

DUNDEE FRIENDS' PROPERTY TRUST

Trustees' Meeting on 26th April 2017

In Meeting House, Whitehall Crescent, Dundee

Present : Claire Broadhurst, Clare Kearns, Bill Edgar, Laurie Naumann, Sue Mansfield, Marion Sharkey (Administrator), Martin Pippard, George Berwick, Robert Thomson

Prevented: Graham Leicester, Jane Woodford

Minute 8/2017 : Matters Arising

- a. Minute 20(1)/2016: Deed of Assumption – Bill Edgar had not yet had time to seek advice from the Solicitor and OSCR about amending the Deed of Assumption. It appears there is no impediment in the Trust Deed to restructuring the Deed but this requires further clarification.**
- b. Minute 20(b)/2016: the snagging work has been completed and Marion has inspected the work with the architect and confirms that it has been completed satisfactorily. We thank Marion for her hard work in taking this project to completion.**
- c. Minute 04(a) /2017: Lettings Policy: The Clerk confirms that James Hogg has been asked to assist Martin, Marion and George to revise the Lettings Policy. The group has not yet had time to meet.**
- d. Minute 04(b)/2017: Grants Policy – Sue and the Clerk will consider this and bring a report to a future meeting.**
- e. Minute 04(c)/2017: Governing Document – it has not been possible for Trustees to meet to consider this to date. It is suggested that the group could commence this work by email and Bill will circulate the document in electronic form to the relevant Trustees.**
- f. Minute 05/2017: Advertising of the Trust – Marion confirms that we have a web page for the Trust on the GM Scotland website and we ask Trustees to send Marion ideas for inclusion. We will place the application forms and information on grants on the web-page when these are updated.**

Minute 09/2017: Annual Report and Accounts

The Draft report and accounts have been examined by EQ accountants and have been circulated and are tabled. Trustees considered the document

and made some minor amendments. The Treasurer answered questions and confirmed that the income from rents has improved compared to previous years but that we have had to pay council tax in relation to the flats when these have been un-tenanted. Trustees are asked to email any typographical or grammatical changes to Marion. We will sign the amended document at our June meeting and forward it to OSCR thereafter.

Minute 10/2017: Away Day

The date for the away day is agreed as 2nd September 2017 at St Andrews Meeting House. The Clerk will be glad to learn of any ideas Trustees may have about the theme or structure of the meeting. We will consider the format to be adopted at our next meeting.

Minute 11/2017: Premises and Administrator's Report

11(a)/2017: Attic Flat

The flat has been refurbished (with some minor works to be completed) and Trustees had the opportunity to visit it prior to the meeting.

A grant for £7,638 was received from QHT for the work and paid for most of the work involved. Some additional costs (of about £2,000) have been incurred in order to replace a window in the kitchen and additional work in the bathroom. A supplementary grant application will be submitted to QHT by the Clerk.

The City Council will pay a month's rent in advance; the tenant's will be in receipt of housing benefit. The (short-assured) tenancy will be signed when the refugee family arrive. IB Murray will continue to act as factors for the property. The tenant's will have a contact person to assist in managing their tenancy.

Dundee City council has provided basic furnishings. Local Meeting has raised money for a gift or essential purchases to welcome the family.

The tenants have been allocated and will arrive on 3rd May. We understand the family (which is coming from the Lebanon) consists of a mother and three adult children (in their twenties).

We thank Claire Broadhurst, Clare Kearns and Marion for their hard work to ensure this has been achieved in such a short time.

11(b) 2017: Future option and TSPC Plans: Dundee LM Clerk prepared a minute following the visit to the ground floor and basement property (which is attached). Questions remain whether the space will meet the needs of the Meeting.

Graham Leicester has agreed to facilitate a day with the Local Meeting and Trustees to discuss this. We agree to proceed on this basis. The clerk will liaise with Graham and the Clerk of LM.

Trustees will also need to consider the financial implications if the Meeting does wish to use the downstairs as a place for Meeting for Worship.

We are reminded that the TSPC has not yet confirmed their decision regarding the break clause in their lease.

11(c)/2017: Health and Safety:

Martin has drafted a policy and written up a risk assessment (see attached). Issues raised in the assessment will be addressed and re-considered when the assessment is reviewed annually.

Key issues to take forward include lone working and the need for written guidance to cleaners. Some issues may appear minor but are legal requirements. Some joinery work is required which will involve some expense. We agree that this is required to meet our legal obligations. Concern has been raised regarding the need for safety bars on some of the windows. Marion will take this forward.

We thank Martin for his work on this. It is suggested that the group considering the Lettings Policy should also consider these health and safety issues.

To date Marion is the first contact in the event of an emergency or query. The Clerk suggests that Trustees assist Marion by being first on call. This could be accommodated by purchase of a mobile phone which will be advertised to the users of the building and will have relevant phone numbers pre-loaded. We agree to this and will prepare a rota of Trustees who are willing and reasonably close to hand.

11(d)/2017: Office Equipment: The Clerk raised the issue of equipment which is nearing the end of its useful life. We need to allow for equipment to be replaced when appropriate. We ask the clerk to review the need for

equipment replacement with Marion and the Treasurer and to proceed with purchases as required and inform the Trustees of these decisions.

Trustees will be asked to agree to exceptional items or costs in advance.

Minute 12/2017: Grant Applications

A letter has been received from Philip Bryers thanking Trustees for the grant to ESAM and asking that a similar amount for this financial year. We agree to provide a grant of £1,250.

A grant applications have been received from two young Friends to attend shindig for an amount of £300. We agree to this and agree to set aside an amount of £200 in anticipation of a further application for shindig costs.

Minute 13/2017: June Meeting

We agree to meet on Tuesday 20th June 2017.

Claire Broadhurst, Clerk

26th April 2017