

Dear member,

June 2nd 2008

I have been very busy at work and so slow in welcoming everyone to a new year in the life of the Trust. I am very happy that so many of us are still here together, still trying to make Penicuik more attractive and its community stronger and more caring. But I am even more pleased that we have been joined by new people who share these aims.

Roger Hipkin

Penicuik Community Development Trust
Steering Committee Meeting
Tuesday 10th June 2008 at 7.30 pm in Penicuik Town Hall
Agenda

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|-------|-----|--|
| 7.30* | 1 | Welcome and Apologies |
| | 2 | Procedures |
| 7.35 | 3 | Introductions |
| 7.50 | 4 | Minutes of the meeting of 23 rd April 2008. |
| | 5 | Matters arising from the Minutes |
| 8.00 | 6. | Future activities |
| 8.15 | 7 | Ongoing activities |
| | 7.1 | Cinema |
| | 7.2 | Saturday Open House |
| | 7.3 | Website |
| | 7.4 | Penicuik Arts Festival |
| | 7.5 | Community Council |
| 8.30 | 8 | Future projects and working groups |
| | 8.1 | Penicuik Directory |
| | 8.2 | Penicuik Gardens Competition |
| | 8.3 | Schools Liaison Group |
| | 8.4 | Townscape Group |
| 8.40 | 9 | Membership |
| | 9.1 | Recruitment Campaign |
| | 9.2 | Summer outing |
| | 9.3 | Newsletter |
| 9.00 | 10 | Election of Office Bearers |
| | 11 | Any other Business |
| | 12 | Date of Next Meeting |

*Times are for guidance only

Notes on Procedure

1 Who are we?

The committee meeting will set aside time for us to introduce ourselves. Please think about what you would like to do yourself in the coming year and what you would like to see the Trust do.

2 Office Bearers

Another task for the new committee is to elect its office bearers – like membership of the committee itself, there are fresh elections for office bearers every year. The office bearers – chair, vice-chair, treasurer and secretary – do have specific jobs but there is no ‘Executive’. Although the chair can take action in cases of urgency, all significant policy and expenditure decisions are made by the whole committee – everyone is equally important.

3 How the Trust works

What the Trust is for

The overarching aim of the Trust is to do things that make Penicuik a better place to live in. For this we want to improve its appearance and the facilities it offers but above all we want people to take an active part in their community.

What may the Trust do

We now have recognised charitable status under the headings of “community development”, “citizenship”, “education”, “art”, “culture”, “heritage” and “science”. We should not use our resources doing things that do not come under one of these headings.

What the Trust must not do

All of our activities must be conducted on a not-for-profit basis and no member of the Trust may make personal financial gain through Trust activities.

The Trust must not get involved in party-political or sectarian religious activities.

How the Trust is managed

The ‘Steering Committee’ is responsible for managing the Trust.

We try to reach decisions by consensus but, otherwise, every member has a vote, including the chair.

Decisions should be accepted by the whole committee when passed by a majority if more than 9 people (half the number of elected members) are present, including two office bearers.

Every member has a right to know about all activities and decisions.

The office bearers do not ordinarily have independent powers – there is no “executive group” - but the chair may take decisions on behalf of the Trust in cases of urgency.

Finances

All Trust members (and, so far as is practical, any member of the public) may inspect our accounts.

The accounts are scrutinised by an independent chartered accountant every year.

The Treasurer and one other office-bearer must sign every cheque authorising Trust expenditure.

Policy adopted June 16th 2006

Spending

No group or individual may commit to spending general Trust income at greater than routine levels without the prior agreement of the Trust. Proposed non-routine expenditure up to £25 requires the agreement of the Treasurer; larger sums should be approved by the Steering Committee, or in cases of urgency both the Treasurer and Chair or Vice-Chair.

Grant income acquired by an individual or Trust subgroup is not subject to these constraints and is the personal responsibility of the grant holder.

‘Routine levels’ of expenditure should be set in advance and approved by the Steering Committee.

Subgroups

Sub-groups whose task is clearly defined and limited are encouraged to operate with day-to-day autonomy, provided they stay within their defined area of interest, remain consistent with the Trust's aims and its charitable status, and do not bring the Trust into disrepute.

Sub-groups should generally include two members from the Steering committee and may add other members as they see fit, whether or not they are members of the Steering Committee.

