

FCWT BOARD OF TRUSTEES



Meeting held via Teams
7.30pm 30th March 2026

MINUTES & ACTION POINTS

Item	Minute	Action
1	<p>Present: Paul Kendall, chair for this meeting (PK), Andrew McGhee, treasurer (AM), Gisela MacFarquhar, minutes (GM), David Binney (DB), David MacFarquhar (DM), Gareth Whyment (GW), Graham Shewan (GS), Steve Hull (SH)</p> <p>Apologies: Wilson Rennie (WR) joined later, Euan Stewart (ES)</p>	
2	<p>Minutes of 23rd February 2026 Proposed as accurate by DM, seconded by GW.</p> <p>Actions arising from previous Minutes.</p> <ol style="list-style-type: none"> 1. Election of Chair. The Trustees present agreed unanimously that, in the absence of an elected chairman, the members of the Board will share management responsibility in the short term . PK agreed to continue chairing Board meetings. (see email, CWA) 2. Tree Safety Report. GW confirmed that two dead trees in Sanquhar Wood need to be felled. GW will provide What3Words location and GM will pass this on to felling contractor. The contractor will have to ensure that walkers will not be at risk. 	GW/GM
3	<p>Correspondence.</p> <p>Email</p> <p>24/2/26 GM to Scottish Forestry requesting change of felling permit.</p> <p>2/3/26 reply from Sally Will, Scottish Forestry, In the circumstances described, it would be advisable to submit a fresh application.</p> <p>5/3/26 FACT, acknowledgement of payment of £50 for use of postal address.</p> <p>4/3/26 Mick Drury, FFWF asking for info about Sanquhar Wood in preparation for talk in Tolbooth, (history, size, species, Sanquhar Estate, Sanquhar House). GM passed on information.</p> <p>11/3/26 Andy Rockall, Community Woodlands Association. “The Companies Act does not require a chair to be in post. If your own articles do require a chair then you should fill the role or record temporary arrangements in minutes of your next board meeting. Companies House does not monitor or enforce chair appointments unless it affects filing obligations, which they do enforce.</p>	

	<p>A lack of chair becomes a regulatory issue for OSCR if it leads to mismanagement or creates a significant governance risk.</p> <p>A lack of chair is not reportable and does not create a statutory offence. Concerns from regulators arise if the vacancy leads to governance failure eg in case of a company missed filings.</p> <p>The practical consequences of a vacant chair position come from governance impact rather than the vacancy, so if your organisation has clearly chaired meetings (with rotated chairs or other arrangement), well managed conflicts of interest (if they occur), clarity on signatories to documents, and continues to operate without significant disagreement or paralysis then you are likely ok for at least a little while.</p> <p>Things you can do to mitigate any risks: appoint interim chair or rotate chairing of meetings, record interim arrangements in minutes, actively recruit a Chair, either from current board members or externally, ensure the board continues to meet and makes decisions, meaning the organisation can function.</p> <p>Short version: you're not doing anything illegal or in need of reporting to regulators. Just record in your minutes the temporary arrangements and actions you are taking to ensure your organisation continues to operate without extra risks to governance and you will be ok for a bit.</p> <p>15/3/26 Wilson Metcalfe, sorted the problem with the Join page, discovered that clicking on the link on the Join page where it says 'here' did not work on mobile phone. He cancelled and reinserted the link and found it to work.</p> <p>26/3/26 Ian Innes, Agrifix, quote for ploughing, sowing coffin field (see 5f.)</p>	
4	<p>Muiry and Newforres.</p> <p>a. Gorse cutting along paths.</p> <p>GS purchased two sets of blades for strimmers. GS and PK will arrange to do the strimming.</p> <p>b. Border fence with neighbour.</p> <p>GM reported that Jimmy Dean, farmer, has completed a stretch of fencing of ca 330m. Ca 450m remains to be done, half of which never had a fence.</p> <p>In the minutes of Feb 2025 a potential cost ca £5 to £7 per m was quoted.</p> <p>GW will enquire about current cost of fencing.</p> <p>GM and GW will meet up with farmer to discuss payment.</p> <p>c. Bird Boxes.</p> <p>PK reported that he and two other volunteers cleaned out the bird boxes in Muiry and Newforres. He said that metal plates should be fitted at the entrance holes as there were signs of woodpecker</p>	<p>GS/PK</p> <p>GW GM/GW</p>

