

## **Minutes of Trustees Meeting held at Duireaskin, Aberfeldy, Monday May 6th, 2002, at 7.15 pm**

*Present:* Paul Jarvis (chairman), Ruth Atkinson, Beryl Coope, Marjorie Finlayson, Julie Gardiner, Robin Hull, Hamish Nicholson, Andrew Pointer, Innes Smith, Margaret Jarvis (minutes secretary).

1. *Apologies:* Bill Hoare, Ian Riddell

2. *Minutes of Trustees meeting of 23rd April:* Accepted. In future signed hard copies of the accepted minutes would be filed by MJ. **Action MJ**

3. *Matters arising:*

AP wished to confirm that purchase of a GPS had been authorised

RH reported that he had failed to contact the web site. AP asked that the time of failure should be noted so that he could follow this up.

HN queried whether the grazing required by the ESA scheme was only in September and October. This was confirmed.

It was agreed that an authorised version of the minutes of each Trustees' meeting should be sent to the Highland Perthshire community councils and be posted on the web site. Items deemed to be confidential would be excluded. **Action MJ and PJ**

RH wanted to clarify the aim of the proposed newsletter, as distinct from all other publicity. JG had started work on this but the subject was deferred until the next meeting. **Action JG**

IACS: IS had met with Alan Hendry to register HPCLT as the owner of the IACS registered land and to clarify the boundaries.

PJ reported that he had a letter from Duncan Thompson saying that missives had finally been exchanged on 25<sup>th</sup> April.

BC had not had yet an answer to her letter to Bruce McNaughton of the Roads Department.

AP had obtained a temporary licence number from the Ordnance Survey for 21 days. The invoice for this would probably be sent to HPCLT c/o J and H Mitchell. AP circulated survey maps; RH had produced modified recording sheets. AP would send the map on a zip drive to RH for reproduction and would circulate it to anyone on zip or CD on request so that more copies could be printed and laminated as required. **Action AP**

Insurance: IS had not got an improved quotation. PJ had more information coming tomorrow (today being a holiday). He was authorised to go ahead with this so that it is in place before Friday. **Action PJ**

BC was not happy with the word 'incorporated' in the letterhead that had now been circulated for use by all Trustees. However, after some discussion it was agreed that this wording was acceptable.

4. *Meeting with Forestry Commission (FC)(JG, RA, IS, PJ)*

JG was thanked for her excellent groundwork, which had contributed to the very good meeting. The final version of the report of the meeting had been circulated earlier in the day. This document, together with the list of questions that formed the basis of the discussion, was noted. It was agreed that copies of both documents should be sent to Mike Strachan and Alan Hendry. **Action PJ.**

JG emphasised that the FC would be very supportive as long as they did not have to break their own rules. They would 'roll over' the Woodland Grant Scheme (WGS) contract then would consider any amendments we might wish to make. JG said that we would need a clear plan and IS stressed the importance of survey work as a basis for any changes in the contract. RH made a plea for explanation of abbreviations included in reports such as this. All were agreed that this is desirable. HN congratulated all those involved in this successful meeting.

AP queried the implication that downy birch is the most common birch. It was noted that it is not easy to distinguish silver birch and downy birch. The FC criteria for native woodland planting are that the species to be planted must be growing in the district.

The point was made that a representative of Scottish Native Woods might be invited to join the relevant subcommittee and possibly act as an agent if required.

The contract with the FC would need to be signed by someone authorised to do so by all Trustees, usually the Chairman. PJ was authorised to do this. **Action PJ**

PJ mentioned that he had been phoned by someone who had a contract from the FC to review all community forestry projects, now amounting to some 50,000 hectares.

## 6. Committee Structure

IS had circulated a draft paper on proposed sub-committee structure. This proposed five possible sub-committees and general terms of reference.

A wide-ranging discussion took place on the proposed "Terms of Reference " for sub-committees..

Size of committee: JG felt strongly that there should not be a limit on the number of members of each sub-committee; this was not democratic. RH felt that a small committee was more effective in getting things done. RA thought that if there was no limit then there could be dominance by an incoming group. BC felt that more than five people would want to be involved in the Dùn Coilich sub-committee. IS pointed out that they would not need to be members of a formal committee in order to be fully involved. MF emphasised that the word 'co-opt' should only be used when a formal invitation to become a member of a committee is extended. PJ suggested a compromise: some committees might have only three people, finance, for example; others would be larger. Initially, up to 10 members would be acceptable. It was agreed that the size of the sub-committees would not be prescribed at this time in the terms of reference but would be flexible initially, until interest and workability had been established.

Chairman of sub-committees: It was clarified that this does not have to be a Trustee, although each sub-committee must include a Trustee (Article 40). BC felt that each sub-committee should choose its own chairman and this was agreed..

Number of sub-committees: RA pointed out that five sub-committees would mean five sets of minutes to be considered at each Trustees' meeting. HN agreed that it is essential to have minutes from each sub-committee. IS and JG emphasised that Trustees are legally responsible and IS that we must have a chain of command laid down in the event of anything going wrong. RH said that there is a good argument for being prescriptive in case something goes wrong but BC emphasised the need for sufficient flexibility to avoid the need for frequent changes if circumstances change. It was agreed that sub-committees would be formed as the need arose.

Recruitment of sub-committee members: RA asked how we would get people to be sub-committee members. It was agreed that Trustees would approach suitable people. JG suggested publicity for this but it was thought that had been done already through the questionnaires. IS suggested a temporary *convenor* to find people for each sub-committee. A chairman would then be chosen. BC asked if each sub-committee would set its own goals. IS thought that it would. PJ thought that this approach would work well for the more popular sub-committees such as Dùn Coilich but not for those such as finance. Here someone with specific accounting skills was necessary.

Convenors: IS offered to be convenor for Dùn Coilich, but did not wish to be chairman.

RH will convene surveying; JG will join the surveying sub-committee. PJ will convene the finance committee and try to find an accountant. BC will be a member of the finance sub-committee and will convene an education sub-committee. AP does not wish to convene a sub-committee concerned with membership etc. but will maintain the membership database and web site. RH and BH will continue with publicity.

It was felt at this point that a good start had been made, with a base on which we could build.

#### *7. Arrangements for 10<sup>th</sup> May*

RH had drafted a press release. He asked for additions to the proposed circulation list for the press release. Lesley Riddoch, BBC, was suggested.

HN pointed out that the abbreviation FC should be explained; and AP that the year 2002 should be included in the date, for the sake of future archivists. These small changes will be made. JG commented that some members of the community thought they had not been asked for contributions towards the purchase and so did not feel involved. This was not thought to be justified. **Action RH**

A celebration at Dùn Coilich at 6 p.m. at the White Bridge entrance was agreed. Bottles etc to be brought! (In the event of atrocious weather BC suggested that we should retreat to Tigh na Cleirich, Foss). The Courier, Herald, Scotsman and Perthshire Advertiser will be invited to send a photographer. **Action RH**. MJ will invite the McAdams, Colin Liddell, Dùncan Thompson, previous members of the Steering Group, etc. **Action MJ**

**8. Any Other Business:** none

**9. Date of next meeting:** Monday, 27<sup>th</sup> May, Duireaskin at 7.15 p.m.