

**Minutes of Dundee Friends' Property Trust**  
**Tuesday 5<sup>th</sup> February 2019-02-05 Meeting House**

**Present:** Bill Edgar, Marion Sharkey (Administrator), Martin Pippard, Laurie Naumann, Robert Thomson, Philip Bryers, George Berwick, Richard Raggett, Pam Brunt.

Prevented: Sue Mansfield, Clare Kearns, Jane Woodford.

Minute 1/2019

Minutes of 22<sup>nd</sup> November 2018 signed.

Matters Arising: Trustees Indemnity Insurance. Our Administrator has looked into this and hopes to be able to bring a proposal to our next meeting.

Minute 2/2019      Appointments

- |                         |                            |
|-------------------------|----------------------------|
| a) Clerk:               | We appoint Bill Edgar      |
| b) Co-Clerk:            | We appoint Richard Raggett |
| c) Co-Clerk for Minutes | We appoint Sue Mansfield   |
| d) Treasurer:           | We appoint Pam Brunt       |
| e) Assistant Treasurer: | We appoint Laurie Naumann. |

Minute 3/2019      Sub-Groups

- a) We have been appraised by Alan Baillie (Secretary to TSPC) that the TSPC work on 11 Whitehall Crescent is slipping behind schedule and that, depending on when they can appoint their contractor, they may require an extension to their lease beyond August 2019.
- b) Sub-Group 1 (Finance) met on 22<sup>nd</sup> January (minute circulated to Trustees). The group require permissions to be in place before they can submit grant applications. It is also important, for some bodies (e.g Scottish Landfill Communities Fund) to know what elements we are asking them to fund (e.g. the lift). The Sub-group are applying to the Sawell Family Fund for the planning fees, and to MHF for grants and a loan towards building costs and fees. We need to be able to show how we intend to repay a loan. The Local Meeting fund-raising group met on 18<sup>th</sup> December 2018 and have arranged a number of activities to raise

funds. Local Friends have made one-off as well as regular donations. Around £1500 has been raised so far from these sources. The pop-up shop at Broughty Ferry is arranged for 2 weeks beginning 26<sup>th</sup> April and will require donations of goods for sale and a rota of volunteers. Arrangements are in hand for appeals letter, flyers and articles for 'The Friend'.

- c) Sub-Group 2 (Development) met on 25<sup>th</sup> January (minute circulated to Trustees) with the Architects and QS. The architect confirmed that the TSPC project is likely to be delayed. The meeting also confirmed the estimated costs now to be £108,000 plus fees – around £161,000. Allowing for inflation prior to the delayed start date and contingencies the sub-group suggest a revised target for fund-raising of £180,000. However, we would hope to recover some of the VAT costs eventually. The Architect has been instructed to apply for all necessary permissions and building warrants. The possibility of using the same contractors as TSPC in order to reduce costs was discussed and, if possible, the tender documents for 11 Whitehall Crescent will include this option. After discussion we considered that a group needs to consider the cash flow implications and the requirement (if needed) to raise a mortgage using the building as collateral. We ask The Clerk, Martin, Richard, Laurie and Pam to undertake this and report to our next meeting.
- d) Sub-Group 3 (Flats) met on 7<sup>th</sup> December (minute circulated) to consider the application to QHT for a grant and/or loan for conversion of the first and second floors to flats. The loan element would be repaid over 15 years. Trustees confirmed that the phasing of the project in conjunction with the move of the Meeting House is critical. QHT meet on 25<sup>th</sup> February and will give a decision in principle on the application.
- e) Consequential Issues: Trustees are reminded that a number of consequential issues arise from the change of use of the ground floor and basement and the conversion of the first and second floor to flats:
  - a. Lease and TSPC obligations: We ask The Clerk and Administrator to arrange a meeting between TSPC and ourselves – represented by our Solicitor – to negotiate this and to confirm their financial obligations for making good 9 Whitehall Crescent.
  - b. DHET Grant Conditions: we ask the Administrator to check with our solicitor if any of the conditions have implications for the work

we intend to carry out and to confirm when we need to have the property inspected.

- c. Rating: we need to confirm with the District Valuer the procedure to change the category for rating purpose of the building for the ground floor and basement to a place of worship. We ask the Clerk and Administrator to arrange this.
- d. Insurance: we ask the Clerk and Administrator to check on any insurance issues involved during the construction period and following completion and to arrange for quotations as necessary.

#### Minute 4/2019 Area Meeting Minute

We require a minute from Area Meeting in order to make application to the Meeting House Fund. The Clerk will present a short report and draft minute to ESAM on 16<sup>th</sup> February which will form the basis of their approved minute.

#### Minute 5/2019 Deed of Assignation and Assumption

We have had a number of changes to Trustees since the Deed was last amended. Until we are in a position to replace the Deed we require to amend this and will arrange for our Solicitors to have the necessary documents available for our next meeting. Trustees will be required to bring ID and to sign the document prior to the meeting.

Date of Next Meeting: April 2<sup>nd</sup> 2:30

Closing Worship

Bill Edgar  
Clerk, 05/02/2019