	activity. These metal plates will be purchased in time for the next inspection.																							
5	<p>Sanquhar Wood.</p> <p>a. SH Work Party Report. SH reported that he was clearing self-seeded sitka on the western side of Sanquhar Wood and tidying up some rubbish. 3 vols.</p> <p>b. GM Work Party Report. 13/3/26, 2 vols, rhododendron eradication in area north of flood alleviation. Most of area east of coffin field now free of random rhododendrons.</p> <p>c. Planned Felling. In the absence of ES, GM reported that ES has agreed to complete a new felling application including thinning areas and excluding the TPO area.</p> <p>d. Bike Track Maintenance.</p> <ul style="list-style-type: none"> • GS reported that he has repaired unstable signposts. • GW has inspected a hollow next to the track near the jumps area. He will try to partially fill it. <p>e. Bench at bike jump. GM will arrange pick up of materials from KBM for a couple of benches.</p> <p>f. Wildflowers in Coffin Field. GM reported that Ian Innes, contractor, charges £3000 for the total area, or £2000 for 1/3 of the area, for ploughing and sowing. PK quoted a price of £500 for 2kg of wildflower seeds required for ca 1/3 acre. The total area of 2ha would come to £7500 of wildflower seeds. This would not be affordable for the Trust without external funding. AM reported that there might be a possibility that Balfour Beattie could make a contribution. (see 5g.)</p> <p>g. Laurel and Rhododendron treatment. AM and GM reported that they had a Microsoft teams meeting with Joanne Mackenzie, Balfour Beattie Environmental Sustainability Manager for the Beauly to Blackhillock power line installation, plus 4 other staff members. AM and GM explained the need for the funding of the laurel and rhododendron eradication programme, plus the plan to establish a wildflower meadow in the Coffin Field. Joanne explained that Balfour Beattie would be very interested in supporting one or both projects to some extent. We will be informed of their decision in due course. There is also a possibility that the Balfour Beattie department for Forres Academy could get involved.</p>	<p>ES</p> <p>GW GM</p> <p>AM</p> <p>GM</p>																						
6	<p>Finance.</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td>Treasurer's Report (AM)</td> <td style="text-align: right;">23rd February to 29th March 2026</td> </tr> <tr> <td>Opening bank balance</td> <td style="text-align: right;">£11,272.12 23rd February 2026</td> </tr> <tr> <td>Income -</td> <td></td> </tr> <tr> <td>Memberships</td> <td style="text-align: right;">£13.00</td> </tr> <tr> <td>Members' donations</td> <td style="text-align: right;">£0.00</td> </tr> <tr> <td>Other donations</td> <td style="text-align: right;">£0.00</td> </tr> <tr> <td>Easy fundraising</td> <td style="text-align: right;">£0.00</td> </tr> <tr> <td>Outgoing -</td> <td></td> </tr> <tr> <td>First aid supplies to SH</td> <td style="text-align: right;">£12.15</td> </tr> <tr> <td>Bank service charge</td> <td style="text-align: right;">£0.50</td> </tr> <tr> <td>Closing bank balance</td> <td style="text-align: right;">£11,272.47 on 29th March 2026</td> </tr> </table>	Treasurer's Report (AM)	23rd February to 29th March 2026	Opening bank balance	£11,272.12 23rd February 2026	Income -		Memberships	£13.00	Members' donations	£0.00	Other donations	£0.00	Easy fundraising	£0.00	Outgoing -		First aid supplies to SH	£12.15	Bank service charge	£0.50	Closing bank balance	£11,272.47 on 29th March 2026	
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7	<p>Membership. GM reported that 2 membership payments were made and 2 second reminders were sent.</p>	GM
8	<p>AOB.</p> <p>a. What3words/WhatsApp group. GM reported that she has set up a WhatsApp group for the Board members to be used in conjunction with what3words and for other group info. SH and WR are not in the group. GM to check that all other trustees have been added.</p> <p>b. QR code. AM agreed to create a new QR code.</p> <p>c. Letterdrop at Mannachie. GM reported that Peter Graham has agreed to organize the letterdrop. Other volunteers need to be recruited. GM will send an appeal to members. GM to make adjustments to the letter.</p>	<p>GM</p> <p>AM</p> <p>GM</p>
9	<p>Date of next meeting. 27th April, 2026 by Microsoft Teams.</p>	