



Udny Community Trust Company Ltd
Minutes of Board Meeting
Monday 12th December 2016

Attendees Brian McDougall, Lynne Cartledge, Mike MacDonald, Julian Slater, David Murray, Marion Jamieson, Matt Kaye

Apologies in advance

In attendance Eleanor Morris - Development Officer, Jill Watt - Project Administrator

	Heading	Details	Action
1	Previous Minutes and Action Points	<p>BM started the meeting by welcoming MJ to the Trust and her first Board Meeting.</p> <p>The previous minutes (26th October 2016) were reviewed and agreed.</p> <p>The Actions Points were reviewed thoroughly at the last Board Meeting and no urgent actions were outstanding. All were happy and agreed with this.</p>	
2	Governance	<p>a. Election of Office Bearers</p> <p>BM confirmed he was happy to remain as Chairperson and JS as Treasurer. All were happy and agreed with this.</p> <p>b. Submitting Amendments to OSCR</p> <p>EM explained that the Trust has 3 months to do this. EM read out a draft email which all were happy with and agreed EM should send with the amendments.</p> <p>EM had previously sent the AGM Minutes for approval. BM pointed out a small typo which JW will amend but other than that all were happy and agreed with them.</p>	<p>EM</p> <p>JW</p>
3	Finance	<p>a. Recent Accounts</p> <p>JS gave a small update on the Trust's investments and reported that they had went up slightly. All were happy with this.</p> <p>JS confirmed that as agreed previously, the process of applying for business use credit cards for the staff team had been started. All were happy with this.</p>	

JS reported that the Clydesdale Bank online system had been problematic recently.

MK advised that the Trust would receive an ad-hoc gift aid amount from the Turbine. All were happy with this.

4 Applications
(under £500)

a. 2016 023 Udney Station Pre-school and Playgroup
There was a small detailed discussion and an Evaluation was carried out.

All **agreed** to award the grant in full.

5 Applications
(over £500)

a. 2016 021 Gordon Woodworkers

BM asked EM for some background information on this application which she gave and confirmed that it had passed all our eligibility checks.

It was acknowledged that there was a boundary issue in that the workshop where they are based (Raitshill) is just outside Udney but all **agreed** that this was not an issue as people from Udney benefit.

A detailed discussion was held and the PEG Evaluation was looked at. The outcome was that the Board wanted extra confirmation that all the equipment would be for the Raitshill workshop only. The Board would also like to see the group publicising itself more throughout Udney.

It was **agreed** to award the grant in full with the above conditions which EM will put in the award letter.

There was a small detailed discussion on boundary issues but all **agreed** that this would always be an ongoing issue and would always be looked at individually.

b. 2016 022 Formartine Youth Project

JW pointed out that despite numerous chasing emails only 3 PEG members had returned a completed evaluation.

A detailed discussion was held and the PEG Evaluation was looked at. BM questioned if this would be an ongoing request for funding. EM explained that in their initial application for funding the project would last 3 years and this was year 2 so it would be fair to think that the Trust would be applied to each year.

It was **agreed** to award the grant in full.

6 Other
Operational
Issues

a. Crime Reduction Report

EM had previously sent this paper.

A small detailed discussion was held and it was **agreed** that CCTV would not be installed at this time but it was **agreed** that a motion sensitive light be installed beside the office front door.

EM / JW

It was also **agreed** after a small detailed discussion that Sarah Grey would be asked to draw up a Lone Workers Policy.

EM / JW

b. Paths Group – Director Nomination

EM explained that as David Bell had retired as a Director and the Paths Group is a sub-group of the Trust, a replacement Director is required.

A small discussion was held and DM and MM agreed to share the role between them. DM to email Steve Baguley and let him know of this change.

DM

LC stated that she had noticed that when she was being copied in on Paths Groups emails, it was her old email address. JW to let Steve know of her updated one.

JW

c. North Aberdeenshire Local Action Group – Director Nomination

EM explained again that as David Bell had retired as a Director a replacement was required. A decision was deferred until a later date.

d. Public Access Defibrillators Steering Group – Director Nomination

EM explained again that as David Bell had retired as a Director a replacement was required. A decision was deferred until a later date.

EM informed the Board that she had been unable to organise a Steering Group meeting this year but would organise one in the New Year.

EM also informed the Board that insurance was going to cost too much going through the Trust's so it would go through the Community Council. EM stated that Tarves Community Council had gone down this route and BM confirmed that he had spoken to them regarding this and Udney Community Council were happy to take this on. EM stated that ownership of the equipment would have to be transferred to the Community Council and she would prepare the paperwork for this. **EM**

Finally EM informed the Board that the heating element of the cabinet at Hattoncrook is faulty so in the meantime the defib is being kept in the shop so is only available during their open hours. EM is pursuing a replacement cabinet. **EM**

EM

7 Membership & Capacity Building There were 3 new membership applications which were reviewed and **approved**. JW to add to the membership register. **JW**

8 Priority Projects a. Pitmedden Christmas Lights Update
As time was wearing on, EM proposed parking this item until January as the staff team had not had time to update the budget. All **agreed** with this. **EM / JW**

b. Community Survey for 2017 Local Action Plan

EM had previously sent a paper and other information regarding this. EM ran through the timeline and who would be involved when which all were happy with.

BM informed the Board that the Community Council would pay for the Survey Monkey Subscription. MK to organise. **MK**

BM proposed a meeting in January to come up with questions. EM asked for Directors who would like to be involved in this process. DM and MM would represent the Trust and BM and MK would represent the Community Council. EM to arrange a meeting date with an evening being preferable. **EM**

9 New Projects and Development a. Pitmedden Bar Premises
Having been approached to consider this there was a detailed discussion into the possibility of the Trust purchasing this. It was **agreed** to instruct a valuation before any decision could be made.

b. Smithy Site Accommodation – SWOT

As time was wearing on, EM proposed parking this item until January. All **agreed** with this.

c. Formartine United Development Plan

EM had previously sent a paper but as time was wearing on, EM asked the Board to make a decision that if the Youth Academy made a large grant application would they want to restrict individual year teams from making grant applications for strip sponsorship. The Board did not make a final decision on this.

d. Housing Project

DM presented this project to the Board but after a detailed discussion it was **agreed** that a decision could not be made until further discussions were had with the project partner.

10 AOB

None.

Close of Meeting

The next Board Meeting will be on Wednesday 25th January, 7.30pm, UCTC Meeting Room.