

## ELCV Trustee's Meeting Minutes Version 2

26<sup>th</sup> January 2024

Venue: Saltire Room, John Muir House, Haddington

Time: 14:00

Those Present:

Trustees: John Hardy (Chair), Dave Quarendon (Treasurer),  
Valerie Brown, Terry Page (Secretary).  
ELC: Dave Wild  
Retired Trustee: Dick Gill,

Apologies for Absence: Zoe Goldstone, Paul Ince, Anne Pearson.

1. **Welcome & Opening Remarks:** The chair opened the meeting by thanking the retiring trustees for agreeing to overlap with the new trustees so easing the handover. Peter Wells and Anne Watson have asked not to be invited to future meetings although Anne Watson has indicated she is working on a new project. Dick Gill stated that he would continue supporting the board.

Due to the absence of two trustees the board was not quorate so would not be able to take any major decisions. Dave Wild was requested to ask volunteers if they would like to become trustees. **Action D Wild.**

### 2. Actions from the Last Meeting:

- 2.1 Volunteer Management System: Dave Wild reported that there had been some slow progress. Dave Wild will be meeting the ELC Sports section as they also have many volunteers and may be willing to share the cost of a system or have an existing system that Countryside could share. **Action D Wild** to keep the board informed.
- 2.2 Purchase of Path Warden Tools and Hedge Trimmer: Peter Wells made the payment to the ELC. Action complete.
- 2.3 Update to the Constitution: The new constitution has been posted on the web site. Action complete.

### 3 Progress on Projects

- 3.1 Seafeld Pond: No change. There will be a need for volunteers to transplant reeds but there is not enough work for a ELCV project. Dave Wild will ask Tara Sykes (ELC Ranger) to feedback on this. **Action Dave Wild.**
- 3.4 Levenhall Floating Islands: Dick Gill had contacted Eric McDonald but Eric was not aware of any progress. As the ranger had recently changed, we need to speak to the new ranger, Kristian Purchase. **Action Dick Gill** to contact Kristian Purchase for an update.
- 3.5 Pencraig Information Boards: No change. **Action Dave Quarendon** to progress.
- 3.6 East Linton to Pencraig Footpath: Nick Morgan has been discussing the proposal with the new farmer. We have received £5,000 from the Dunbar and East Linton Area Partnership and £500 from Dunpender Community Council. We do not have a firm price yet but will probably need a further £500. **Action John Hardy** to liaise with Nick Morgan.

- 3.7 Typha Head Collection: No new information.
- 3.8 Spartina Grass at Tynninghame: John Harrison is researching information prior to an internal meeting within the Countryside Department. NatureScot have warned that some actions can make things worse. **Action Dave Wild** to keep the trustees informed.
- 3.9 Tree Cell Removal: Volunteer Gordon Paterson has noted that there a large number of old tree cells lying around. Trustees considered that it might be useful to have a mapping system, similar the giant hogweed one, to collect sightings so that removal could be organised. **Action John Hardy** to contact Gordon Patterson to discuss options.

#### **4 Finance/Banking:**

- 4.1 Transfer of Signatories: Dave Quarendon, John Hardy and Terry Page now have signatory and internet access to the account. **Action Dave Q** to get the address changed from Peter Well's address to his address. [Note this was completed before the minutes were written]

#### **4.2 Transactions Since Last Meeting:**

Expenditure: £1,586 paid to ELC to cover the cost of Path Warden's tools.

£19.6 paid to Dick Gill for the hire of the room for the Business Plan Meeting

Income: £500.00 received from Dunpender Community Council for the Pencraig Path.

£1000.00 received from Foundation Scotland on behalf of Bailey Gifford.

£5,000 received from ELC LB Creditors on behalf of Dunbar and East Linton Area Partnership for the Pencraig Path.

£121.60 from employees of Benchmark Animal Trust.

