

Minutes of Dundee Friends Property Trust held on

Friday, 31st August 2018 at 2.00pm.

Present: Bill Edgar - Clerk, Sue Mansfield – Assistant Clerk, Laurie Naumann – Treasurer, Pam Brunt – Assistant Treasurer, Marion Sharkey – Administrator, Robert Thompson, Martin Pippard, George Berwick, Richard Raggett, Jane Woodford

Prevented: Graham Leicester, Philip Bryers, Claire Kearns

Matters Arising

Minute 13/2018

- i) We have considered the application for a grant of £2,000 from CRESST but in the light of our current financial situation and plans we have decided not to approve this application and we ask Marion Sharkey as Administrator to inform them of this.
- ii) Work by Pam Brunt and Sue Mansfield is continuing on the grant application forms and confirming the details of the privacy policy. In the meantime we ask that Marion Sharkey ensure that bank account details are removed from any forms that are received before they are circulated to all Trustees, that Trustees destroy any printed copies they have made after a decision has been taken and that central copies are held securely until decisions are taken about future archiving. We ask that Pam Brunt and Sue Mansfield ensure that the revised organisational forms request information on any reserves currently held by the applicants.
- iii) We confirm that we are instituting a moratorium on further grant giving with immediate effect. This will include the regular grants previously given to East of Scotland Area Meeting and Friends House. We will review this policy in September 2019 in the light of our financial circumstances at that time. We ask Marion Sharkey to write to all regular past applicants to inform them of this, to arrange for the website to be amended along with the information held by Friends House and the information published in the Book of Members and Attenders in Scotland.

Minute 10/2018

- i) The Annual Report and Accounts have now been signed by Bill Edgar (Clerk) and Laurie Naumann (Treasurer) and can now be forwarded to OSCR.

Minute 14/2018

- i) We agree that Bill Edgar will continue to be the Clerk and that Sue Mansfield will be the Assistant Clerk with her role focussing on recording the minutes.
- ii) We confirm that Claire Broadhurst will be removed as a signatory on the bank accounts now that she is no longer a Trustee. We confirm that the signatories will now be:
 - Marion Sharkey (Administrator)
 - Bill Edgar (Clerk)
 - Laurie Naumann (Treasurer)

Pam Brunt (Assistant Treasurer)

We ask Marion Sharkey to obtain the necessary documents and to arrange for this to be done.

Minute 15/2018

- i) We confirm that our first priority should be to facilitate and make the move downstairs before we confirm any future plans for the 2nd floor of the Meeting House building. This includes securing appropriate funding given the expressed reservations of Local Meeting about the use of Heritage Lottery funding (ref Minute 18.16 of Dundee Local Meeting), a concern shared by Trustees. Alternative sources of funding include the Scottish Landfill Communities Fund, other UK-wide Heritage funding sources and the Meeting House fund of BYM.
- ii) We, therefore, propose the formation of 3 working sub-groups with the following remits:
 - Sub-Group 1 to identify and secure sources of funding for the development of the basement and ground floor of the Meeting House. In the first instance this will be convened by Bill Edgar and minuted by Sue Mansfield and formed of Marion Sharkey, Laurie Naumann and Martin Pippard, along with co-optees from Dundee Local Meeting as required.
 - Sub-Group 2 that will focus on the practicalities of the move downstairs including the application for the change of usage, liaising with the architect and current users of the Meeting House in order to ensure that it continues to meet their needs, as well as Dundee Local Meeting. In the first instance this will be convened by Bill Edgar and minuted by Sue Mansfield and formed of Marion Sharkey, Robert Thompson, Richard Raggett and Jane Woodford along with co-optees from Dundee Local Meeting as required.
 - Sub-Group 3 to look at forward planning for the conversion of the 2nd floor including the submission of a planning application for conversion to a residential flat and indentifying sources of funding to progress the eventual conversion. In the first instance this will be convened by Bill Edgar and minuted by Sue Mansfield and formed of Marion Sharkey, Pam Brunt and Claire Kearns along with co-optees from Dundee Local Meeting as required. .
- iii) We note that Dundee Local Meeting has requested a meeting with the DFPT Trustees to discuss these developments to be held on Sunday 23rd September and to which we agree. We request that at that meeting, any required co-opted membership of the above working sub-groups be confirmed by Dundee Local Meeting.

Date of next Meeting: Saturday, 6th October 2018

Sue Mansfield (Assistant clerk) 31st August 2018