



**Udny Community Trust Company Ltd**  
Minutes of Board Meeting  
Wednesday 26<sup>th</sup> October 2016

**Attendees** Brian McDougall, David Bell, Mike MacDonald, Julian Slater, David Murray

**Apologies in advance** Lynne Cartledge, Matt Kaye

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

	<b>Heading</b>	<b>Details</b>	<b>Action</b>
1	Previous Minutes and Action Points	<p>The previous minutes (29<sup>th</sup> September 2016) were reviewed and <b>agreed</b>.</p> <p>BM ran through the Actions Points individually and these were reviewed and <b>agreed</b>.</p>	
2	Governance	<p>a. AGM Planning Update The presentation slides were reviewed and agreed.</p> <p>It was <b>agreed</b> to donate £100 to Udny Green School Parent Council for doing the catering.</p> <p>There was a discussion of various other planning details. These were all agreed.</p>	
3	Finance	<p>a. Recent Accounts</p> <p>b. Update on Audit JS distributed the completed accounts and reported to the Board the feedback which he had received from Bain Henry Reid.</p> <p>One issue is that they would like to see evidence in the form of a letter from groups that we have given grants to detailing what the money has been spent on.</p> <p>Another issue is when a grant has been approved but not claimed in the same financial year.</p> <p>A short discussion was held and an action point was <b>agreed</b> that the staff team would talk to Bain Henry Reid about putting in place new procedures to address these issues.</p>	<b>EM JW</b>
4	Applications (under £500)	<p>a. 2016 020 Con Anima Christmas Concert There was a discussion and an evaluation was carried out. BM asked if the Trust would be acknowledged and EM stated that</p>	

- in the standard award letter a paragraph would be inserted to ask to include acknowledgement of the funding and the Trust logo would be sent also.
- All **agreed** to award the grant in full.
- 5 Applications (over £500) There were no applications over £500 to be considered.
- 6 Other Operational Issues There were no operational issues to be discussed.
- 7 Membership & Capacity Building There were 2 new membership applications which were reviewed and **approved**. JW to add to the membership register. **JW**
- 8 Priority Projects
- a. Christmas Lights Update  
A discussion was held on the current planning for this. It was confirmed that BM and MM will arrange generator and associated equipment hire. **BM/MM**
- All were happy with the planning progress.
- b. Pitmedden Park and Hall Update
- EM had previously sent a paper on this. It was agreed that this proposal to support the hall and park could go forward subject to conditions to be set out in a Memorandum of Understanding.
- c. Udny Paths Group Query
- EM had previously sent a paper on this.
- EM suggested that this be carried onto the November Board Meeting and all **agreed** with this.
- 9 New Projects and Development All new project and development business as deferred to the November board meeting.
- 10 AOB BM informed the Board that he had received a request from Sarah Grey for a testimonial from the Trust for all the HR work

that she has done and for it to be published on her website.  
This was **agreed**.