

# FCWT BOARD OF DIRECTORS

Meeting held at St Leonard's Church Portakabin  
7.30pm on 28<sup>th</sup> January 2013



## DRAFT MINUTES & ACTION POINTS

Item	Minute	Action
	<p><b>Present:</b> Eddie Tomkinson, Stuart Johnston, John Carson, Alan Smith, Graham Hilditch, Claire Feaver, Wilson Metcalfe, Fiona Chalmers, Donald Wright, Gisela MacFarquhar (minutes)</p> <p><b>Trust members present:</b> Pat Johnston, Vicky Flood</p> <p><b>Apologies:</b> None</p>	
	<p>As acting chair Graham welcomed the new Board to its first full meeting, he thanked Pat Johnston for attending the meeting and welcomed Vicky Flood.</p> <p><b>Minutes of last meeting.</b></p> <p>The minutes of the meeting held on 7<sup>th</sup> January 2013 were presented and agreed as an accurate record, proposed by Eddie, seconded by Claire.</p>	
	<p><b>Matters arising.</b></p> <ul style="list-style-type: none"> <li>• Point 6 - Fiona stated that she does not hold any FCWT documents regarding funding, grants or projects.</li> <li>• Point 6 – Pat stated that she was not in a position to hand over documentation at the time when discussing this with Stuart, there would be a delay but it was not a case of refusing access and she did hand them over the following week to Graham.</li> <li>• Point 6 – Gisela stated that she was unable to email the contents of Chris Wortley's CD containing past minutes as the volume is too large. Don offered to produce copies for distribution.</li> <li>• Venue – John stated that the cost of the hire of the Portakabin remains at £12 per hour. It was decided that this venue will be used until the end of the financial year when it will be reviewed. John said that he will provide an invoice.</li> </ul>	<p>Don</p> <p>John</p>
	<p><b>Correspondence.</b></p> <ul style="list-style-type: none"> <li>• From R&amp;R Urquhart, regarding briefing of the new Board on legal issues</li> <li>• From Sir Alistair Gordon Cumming, extending an invitation to the new Board to discuss issues concerning the Forres Living Land Project.</li> <li>• From Gordon &amp; McPhail, regarding re-routing of water pipe to Benromach Distillery.</li> <li>• From Tanya McLaren, regarding contact with Gazette.</li> <li>• From Sonya Mould, announcing her retirement from the Board.</li> <li>• From Fiona Emslie, requesting information on the Green Burial Site.</li> </ul>	
	<p><b>Agenda.</b></p>	

1.	<p><b>Operational Updates</b></p> <p><b>Muiry Woods.</b> Eddie reported that an application has been submitted for the erection of <b>height barriers</b> with a removable cross bar, at the entrances to the car parks. £4250 has been budgeted for this of which £500 will be borne by the Trust and an application made to obtain the remaining £3750 from the Landfill Grant. A response from Moray Council can be expected by the end of March. The departure of the travellers can be expected by May.</p> <p>Graham said that Ian Suttie has offered to take Board members round the Muiry and Newforres woods. Graham will ask Ian to suggest possible dates.</p> <p><b>Sanquhar Woods.</b> The <b>rubbish</b> which had been deposited has now been cleared up. The <b>upturned picnic table</b> is still lying in pieces as it is too heavy for manual reassembly. It was suggested that Ian Purkis should be approached and asked if he would be prepared to mend it free of charge as a goodwill gesture. Fiona said that this should not be expected as cases of vandalism are not normally a contractor's responsibility. It was decided that Ian Purkis should be asked anyway, but the cost of the repair will be covered by the Trust if necessary.</p> <p>A number of <b>signs for the bike track</b> have been vandalised or worn and are in need of repair. Graham will liaise with Chris Piper to establish if any replacements have been ordered.</p> <p>Alan said that a <b>padlock</b> for one of the gates has been cut into with a hacksaw but it was still in place.</p> <p>It was suggested that these acts of vandalism should be reported to the police as this would eventually trigger some monitoring action. Graham suggested a provision of <b>litterbins</b> to reduce litter being left in the wood. It was decided that this should not be done as it would require regular emptying and it would be preferable to give users the impression that they should take their litter home. There are some litterbins provided in the Muiry Woods which are emptied regularly by Ian Suttie.</p> <p>At the <b>exit to Woodside Park</b> some clearing and burning of debris has been done. It is not known who did this. It is unlikely that it was done by Ian Purkis who had been contracted to do some clearing work.</p>	Graham  Gisela  Graham
2.	<p><b>Appointment of office bearers, bank signatories, new trustees.</b></p> <p>The following office bearers were elected:</p> <p>Chairman – Graham Hilditch (proposed by Eddie, seconded by Wils)</p> <p>Vice Chairman – Stuart Johnston (proposed by Eddie, seconded by Wils)</p> <p>Secretary to the Board and Minute Secretary – Gisela MacFarquhar (proposed by Claire, seconded by Graham)</p> <p>Treasurer – Eddie Tomkinson (proposed by Graham, seconded by Stuart)</p> <p>Wildlife – Claire Feaver (proposed by Graham, seconded by John)</p> <p>Press Secretary/Publicity – Claire Feaver and Wilson Metcalfe (proposed by Graham, seconded by John)</p> <p>Membership Secretary – Claire Feaver and Eddie Tomkinson (proposed by Graham, seconded by Stuart)</p>	

