

Dundee Friends' Property Trust Trustees' Meeting  
Minutes of 17/07/18 held in the Dundee Meeting House

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

Prevented:- Richard Raggett, Philip Bryers, Sue Mansfield, Robert Thompson

Minute 8/2018    Matters arising

*Minute 22/2017:* This minute has been amended to remove references to the Administrator's actual salary. The revised minute is attached.

*Minute 5/2018:* The approved grant applications have been paid and letters have been sent to all applicants outlining our decision.

*Minute 6/2018:* The feasibility study has been carried out by RDA and forms the basis of item 4 of this agenda.

*Minute 7/2018:* Little action has been achieved on the amendment of the governing document but the Clerk remains hopeful that he can present a report to the October meeting.

Minute 9/2018    Grant applications

i)    New applications

We are reminded that in April we agreed to grants totalling £8,150 of our budget of £10,000. Applications for grant have been received from a young friend to attend shindig (£255 plus expenses up to £95), from a young friend to attend the QUNO event in Geneva. We have also received an application from CRESST (for £2,000).

We agree to fund the young people to attend shindig and the QUNO event in Geneva. We will approach Philip Bryers to ask for half this amount to be paid from ESAM. We will inform CRESST that we have held over decision on their application until our September meeting.

Marion will ask the young people to arrange feedback to Area Meeting at an appropriate time.

ii) New forms and Privacy Policy

The application forms have been amended by Pam Brunt and Sue Mansfield. They have also prepared a privacy policy. We will consider these at our meeting in September. We are advised by Pam that in relation to privacy issues we appear to be compliant.

iii) Moratorium on grant giving

In view of the costs likely to be incurred in moving the Meeting House to the ground floor and basement, the reserves of the Trust are likely to be depleted and income curtailed until the flats on the upper floors are able to be let. At our October meeting, we will consider whether we need to apply a moratorium to grant giving in the short term.

## Minute 10/2018 Annual Report

The Annual Report has been signed and we ask the Administrator to forward it to Accounts and the Treasurer to forward it to OSCR.

## Minute 11 / 2018

### Property

#### Minute 11 (a) Current Issues

- (1) Leases and transfer of funds to DFPT  
Marion gave a verbal report regarding leasing of the Mezzanine, first and second floors. She reported that the income from leasing the mezzanine, first and second floors is to come to the DFPT, rather than LM as we had agreed at our April meeting.

(2) Third floor flat

The tenants of the third floor flat have indicated they wish to end their tenancy and move out on 4<sup>th</sup> August. The DDC has agreed to rent the flat for a refugee family from 1<sup>st</sup> September at a slightly lower rent. We agree to this.

Minute 11 (b) TSPC

(1) Planning application/confirmation of move

The TSPC have submitted a planning application in relation to their proposed move into number 11 Whitehall Crescent to obtain permission for the reinstatement of the wall and related work in number 11. They have confirmed, in a meeting with the Clerk and Administrator, that it is their aim to complete the move by March 2019. However, they remain liable for the rent of number 9 until the expiry of their lease in August 2019.

(2) Meeting with Factor and TSPC

Marion and the Clerk have met with the factor to clarify the responsibilities of the TSPC in relation to restoring number 9 to its original state. The Clerk and Administrator will arrange a meeting with the TSPC, the Factor and RDA architects to discuss the proposed work required to the ground floor and basement of number 9 and discuss the apportionment of costs.

Minute 11 (c) Move Downstairs

(i) RDA Draft Plan

The draft plan and visualisation prepared by RDA was presented and discussed.

(ii) Consultation with LM

Trustees will consult with LMfB at the earliest opportunity and during the period of the project as required. We agree

to present our initial plans and time-table to LMfB following our meeting in October.

(iii) Financing

The Clerk reminded Trustees that funding for the work needed to move our Meeting House may come, in part, from HES which is in turn financed by HLF. We need to agree this in principle and to ensure that LM is comfortable using this source of finance.

(iv) Consequential issues

The Clerk presented a short note proposing the appointment of two Working Groups and a draft brief for each group. He outlined the potential time-table and costs involved in refurbishing the Meeting House. However, strategic decisions remain regarding the use of the building and use of the upper floors as well as the management of the refurbishment of the ground and basement floors for a Meeting House.

Trustees are concerned about the scale of work implied and the strategic decisions required. Consideration was given to whether we would need to employ a project manager.

We can see principles related – to maintain the integrity of the building by not selling off parts of it, and to ensure the income allows the future maintenance of the building.

We consider approaching QHT with regard to converting the second floor to residential. We agree to get a feasibility study for converting the second floor to flat and to apply to QHT for funding for that study.

We need to explore sources of finance and bring information to our September meeting for funding the MH refurbishment. Pam has agreed to prepare a letter of appeal to Meetings. We ask the Clerk and Administrator to explore funding sources and bring information regarding the likely costs and sources of finance to our October meeting.

Date of next Meeting – October 6<sup>th</sup> 2018

Closing Worship

Revised Minute 22/2017

## 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.