

ELCV Trustees Meeting Minutes

29th November 2024

Venue: Saltire Room, John Muir House, Haddington. Time: 14:00

Those Present:

Trustees: John Hardy (Chair), Paul Ince, Valerie Brown, Terry Page (Secretary) Dave Quarendon (Treasurer), Zoe Goldstone, Harry Blackley, Paul Bevan, Anne Pearson.

ELC: Dave Wild

Apologies for Absence: None.

1. Welcome & Opening Remarks: The Chair opened the meeting particularly welcoming the new trustees, Harry Blackley and Paul Bevan, who had been elected at the AGM and Anne Pearson who had agreed to join as a coopted member. Anne had previously been a trustee and had stepped down in 2023 having served 6 years

2. Minutes of the Last Meeting were accepted as circulated.

3. Actions from the Last Meeting:

3.1 Action 24-3/1 D Wild to keep the board informed about developments on the Volunteer Management System:

Dave Wild reported that the opportunity for a volunteer management system could arise as part of the revamp of the council's I.T. system which may have microsites that could have helpful functionality. Dave is in communication with the I.T. department but the system will not be available until 2026. **Action Complete.**

3.3 Action 24-3/2 Zoe Goldstone to work with Nick Aitken to progress the Whitesands Ramp project

The project could cost around £10k. The Ian Findlay Fund, run by Paths for All, may be prepared to provide funding although they would require 30% matching funding. Zoe Goldstone will approach Paths for All. **Action continues.**

3.4 Action 24-3/3 Dave Quarendon to progress the Pencreig Information Boards

No progress, **Action Continues.**

3.5 Action 24-4/8 Dave Wild to speak to Tara Sykes to see if she has any plans to replace the John Muir Country Park information boards.

Dave has spoken to Tara. The producers of the original boards have most of the original art works on file and could produce new boards for about £2k per board. 6 or 7 need replacing. Dave Wild will ask Tara to specify what needs to be done with the objective of ELCV taking it on as a project. **Action Continues**

3.6 Action 24-4/2, John Hardy to look at the Common Good Register and report to the next meeting.

The Common Good Funds may be willing to provide finance in their areas and are to be put on the list of potential funders. The amounts they have to distribute are: Musselburgh £100,000, Haddington, £5,000, North Berwick, £10,000 and Dunbar £4,000. The areas they cover are shown on the ELC website

(https://www.eastlothian.gov.uk/info/210560/your_council/12253/common_good_funds). **Action complete.**

- 3.7 Action 14/5-1** Paul Ince to will look at the possibility of removing the tree shelters that are at the north end of the Longniddry Railway Walk and send Dave Wild the exact location and estimate of the number involved.

Many of the shelters had broken off the trees that had outgrown them. Dave Wild had confirmed the land was council owned so we could collect them. There are not enough for a team task so Paul, who is the path warden for that path, will collect them during his path visits. It was noted that it is difficult to recycle the shelters so they will probably have to go for incineration. **Action Complete** Paul will report back on progress. **Action 24/6-1**

- 3.8 Action 24/5-2** Terry Page to draft an induction document for Val Brown to review and circulate to the other trustees.

Terry had started drafting a document and Val had reviewed it. They believed there was a danger of just copying and pasting OSCR guidance so the document should be kept short providing specific information about the charity that would enable new trustees to decide which parts of the OSCR guidance were relevant. For example, sections that refer to debt and employees would not be relevant to ELCV. Links will be provided OSCR guidance and the constitution. Terry noted that the constitution was not an easy read and could be rewritten to reflect the charity's practice. **Action complete.** John Hardy will add an introduction to the draft that will explain what the trustees are trying to do. **Action 24/6-2.**

One of the duties of trustees is the care and maintenance of the charity's assets. In our case the only assets are the tools we have financed and the Aberlady Hub. The tools were actually purchased by the council and who would retain title to them. The hub container was purchased by ELCV although some of the fittings were purchased by the council and financed by ELCV. At present ELCV does not have a system for ensuring the Hub is in good condition and does not carry any insurance for it. The board did not consider this satisfactory and asked Dave Wild to see if ELC would accept it as a gift. **Action 24/6-6**

- 3.9 Action 24/5-3.** John Hardy To circulate the list of tools Kristian Purchase would like us to finance for use by the volunteers at Levenhall.

The list of tools has been approved. Dave Wild will purchase the tools and EVLC will reimburse the council. **Acton 24/6-3** Dave Quarendon to send the list of tools to Dave Wild.

- 3.10 24/5-4** Dave Wild to discuss the path wardens' suggestions for path projects with the relevant rangers and provide a response.

The projects are being progressed.

One, the handrail on the Dunbar Clifftop Trail is ready to go and will be taken forward by Tara Sykes. Harry Blackley will act for the EVLC.