	<p>Bank signatories will be Eddie Tomkinson, John Carson, Graham Hilditch and Claire Feather (proposed by Wils, seconded by Gisela)</p> <p>John said that it might take about 3 – 4 weeks for the signatures to be approved. John will deliver the forms to the bank. In the meantime Pat will continue to sign cheques.</p> <p>Gisela proposed that Vicky Flood be co-opted to the Board. Alan supported this in view of her interest and experience in forestry. The proposal was seconded by Fiona. Stuart and Don felt that at this point the Board didn't know Vicky well enough, that she was too young and that other more suitable people might be approached. The proposal was defeated by 5 votes to 4. It was decided not to co-opt any new trustees to the Board at this point as it needs time to consolidate itself but this decision will be reviewed at a later point. However, Vicky Flood will be asked if she would be interested in supporting the Board on a voluntary basis for the time being.</p>	<p>John</p> <p>Gisela</p>
3.	<p><b>Status of accounts and financial information.</b></p> <p>Graham stated that he has received documents from Pat. He will liaise with Eddie on working out the Trust's financial position. Graham has produced a document acknowledgement form for trustees to sign when they receive the trust's financial records for inspection. This will ensure that all files can be tracked at any time. Eddie will make contact with Chris Piper to ask him for any Trust reports and records which he holds. Graham and Eddie will approach Chris Piper regarding the Trust's financial position and more background information.</p> <p>At present outstanding commitments are not known. Therefore a Treasurer's Report could not be prepared for this meeting.</p>	<p>Graham</p> <p>Eddie</p>
4.	<p><b>Website status and communication.</b></p> <p>Wils agreed to contact Tom Ireland and get the website up and running.</p> <p>He will liaise with Claire regarding the setting up of a Facebook page. Claire also agreed to work on a prototype newsletter.</p> <p>Graham will request the Forres Gazette to publish an update of recent developments.</p>	<p>Wils</p> <p>Claire</p> <p>Graham</p>
5.	<p><b>Giants in the Forest.</b> Alan reported that the launch will happen on the 17<sup>th</sup> of April. This national project is led by Vision Mechanics on behalf of Creative Scotland as part of the wider Scottish Government 'Year of Natural Scotland' celebrations. Findhorn Bay Arts Festival Ltd who will work in partnership with FCWT will contribute to programme costs on the day, marketing and event management. Elemental Community Arts will fundraise, organise and deliver a programme of workshops with all the local schools and for families based around the heads and focussing on the woodlands using local artists and storytellers. The workshops will feed into the final event which will be held on 21<sup>st</sup> and 22<sup>nd</sup> September 2013 as part of the wider Findhorn Bay Arts Festival 'Culture Day'. Publicity will be covered through the project. Security will also be provided as well as portaloos.</p>	
6.	<p><b>Meeting with R&amp;R Urquhart.</b></p> <p>Following a meeting between Chris Piper, Fiona and Jamie Whittle at R&amp;R Urquhart and in response to a letter from Jamie Whittle dated</p>	<p>Graham</p>

	24 <sup>th</sup> January 2013 Graham will contact Jamie Whittle to arrange a meeting to clarify the Trusts obligations and other legal issues. Graham, Don, Stuart and Gisela have offered to attend.	
7.	<p><b>Green Burial Project.</b> Eddie will contact Chris Piper to obtain a copy of the Feasibility Study for this project. Alan said that the decision to not re-apply for planning permission is a decision that cannot be made by the Board alone and should go to community consultation as that was the way the original decision had been made. The Board feels it is not in a position to make any decisions in this matter until commitments made by the previous Board are clarified.</p>	Eddie
8.	<p><b>Country Park Project.</b> Following a letter from Sir Alistair Gordon Cumming, Graham will arrange a meeting between Sir Alistair and members of the Board. This is to clarify Altyre Estate's position as well as the Board's stance and question of future involvement. At present it is not certain to what extent the Board is in partnership with the Altyre Estate and whether this partnership is valid or not. The Board will need to clarify to Moray Council and the general public whether this project is supported by FCWT. Alan explained that the initial involvement of FCWT in the partnership was for the Feasibility Study. The future role of FCWT in the partnership was still being considered by the previous Board and no commitment had been made. He said that it was not the role of the FCWT Board to be making objections to local development plan proposals or to those of neighbouring landowners. Also, that despite what Board members stood for whilst campaigning, their role on the Board was to uphold the aims and objectives of FCWT in the wider interest of the community as set out in the constitution. It was felt that a good relationship with the Altyre Estate should be maintained.</p>	Graham
9.	<p><b>AOB.</b></p> <ul style="list-style-type: none"> <li>• In response to a letter from Gordon &amp; McPhail regarding the re-routing of a water pipe to Benromach Distillery, Graham will write to Gordon &amp; McPhail to arrange a meeting to discuss this. It will be emphasised that the re-instatement to the original condition is crucial.</li> <li>• Gisela will write a letter in response to Fiona Emslie's queries stating that the new Board is currently not in a position to answer her questions as it has not been fully briefed on the issue of the Green Burial Project.</li> <li>• Eddie will open an account with Leith's Group for the future supply of gravel for the maintenance of paths.</li> <li>• A possible date for the next AGM will be discussed at the next meeting.</li> </ul>	Graham  Gisela Eddie
10	<b>Date of Next Meeting</b> - 25 <sup>th</sup> February 2013	