on Tuesday 2<sup>nd</sup> October (attached) and note that:
  - They will be exploring making applications to the Quaker Housing Trust and the Barrow Cadbury charitable trust for funding the conversion of floor 2 for residential purposes.
  - They have agreed to ask the architect to submit the necessary plans and costings in order to take forward the applications for planning consent for change of usage etc.
- ii) We note that we need to be careful about our use of the term 'social housing' which has a specific legal meaning which we as the DFPT do not meet.

Minute 20/2018            Protocol for decision making between the quarterly meetings of the DFPT.

- i) Having taken the decision to maintain the frequency of our meetings at 4 times a year, we accept the need to agree a protocol for any decision making needed between our quarterly meetings. This is of particular relevance to the work of the sub-groups. We, therefore, agree that:
  - The sub-groups will circulate their minutes to all trustees and ask for comment on them within 7 days of receipt bearing in mind that it is open to any trustee to request a special meeting to discuss any issues in greater depth if they think this is necessary.
- ii) We agree to review this protocol at our February Meeting in the light of our experience over the next quarter.

Minute 21/2018            Administrator's Report.

- i) We received the report from our Administrator (attached) and thank her for it. We are mindful of the need to keep a watchful on our Council Tax liabilities during the redevelopment of the various floors and ask Marion to continue to monitor the situation.

Minute 22/2018            Appointment of professional service providers.

- i) We agree to appoint EQ Accountants to undertake the examination of our accounts for the year ending 31<sup>st</sup> December 2018 and that thereafter we will invite tenders for the provision of this service for 2019 following our meeting in February 2019.
- ii) We further agree to re-appoint:

- RDA (Architects)
- IB Murray (Factor)

To continue to provide professional services to the Trust.

- iii) We further agree to review these professional appointments as the redevelopment project progresses and in the light of any changing requirements for professional advice.

Minute 23/2018          Bank Signatures

- i) Following Minute 14/2018 we agree to appoint Sue Mansfield as an additional signatory on the Unity Bank Account.

Minute 24/2018          Trustees Liability Insurance

- i) We ask Marion to obtain quotes for Trustee Liability Insurance and circulate these to all Trustees for approval.

Minute 25/2018          Clerking of DPFT and sub-groups

- i) In the light of Bill's circumstances between now and February,
- We appoint Sue Mansfield as Acting Clerk to the Trust.
  - We appoint Martin as Clerk to Sub-group 1.
  - We will ask Robert if he is willing to Clerk Sub-Group 2.
  - We appoint Clare as Clerk to Sub-group 3.
- ii) In the meantime we ask Marion to liaise with the architect etc as necessary.
- iii) We note that Sue has offered to continue to attend the meetings of all 3 sub-groups for minute taking purposes.

Minute 26/2018          Resignation

- i) We note that Graham has tendered his resignation as a Trustee and we thank him for his valuable contributions over the years and in particular facilitating the sometimes challenging meetings and discussions with regard to the future plans for Meeting House and the Trust.

Minute 27/2018

Date of next meetings:

- i) We confirm that our next 2 meetings will be held on
- Tuesday 5<sup>th</sup> February at 2.00pm in the Meeting House,
  - Tuesday 9<sup>th</sup> April at 2.00pm in the Meeting house

Sue Mansfield (Assistant clerk)

6<sup>th</sup> October 2018

#### Administrator's report for 06/10/18

1. The third floor flat – the Home Office did not manage to find a suitable family to take the third floor flat so the council have pulled out of their rental. They are due to pay one month's rent, the council tax and the re-painting of two walls.
2. This flat has now been let privately to two PhD students – for 700 pounds per month.
3. The first and second floors remain exempt from council tax – we had been sent a demand for the second floor.
4. We will be due to pay council tax for a month (August) for the third floor flat.
5. Rental incomes – we received 230 pounds for the first floor and 259 pounds for the mezzanine room in September. We have no specific rent from the second floor but some counsellors have used it when the mezzanine room was in use.

Marion Sharkey 04/10/18