

**Dundee Friends' Property Trust**  
**Whitehall Crescent**  
**9<sup>th</sup> November 2017**

Present: Bill Edgar, Laurie Naumann, Robert Thompson, Clare Kearns, Marion Sharkey, Pam Brunt, George Berwick, Graham Leicester, Martin Pippard, Jane Woodford

Prevented: Philip Bryers, Sue Mansfield, Claire Broadhurst,

Minute 19/2017      Welcome to New Trustee

We welcome Pam Brunt as a Trustee.

Minute 20/2017      Matters Arising  
Minute 04(b)      Lettings Policy – see Item 3  
Minute 04 ©      Grants Policy – see item 6  
Minute 15b/2017      Future Options – see Item 5  
Minute 17/2017      Administrators Salary – See Item 4  
Minute 14f      Annual Report and Accounts were sent to OSCR but Marion has not yet managed to place them on the website. We have had no response from OSCR.

Minute 21/2017      Lettings Group Report  
We thank the Lettings Group for their clear and full report. We are content with the proposed financial arrangements. We accept that current checks on users are sufficient but Marion needs support in this. We agree that the current facilities are adequate but will consider more comprehensive facilities if circumstances change. We ask the Lettings Group to continue as a support for Marion.

Minute 22/2017      Administrators Job Description  
With some minor changes we agree to the draft job description. We agree to send the amended job description to Friends House, with a suitable covering letter, the annual report indicating the scale of the work and the current pay scale employed, for them to use in a job review / assessment. We will use that review to set the pay-scale for future years.

Minute 23/2017      Away Day Follow Up  
*Workload and Delegation of Tasks*  
One key aspect of the Meeting was to try to simplify our work and reduce the workload and allow for more delegation. The Minute prepared by Graham identifies the tasks involved in the work of the Trust. Graham will draw up a schedule of duties and produce a draft. This will allow a job description of the tasks involved in order to facilitate delegation.

We need to resolve the issue of finding a way to prevent the regular process of preparing a Deed of Assignment and Assumption when Trustees change. We ask the Clerk, Treasurer and Administrator to present a proposal to our Solicitor for advice.

*The Future Direction with regard to the Property:*

Our Minute identifies 6 points under courses of action. Some action has been taken though slowly.

Firstly, exploring the potential of the ground floor as a meeting space. It has been slow to get the costs of a lift to enable an assessment of the use of the ground floor for meeting. Allowing full access to the basement.

Second, draw up a list of requirements for a new Meeting House (either bought or rented) - we need a group to take this forward. Graham is prepared to assist in this.

Thirdly, the development opportunities of the current building – we await the valuation to take this forward. The Factor is progressing slowly on getting a valuation for the property Marion will ask him to report back on this.

Minute 24/2017                      Grant Applications

We have received three applications from BYM totalling £6,000 and one application from the Quaker Tapestry for £2000. We have spent £2,600 from our budget of £10,000.

Our criteria for applications asks for local Quaker links or support for projects. We will seek support from Local Meeting in Dundee for these projects In future we will amend our procedure to seek support from Local Meetings in advance of making a decision.

We agree to approve a grant to each of the BYM projects for £2,000 each. We agree to provide a grant to Quaker Tapestry of £2,000 for each of two years

We are reminded that Sue and Claire have been working on amending the application forms. We will consider these when they are brought to us. We will also consider the approach to notifying local meetings of applications and the need for local Quaker support.

Minute 25/2017                      Property Issues

We are still waiting for the valuation to be determined. We will ask the Factor to ensure this is completed urgently.

We are also waiting for the DHET grant balance of £16,000. Marion has contacted Adam Swann on a number of occasions. If we do not receive this soon the Clerk will seek a meeting with him.

We have been informed about the planning application at 3-5 Whitehall Crescent and they have informed us of the scaffolding which is to be erected there. We have contacted them to ensure there is no potential of damage and that they accept liability for any damage.

Minute 26/2017                      Trustees

We have been informed of the Resignation of Claire Broadhurst as Clerk and as a Trustee.  
We thank Claire for her work as a Trustee.

The Clerk and Adminsitrator will continue to look for names of potential trustees.

In preparation for the Meeting in January we ask Trustees to let Marion know if they have an interest in the Clerkship or Treasurership.

DONM  
25<sup>th</sup> January 2018

Bill Edgar  
Co-Clerk  
09/11/17