Each group must make sure that one or more office bearers knows in some detail what the group is doing, and should give a brief summary of their activities at meetings of the Steering Committee.

4 Minutes

Minutes are an important record of what we do, needed to keep the public informed and to remind ourselves of past decisions. However, we have probably all participated in moribund organisations where most of each meeting is spent going through the minutes of the last one. We do **try** to get accurate minutes out well before the next meeting so that checking them does not take up meeting time. Let the secretary know in advance if you detect errors or omissions – they can then be rectified quickly.

5 Contact details

At the first meeting you will be asked if other members of the steering committee may be given your phone number, address and email. You may not wish them to have all this information but, in any case, all must agree that the information provided is only to be used for Trust business.

Roger Hipkin

PENICUIK COMMUNITY DEVELOPMENT TRUST
Draft Minutes of Committee Meeting 23 April 2008
In Penicuik Town Hall, 7.30 pm

Attending: Barrie Corlson, Bill Fearnley, Roger Hipkin, Ulla Hipkin, Jane Kelly, Roger Kelly, Jane Mackintosh, Jack McGowan.

Apologies: Barbara Dalgelish, Anne Dalrymple, Julian Hall, Brian Miller

1 Minutes of the meeting of 29th February 2008

Proposed by Jane Kelly, seconded by Jane Mackintosh after agreed amendments omitting individual names from items 3 and 6.4, and rewording the report on the Community Council (item 4.2) and seeking volunteers (item 7.3).

2 Matters Arising

§4.3 Charitable Status

The Charity Regulator had approved the change to our constitution so this would be put to the AGM for approval. The text had been included in an earlier Town Crier, so satisfying the 28 days notice clause.

§6.1 Notice of AGM

The secretary's report had been delayed so a notice informing all members of the date of the AGM had been sent out by the membership secretary in order to meet the requirement of 28 days notice. The secretary's report will be sent to all members when ready and also to new households in Eskbridge, property not built when last year's report was sent to all households.

§7.1 Saturday Open House rota

The experiment of using Google Calendar to help organise a rota of Saturday Open House volunteers had been unsuccessful and we would return to email and a paper calendar, with phone requests only when necessary.

§7.2 Directory of community organisations

Bill Fearnley reported on a meeting in February of the Penicuik Community Liaison Group (including Keith McIntosh and John Fairgrieve of Community Education). They would be keen to work with Ladywood and PCDT to publish jointly a new directory of local groups in Penicuik. It was suggested we contact Estate Agents for sponsorship. It could be a pdf form to be printed out electronically and updated at little cost.

§8 Penicuik Cinema

Councillor Muirhead had agreed to act as referee for the Awards for All grant and it would be sent when his part of the form was received and banking details were complete. The recent film “the Rabbit proof Fence” had an audience of 27 and made a loss of £84 – an audience of about 50 is needed to break even.

3 Financial Report

The draft of the Annual Financial Report was tabled by the Treasurer. The treasurer had arranged for a chartered accountant recommended by the Development Trusts Association to verify the accounts at a fee of £200-£300. The annual financial report will be iterated with him and he will prepare the final version in time for the AGM.

4 AGM arrangements

Membership forms and cards for 2008-9 would be available from the following week. There will be no reference to “Friends of the Cowan Institute” on the back. It was agreed to keep the membership at £1. At the AGM, members would have their names checked against a list of the 2007-8 and 2008-9 membership and then be given a coloured voting card.

5 AGM agenda

This was discussed and approved. In addition to a report on Ladywood, we would seek a representative of Gorebridge Community Development Trust to speak briefly about their activities but no ‘entertainment’ event would be sought.

6 Penicuik Arts Festival

The Secretary tabled a draft programme in which those events for which the Trust would be responsible were identified with estimates of income and expenditure for each. These included the Saturday exhibitions in the Town Hall, extended from the normal Open House hours to 5 pm; the Ceilidh; a return visit of the Swedish Jazz Band and two or three special Sunday evening silent films with piano accompaniment.

7 Community Council

Bill Fearnley announced that he will stand for election and he would supply us with nomination forms to encourage others to do so.

8 Any Other Business

Roma Robertson had circulated emails about the litter problem. It had been suggested that we could use the Town Hall as a base for litter picking parties for southern Penicuik.

9 Date of Next Meeting

The first meeting of the new committee after the AGM would be at 7.30 pm on Tuesday 10th June in Penicuik Town Hall.