

ELCV Trustees Meeting

30 September 2022

Saltire Room, John Muir House, Haddington

Present: Dick Gill (Chairman), Anne Pearson (Secretary), Peter Wells (Treasurer), Jenny Hargreaves (ELC), Anne Watson, Eric McDonald, Terry Page, Dave Quarendon (observer)

Apologies: Colin Ballantyne, Robert Wright

1. Welcome

Dick Gill opened the meeting at 2.15 pm stating that with 7 members present the meeting was quorate.

2. Minutes of the previous meeting held on 26 August 2022

The minutes were approved as written

3. Matters arising from the minutes of the previous meeting

3.1 The Business plan has now been finalised and approved by the Trustees.

3.2. Jenny H has updated the membership forms on the council website as discussed at the last meeting.

3.3 For progress on projects see point 4.

3.4 On-line banking control is still in its final stages. The card readers and digital banking cards have been given out, but more paperwork is needed. Dick G asked OSCR and they prefer 2 people to be present when large amounts of money are paid out (over £500) **Action: Dick G, Peter W, Anne P**

4. Progress on projects

4.1 Review of the paths in need of path wardens is ongoing but making progress. Posters will shortly be ready for distribution. ELCV agreed to help in distribution if required. **Action: Terry P and Jenny H.**

4.2. The notice boards at the Glen at North Berwick were not painted. A change of plan Meryl Norris thought in the end, it was better to replace them with the new plaswood ones like at the other sites if funding available. One is rotting and would have to come out anyway. Jen Newcombe is back and has taken back the area responsibilities so Meryl will discuss with Jen in the handover. She may suggest we paint them in the meantime. **Action: Anne P to contact Jen N.**

4.3. Progress on the boardwalk at North Berwick is slow. A revised plan based on post and rails and hardcore on the path is under consideration. Jen Newcombe is now back and taking responsible for North Berwick. **Action: Peter W to contact Jen N**

4.4. The giant Hogweed extermination has gone well on the Tyne and parts of the Esk, this year. Next season's request for volunteer spotters will go out in March 2023. Giant hogweed is holding up the road works at QMU, which is in East Lothian just. There was some discussions as to where Giant Hogweed should be reported when it occurs out-with The Tyne and Esk Valleys, over the rest of East Lothian area. Jenny H said she should be passed on any information as ELCV are fully committed to the Tyne project and supporting the Esk when available. **Action: Jenny H and Dave Q.**

4.5. The typha seed head collections went ahead 250kg was collected at North Berwick and 580kg at Aberlady. At £2.00/kg that makes £1,660!! Check www.saltco.uk/biopuff.

4.6 The Dry Path project at John Muir Country Park Linksfield now comes under Dave Wild's responsibility. Dick G and Anne W will have a site visit before the next meeting to see the problems. **Action: Dick G and Anne W.**

4.7 Levenhall Marsh floating islands. Eric M met with Nick Aitken and they agreed Nick would come back with proposals and cost out what might be needed in the way of funding. He has spoken to one of the Men's Sheds groups who are interested in doing the work, so cost would only be for materials. Eric N will follow up. **Action: Eric M**

4.8 Seafield Pond project no further progress yet. Anne W and Dick G to liaise with Catherine Cummings the biodiversity officer at ELC. **Action: Anne W and Dick G**

4.9 Pencraig noticeboards -Jenny H obtained an estimate of costs for printing and Dave Q circulated them with photographs of the site to Trustees after the last meeting. This does not include design costs, so the whole project could cost up to £4,500. Anne P and Jenny H agreed to look out the designer used for the board facing South at Pencraig Hill. After some discussion it was thought three panels would be the least disruptive and the stonework already there and the steps could be modified to make sure the panels were easily visible. It was thought some of the content from the old boards could be used, with less wording and removal of content that was no longer relevant (e.g Markle Steading). **Action: Anne P, Jenny H and Dave Q.**

5. ELCV banking controls

5.1 Dick had previously circulated a paper about controls required over internet banking and OSCR guidance on the matter. After discussion Trustees agreed the proposal to retain internet banking with additional controls over authorisation of payments. This includes new requirements 1) that two Trustees must be present to authorise any large internet payments out of the ELCV bank account and 2) that the three Trustees authorised to operate internet

banking must report on all recent bank transactions at each meeting of the Trustees. Trustees agreed also that the threshold requiring that two Trustees be present to authorise any large payment be increased from the £200 initially suggested to £500. They agreed that “be present” could mean two trustees were present virtually e.g. by Zoom. They noted that the ELCV constitution must be amended to reflect these controls and the change in constitution must be cleared with OSCR and confirmed by members at the next AGM. **Action: Dick and Peter**

6. Financial update

6.1 Dick had circulated a paper confirming that the independent examination of 2021 accounts has been completed without qualification, and the annual report and accounts were submitted to OSCR for 2021 by the deadline 30 September 2022.

6.2 There is a current bank balance of £3062, which includes £200 received from AM Thomson who donated the money to ELCV. ELCV remains due to pay ELC £469.10 in relation to tools purchased by them funded by the North Berwick Golf Club Grant to pay for tools.

6.3 With the completion of the 2021 accounts, Dick officially handed over Treasurer duties to Peter at the AGM so Peter will now be responsible for Finance.

6.4. The Trustees approved the change of cheque signatories. David Oldham and Kate Odling would no longer be authorised to sign cheques and Peter Wells (Treasurer) and Anne Pearson (Secretary) would now be authorised. Dick Gill (Chair) would remain as the third cheque signatory while Peter, Anne P and Dick were all authorised to operate online banking.

6.5 Dick circulated a motion (**attached**), which our bank (RBS) required the Trustees to approve as a precondition for the change in signatories. The Trustees duly approved the motion and Dick will contact RBS so that they can implement the change in signatories. **Action Dick, Peter, Anne P.**

7. AOB

7.1 Anne P agreed to take over the Membership Secretary duties from Colin B until he has more time.

7.2 ELCV will have two poster demonstration at the Volly Jolly (recent activities of ELCV - including the ongoing projects- and the Giant Hogweed project) in the hope of recruiting people interested in getting involved in various projects and as spotters of Giant Hogweed along the Tyne.

7.3 The next meeting will be on 25 November at 14.15-15.15 in John Muir House Haddington.

Annex to Trustee minutes of 30 September 2022

Motion authorising change in bank signatories required by RBS

Authority

This Authority must be passed at a Meeting of the board or relevant management committee of East Lothian Countryside Volunteers.

We authorise that:

- if we add or remove Authorised Signatures in the “Add or remove individuals” section of this form, the Bank will update our mandate accordingly for the accounts we specify in this form's “About your business” section
- if we change the Signing Rules in the “Account Signing Rules” section of this form, the Bank will update our mandate accordingly for the accounts we specify in this form's “About your business” section
- the Bank can phone the individuals we've identified as “Call Back Contacts” to confirm or correct any instructions or information that we've given the Bank
- and the current mandate will continue as amended.