

FCWT BOARD OF DIRECTORS

Meeting held at St Lawrence Church Portakabin
7.30pm on 7 January 2013



MINUTES & ACTION POINTS

Item	Minute	Action (Initials)
1.	<p>Present: Eddie Tomkinson, Stuart Johnston, John Carson, Alan Smith, Graham Hilditch, Claire Feaver, Wilson Metcalfe, Chris Wortley (chair), Gisela MacFarquhar (minutes)</p> <p>Apologies: Fiona Chalmers, Donald Wright, Sonya Mould</p>	
2.	<p>Matters arising.</p> <ul style="list-style-type: none"> Chris apologised for not having been in touch with the board. He said he had currently no access to emails. Chris said that he had come today to resign from the board and hand over the chair as and when the new Board wished him to. The Board asked Chris to chair this meeting to its conclusion. Graham agreed to take the chair from the end of today's meeting until the election of a new chairman. 	
3.	<p>OSCR return. Chris said that the accounts had been lodged with OSCR before the end of last year and the Board will have to inform OSCR of the new Board membership once office bearers have been chosen. John confirmed this. Eddie said that OSCR had to be informed within 9 months.</p>	
4.	<p>Companies House return. The same as above applies.</p>	
5.	<p>Bank accounts, signatories. Chris said that at present Chris Piper, Pat Johnstone, Ian Suttie and George Alexander are signatories accepted by the bank. These former Board members can be approached to provide signatures until the new signatories are accepted. This could take up to 6 months. Two signatures are required. He suggested that the Trust should have 6 signatories to avoid shortages.</p> <p>Graham said that he will collect a change of signatories form from the bank.</p>	Graham
6.	<p>Access to documents.</p> <p>Chris said that Pat Johnstone and Chris Piper are in the process of collating all FCWT documents and will hand them over to the new office bearers when they are ready to receive them. He said that Pat is in possession of most of the financial documentation and Chris Piper and Fiona of funding, grants and projects.</p> <p>Stuart said that he had approached Pat in a polite manner regarding the handover of documents but had been refused access.</p> <p>Wilson and John said that they considered it strange that a new Board of Directors would be refused access.</p> <p>Graham agreed to provide temporary storage space for FCWT documents and agreed to contact Pat and Chris Piper to negotiate a</p>	Graham

	<p>date for the handover.</p> <p>Memorandum and Articles of Association. Eddie handed out photocopies from a copy he had received from Ian Suttie. He said that there are enough copies for all Board members. Chris said that the only change from the previous Memorandum was the word "audit" which has different meanings in English and Scots law.</p> <p>Minutes. Chris handed Gisela a CD of the minutes he took while he was chairman/acting minute secretary. Gisela will pass copies of these on to the other Board members.</p> <p>Reports of meetings outwith Board meetings. Chris said that any meetings or reports thereof which had taken place outwith regular Board meetings had always been dealt with in the following Board meetings. He said that Chris Piper is in possession of any reports on meetings or documents concerning the Green Burial site. He said that there are 3 feasibility studies concerning a Woodland Centre, Green Burial and The Living Land Project. There is also a Development Plan for Sanquhar Woodlands.</p> <p>Funding. Chris said that Chris Piper and Fiona are holding information on funding. There are currently funds available from WIAT until March and also from Leader. These can be used for maintenance costs. Funds from the Landfill tax are also available. Ian Suttie is currently applying for this to be used for height restriction posts at the Muiry Woodland. The deadline for this is 18th January. There are no other funding applications on-going.</p>	Gisela
7.	<p>Structure of Board, identification of responsibilities.</p> <p>Claire said that she would like to see someone dealing with wildlife/biodiversity.</p> <p>Eddie said that Ian Suttie has expressed his interest in continued active support.</p> <p>Gisela suggested that Vicky Flood who has some expert knowledge in youth work and forestry could be approached.</p> <p>Alan said that "Wild Things" has had a close link with the FCWT since 2005. It is funded by the Forest Schools Programme which is matched by FCWT and supports children from disadvantaged backgrounds.</p> <p>Chris Wortley said that he is in possession of a chainsaw licence for small trees and is willing to help if required. Gisela suggested that an additional person should receive training for a chainsaw license.</p> <p>Chris said that the web-site is now ready for completion. Graham agreed to get in touch with Tom Ireland.</p> <p>It was suggested that a Facebook page could also be useful.</p> <p>Several Board members expressed willingness in taking on roles.</p> <p>Decision on this was deferred to the next meeting. Graham will email Board members with information regarding roles and responsibilities.</p>	Graham Graham
8.	<p>AOB</p> <p>Venue. It was decided that the next meeting should take place at the portakabin again. John said that the charge is £12 per hour although he might be able to arrange a reduced rate with St Leonard's Church. It was felt that the rooms in the Tennis Court clubhouse and the British Legion were not suitable for business meetings. The Tolbooth might also be a possibility.</p> <p>Green Burial. Chris said that though communication from Moray Council's solicitors was expected, no response would be initiated prior</p>	

	<p>to discussion by the present Board. He went on to explain his view that in the interest of FCWT the Board should defer any decisions until the new application has either been granted or revoked.</p> <p>Living Land Project. Alan explained that FCWT involvement did not imply any transfer of issues of responsibility or ownership. Fiona will explain this in further detail.</p> <p>Moray Council are holding a Drop In Open Exhibition on the Moray Development Plan on January 22 in Forres Town Hall. This is one of a series of Open Exhibitions across Moray. Responses to the Development Plan are to be submitted by 15th February 2013. This Development Plan is Moray wide and not specifically to do with the Living Land Project although the Housing Proposals and Proposed Country Park are indicated on the Forres Map element of the Development Plan.</p> <p>Giants in the Forest. Alan said that there is an initial meeting taking place with the artists and Vision Mechanics on 18th January. Wilson thanked Chris for chairing the meeting.</p>	
<p>10</p>	<p>Date of Next Meeting 28th January 2013, at 7.30pm in the St Leonard's Church portakabin.</p>	