

## Minutes of Dundee Friends' Property Trust Trustees' Meeting

held on 02/04/2019 at 2:30 pm

Present: Bill Edgar (Clerk), Richard Raggett (Assistant Clerk), Sue Mansfield (Minutes Clerk), Laurie Naumann, Martin Pippard, Clare Kearns, Robert Thompson, George Berwick, Pam Brunt, Marion Sharkey (Administrator)

Prevented: Philip Bryers

Minute 6/2019      Matters arising

Minute 6a/2019

Re Minute 4/2019: The Clerk presented a short report to Area Meeting on 16<sup>th</sup> February which formed the basis of an approved Area Meeting Minute. This was forwarded to support our successful application to the Meeting Houses Fund.

Minute 6b/2019

Re Minute 5/2019: Deed of Assignment & Assumption. The Deed has been signed by those Trustees present and our Solicitor will prepare the Deed for submission in due course.

Minute 7/2019      Timetable

Minute 7a/2019

The Clerk gave a verbal update on TSPC lease situation. We have asked RDA to prepare a Schedule of Dilapidations to be used to agree the costs that the TSPC are liable to meet. Alan Baillie (Secretary to the Board of TSPC) has recently informed us that they have appointed Oastler as their contractor and hope to complete the conversion building work on time so will not require an extension to the lease beyond August 2019. Once the Schedule of Dilapidations is prepared we will seek a meeting with TSPC to discuss their contribution towards our restoration costs and the timetable for building work.

Minute 7b/2019

In order to assist the work of the sub-groups, the Clerk tabled a note on the timetable, outlining the possible start and completion dates of the various tasks involved. This is intended as a guide only and will need to be updated regularly using the edit facility prior to sharing between all Trustees. This updating could be a shared responsibility.

Minute 8/2019      Sub-Groups

Minute 8a/2019      Finance Sub-Group (Sub-group 1)

The Minute of the FSG meeting on 19<sup>th</sup> March has been circulated. Martin gave a verbal report on progress. However, we should note that since the last meeting of the Finance Sub-group it has become clear that we are ineligible to pursue an application to the Sawall Family fund. In the circumstances we will explore making a fresh application to the Clark Trust for this financial year.

We agree that the letter to local friends should now be distributed so that is received before the flyers are sent out with the April issue of 'The Friend'. We will also proceed with the appeal letter to all local Meetings in BYM.

Minute 8b/2019      Property / Planning Sub-Group (Sub-group2)

The minute of the last meeting of the sub-group (which took place on 25<sup>th</sup> January) was discussed at our February Trustees meeting. Richard Raggett has been following up the issues as they arose, including meeting with Bill and Marion as needed. Richard gave an update on progress. RDA has advised that our initial thoughts re having a TV screen in the front window is not viable and Richard circulated a revised window design that incorporated a graphic design into the opaque film. We ask Robert Thompson to liaise with Local Meeting about the graphic and that Richard initially discuss with RDA our preference to keep the window at the mezzanine level non-opaque. We note that the Building Warrants have now been applied for following the engineers carrying out the test borings for the new pillars.

Minute 8c/2019      Flats Sub-Group

The Quaker Housing Trust has considered our application and has appointed a Trustee in Touch (Malcolm Bowker) to gather more information for their Trustees. He is to visit the flats on Thursday 4<sup>th</sup> April and Marion will email Trustees regarding any outcome from this meeting. However, we know that they wish to encourage us to include energy efficiency measures such as secondary glazing and an efficient heating system. They have also requested information on how we arrived at the projected rental income figures. One of our considerations is that we wish to ensure that it does not exceed the local cap for the local Housing Allowances so that should tenants need to apply for assistance, they would be able to do so.

The Planning Officer considering our application for planning consents for Floor 1 and 2 visited with the architects on Thursday 21<sup>st</sup> March. She was keen to ensure

that key architectural features relating to the building's listed status are retained. She requested that updated plans be submitted by RDA which has now been done and we anticipate being informed of the decision by 14<sup>th</sup> April.

Minute 8d/2019      Consequential Issues

*i. Implications (if any) of Lien on Building to DHET:*

Bill contacted DHET and our Solicitors. There do not appear to be any complications regarding the lien on the building arising from our proposed works. We will, however, arrange for RDA to carry out an inspection as required under the grants conditions and, at that time, to also inspect the rear wall and advise us of any works required. We will be able to apply to DHET for grant towards this work.

*ii. Rating Change to Place of Worship*

The Clerk has sent an email (as requested) to the Valuation Joint Board for Tayside outlining our proposed work and change of use and anticipated date of changeover from September 2019 and asking for advice / decision on the future rateable value of these floors as a place of worship. We have not yet received a reply.

*iii. Insurance Changes required during and after the building work*

Marion has contacted the insurance broker regarding the insurance situation during construction and following completion. She reports that Clark Thomson, our current insurance broker, is aware of the works planned. He will arrange to come out to the property and see the layout of the building and what work is planned. No problems with the current policy are anticipated. The insurance ends on 25/05/19.

Marion has also contacted some companies about Trustee indemnity insurance and has shared the information to hand. We are awaiting further information from the companies contacted. A decision on the insurance will be needed before our next proposed meeting in June and hence will need to be agreed via email.

Minute 9/2019      Cash flow

Richard gave feedback following the meeting held on 21<sup>st</sup> February – notes attached.

With regard to the ongoing cash flow from flat and room lettings, it is expected that the Trust will make a small surplus until the departure of TSPC, a small loss each month thereafter. This highlights the need for a plan to be prepared for the

repayment of the £25,000 loan from Quaker Meeting House Fund which has been offered as part of the Renovation funding.

With regards to the projected cash flow, it appears to be difficult to get a short term commercial loan to cover the cash flow during the building process. However, our bank balances at the end of March 2019 are healthier than we had anticipated and it ought to be possible to manage the cash flow during the building period until all the grants are paid using our reserves and any loans provided by Friends and Attenders of LM. This will need to be monitored and reviewed on a regular basis before Trustees approve commencement of the Project work prior to contractors starting on site. The tender documents will be going out at the end of May with a view to receiving tenders in early July.

A note of our current Bank balances was circulated.

Minute 10/2019      The Trustees Annual Report

The Clerk has circulated a draft annual report. Trustees are asked to send comments to Marion by 9<sup>th</sup> April to allow the Report to be amended and submitted.

Minute 11/2019      Planning for Opening

The Clerk suggested that having a plan for opening events and publicity would help applications for fund-raising. He suggested that a plan could help involve LM Members and Attenders. It is suggested that a series of events over a period could be used to involve different audiences and raise our profile through publicity.

Date of next Meeting : Tuesday 25<sup>th</sup> June at 2.30pm in the Meeting House

Bill Edgar, Clerk 02/04/2019

Sue Mansfield (Minute Clerk)