**Action Dave Q** to contact Eric McDonald to find out how we should thank Bailey Gifford.

#### **5 EVLC Business Plan:**

- 5.1 Annex C: **Action Dave Wild** to contact Nick Aitken to see if volunteers from the Dunbar Group would lead on 7 (Whitesands Viewing Platform) and 8 (Traprain Law Drystone Wall).
- 5.2 Annex C: Paul Ince has offered to look after the Path Warden's tools.
- 5.3 Annex A: a) Paul Ince has offered to look after the membership records.
- b) Val Brown offered to coordinate the communications. Dave Wild noted that ELC are reviewing 'Mud in Your Eye' as it is not getting many downloads for the amount of resources used to produce it. He hoped that a new version would be able to reflect volunteers' activities better. **Action Dave Wild** to discuss with Val Brown and Dave Q
- c) **Action John Hardy** to speak to Zoe Goldstone to see if she would take responsibility for fund raising. This would consist of identifying funding sources and liaising with project sponsors on individual funding applications.

- 5.4 Annex D: There was agreement that we needed to raise the awareness of the charity. This led to two actions:

**Action Dave Wild** to circulate the Volunteer Handbook as this lists the volunteer groups. [the action was completed before the minutes were written]

**Action Dick Gill** to write a plan to effect the ELCV Awareness Plan for discussion at the next meeting.

## 6 AOB:

- 6.1 Camera Equipment: **Action Dave Q** to circulate the estimate for batteries and SD cards, for use on the project for video filming wildlife on the Aberlady Nature Reserve by Aberlady volunteers, to the trustees for an email vote to approve or reject the spend. This was required as the meeting was not quorate. *Note the circulation was completed while the minutes were being written.*
- 6.2 East Lothian Climate Action Network: Grants of up to £1000 are available from the network. **Action John Hardy** to discuss how we could access these grants and what they could be used for with Leigh McCrum.
- 6.3 Butterfly Transits: Jen Newcombe is away from work at the moment. **Action Dave Wild** to ask Jen to clarify what would be required once she has returned to work. Dave Wild noted that Jen had been appointed Biodiversity Officer so there may be some reorganisation of the ranger team.
- 7 **Date & Time of Next Meeting**: Friday 22<sup>nd</sup> March 2024 14:00 to 16:00 in the John Muir House (Saltire Room 1)

### Meetings booked for the rest of the year are:

Fri 31 May 2024 14:00 to 16:00 John Muir House (Saltire Room 1)

Fri 26 Jul 2024 14:00 to 16:00 John Muir House (Saltire Room 2)

Fri 27 Sep 2024 14:00 to 16:00 John Muir House (Saltire Room 2)

Fri 29 Nov 2024 14:00 to 16:00 John Muir House (Saltire Room 2)

### List of outstanding actions:

Actionee	Action	Minutes Reference
Dave Wild	To ask volunteers if they would like to become trustees.	1
Dave Wild	To keep the board informed about developments on the Volunteer Management System	2.1
Dave Wild	To ask Tara Sykes if volunteers are needed to transplant reeds in the Seafeld Ponds	3.1
Dave Wild	To keep the trustees informed on developments about the spartina grass at Tynninghame	3.8
Dave Wild	To contact Nick Aitken to see if volunteers from the Dunbar Group would lead on 7 (Whitesands	5.1

Actionee	Action	Minutes Reference
	Viewing Platform) and 8 (Traprain Law Drystone Wall)	
Dave Wild	To discuss revising 'Mud in You Eye' with Val Brown and Dave Q	5.3
Dave Wild	To ask Jen to clarify what would be required once she has returned to work	6.3
Dick Gill	To contact Kristian Purchase for an update on the Levenhall floating islands	3.4
Dick Gill	To write a plan to effect the ELCV Awareness Plan for discussion at the next meeting	5.4
Dave Quarendon	To progress the Pencraig Information Boards	3.5
John Hardy	To liaise with Nick Morgan re the Pencraig Path	3.6
John Hardy	To contact Gordon Patterson to discuss options for tree cell removal	3.9
John Hardy	To speak to Zoe Goldstone to see if she would take responsibility for fund raising	5.3 c)
John Hardy	To discuss how we could access East Lothian Climate Action Network grants and what they could be used for with Leigh McCrum	6.2