Two of the projects are not possible and the others have had site visits and options are being discussed with landowners. Dave Wild has spoken to all the path wardens.

The drainage and resurfacing of the Pencaitland Railway Path near Pencaitland will be carried out by the Junior Rangers and the Way Out West Group.

3.11 Action 25/5-5 John Hardy will arrange to thank the doners from the corporate event organised by Kristian Purchase. **Action complete.**

3.12 Action 24/5-7 Terry Page to circulate the path wardens to see if they have any requirements for tools and Action 24/5-8 Dave Wild to consult the rangers about any requirements for tools.

The list of tools requested by the path wardens and the Countryside Department had been circulated with the agenda. **Actions complete.** The board approved the list with the exception of the extended secateurs/pruners requested by Joyce Kent. Dave Wild will discuss the need and use of these with Joyce Kent. **Action 24/6-4.**

The board discussed the need for safety helmets for some work. Dave Wild will look at the provision of safety helmets. There are some in stock but they may be out of date. **Action 24/6-5.**

3.13 Action 24/5-6 Terry Page to circulate the trustees for approval to reimburse John Hardy for the purchase of a bottle of wine used to thank the Independent Inspector of the accounts and annual report submitted to OSCR.

The trustees agreed to the request and John has been reimbursed. **Action Complete**

4 Pencraig Path: The trustees authorised a payment of £4,041.67 to ELC for the work that has been completed on the Pencraig Path. An evaluation report has been accepted by the Dunbar and East Linton Area Partnership. The remaining work should be completed by the end of January and will cost ~£2,000.

5 Finance/Banking:

5.1 Current Balance: We have a balance of £10,236.28 of which £3,102.28 is uncommitted.

5.2 Transactions Since Last Meeting:

Expenditure: £12.00 for a thank you gift to the independent examiner of the OSCR report and accounts

Income: None

Commitments: £834.00 for Plant survey at NB Law
£6,000.00 for Pencraig Path

5.3 The Typha collection was worth £500.00. Dave Quarendon to invoice SALTYCO (Ponda's parent company) **Action 24/6-7**

6 AOB:

- 6.1** John Hardy had attended the Access Forum who had expressed appreciation of the work carried out by the path wardens. The forum is looking for suitable photographs of paths for a Facebook page
- 6.2** John Hardy had attended the Climate Action group who want to carry out an audit of local biodiversity. There may be opportunities for members to take part in this. Jen Newcombe is involved on the group.
- 6.3** Kristian Purchase is considering the installation of seasonal fences at Levenhall Links to protect ground nesting birds.
- 6.4** It had been hoped to use trees donated by Balfour Beatty at Seafeld Pond but these have all been used up. We may have to apply for a grant to more trees.
- 6.5** The board thanked Dave Wild for organising the Jolly Volly and for including the AGM.

7 Date & Time of Next Meeting: Fri 31 Jan 2025 14:00 to 16:00 John Muir House (Saltire Room 1

Meetings booked for the 2026 are:

- Fri 4 Apr 2026 14:00 to 16:00 John Muir House (Saltire Room 1 (R1060) JMH)
- Fri 16 May 2026 14:00 to 16:00 John Muir House (Saltire Room 1 (R1060) JMH)
- Fri 18 Jul 2026 14:00 to 16:00 John Muir House (Saltire Room 1 (R1060) JMH)
- Fri 19 Sep 2026 14:00 to 16:00 John Muir House (Saltire Room 1 (R1060) JMH)
- Fri 21 Nov 2026 14:00 to 16:00 John Muir House (Saltire Room 1 (R1060) JMH)

List of outstanding actions:

Actionee	Action	Number
Zoe Goldstone	to work with Nick Aitken to progress the Whitesands ramp project and approach Paths for All for funding.	24-3/2
Dave Quarendon	to progress the Pencraig Information Boards	24-3/3
Dave Wild	Dave Wild will ask Tara Sykes to specify what work is needed on the John Muir Country Park information boards with the objective of ELCV taking it on as a project.	24-4/8
John Hardy	to thank the donors from the corporate event	24/5-5
Paul Ince	to report back on progress of removing old tree shelters from the north end of Longniddry Railway Walk.	24/6-1
John Hardy	to add an introduction to the draft introductory guidance for new trustees that will explain what the trustees are trying to do.	24/6-2

Actionee	Action	Number
Dave Quarendon	To send Dave Wild the list of tools requested by Kristian Purchase.	24/6-3.
Dave Wild	To discuss the need and use of extended secateurs with Joyce Kent.	24/6-4
Dave Wild	To consider the provision of safety helmets.	24/6-5
Dave Wild	To ask ELC if they would accept the Aberlady Hub as a gift.	24/6-6
Dave Quarendon	To invoice SALTICO for the Typha collection	24/6-7