



Udny Community Trust Company Ltd
 Minutes of Board Meeting
 Wednesday 28th September 2016

Attendees Brian McDougall, David Bell, Mike MacDonald, Julian Slater, David Murray, Lynne Cartledge

Apologies in advance Matt Kaye

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

	Heading	Details	Action
1	Previous Minutes and Action Points	<p>The previous minutes (31st August 2016) were reviewed and agreed.</p> <p>BM ran through the Actions Points individually and these were reviewed and agreed.</p>	
2	Governance	<p>a. AGM Planning: format / presentation</p> <p>EM informed the Board that the staff team had now started to publicise the AGM. This will be predominately through Facebook.</p> <p>EM ran through all confirmed aspects including stalls, junk modelling children's activity with The Creation Station and Guest Speaker, Tom Craggs of Ellon Community Resilience Group. Udny Green School Parent Council will provide the catering which will be discussed at their next meeting. JW has been liaising with them and LC was also given the details to be discussed. JW to provide LC with recipes that she has found.</p> <p>EM reported that the transport aspect was proving to be a challenge. A small detailed discussion was held where EM informed the Board that some time ago she was supposed to have a meeting with Stagecoach but it was cancelled. It was agreed that EM would contact Stagecoach again and offer them a stall. BM also explained about the Bus Forum in Turriff and would pass on contact details to EM.</p> <p>EM stated that the papers just need to be updated and the notice will need to be sent out by Sunday 9th October at the latest but it was agreed that it will be sent out next week asap. BM reminded EM that a resolution on notice to amend the M&As will also be required to be included.</p>	<p>LC / JW</p> <p>EM / BM</p> <p>EM / JW</p>

EM finally confirmed that apart from a few minor amendments, the annual report is complete and arrangements for printing will be made with PUT. **EM / JW**

BM suggested that talking slots be organised at October's Board Meeting and all **agreed** with this.

Finally, the timings were ran through and **agreed**.

All were happy with the planning progress.

3 Finance

a. Recent Accounts

JS ran through the current transactions and all were happy with these.

JS pointed out that he feels we pay quite a lot to BT for being a small office. EM pointed out that the £36 a month was for the office mobile phone and suggested that when the contract is over it be looked into changing to pay as you. A small detailed discussion was held and it was agreed that the staff team look into reducing telephone, broadband and mobile costs. **EM / JW**

b. Update on Audit

JS informed the Board that he is currently liaising with Karen at Bain Henry Reid and it is nearly complete. **JS**

The draft was looked at and where narrative needs to be added this was discussed in detail. This included having a more specific reserves policy which formally states designating 3 to 4 months operating costs and £250,000 for a community facility. EM will also draft a future statement. **EM**

JS put forward that for next year it be discussed with Bain Henry Reid that a tighter timescale be adhered to and all **agreed**. **BOARD**

4 Applications (under £500)

There were no applications under £500 to be considered.

5 Applications (over £500)

There were no application over £500 to be considered.

6 Other Operational Issues

There were no operational issues to be discussed.

- 7 Membership & Capacity Building The 4 new membership applications were reviewed and **approved**. JW to add to the membership register. *JW*
- 8 New and Priority Projects and Updates
- a. Defib Update
- EM had previously sent a paper and this was discussed.
- It was **agreed** that a replacement unit would not be purchased and the spare (donated) one would remain in the Udny Green Phone Box cabinet for the time being.
- BM asked if the damaged unit could be refurbished. EM informed him that the Police may use a very destructive method of obtaining fingerprints which would render the unit useless.
- EM informed the Board that despite following up she has had no response from the Police. She has been holding off doing a press release and Facebook publicity until she has heard from them. *EM / JW*
- The issue of future security and safe guarding was raised. EM stated that she is awaiting recommendations from the Police. *EM / JW*
- JS pointed out that the community need to be made aware of this and that their help in being vigilant is required. All **agreed** with this.
- b. Christmas Lights Update
- EM confirmed that this year's date is Sunday 4th December.
- EM informed the Board that herself, JW and LC had met with Jill Taylor of Taylor Made Events just before the Board Meeting who had provided some more ideas. This year would focus more on giving people something to do.
- DB suggested that Robbie Shepherd be asked to switch on the lights. EM to contact and ask. *EM*
- A small detailed discussion was held and the next steps were **agreed**. These will be carried out by the staff team and LC. *EM / JW / LC*
- All were happy with the planning progress.
- c. Pitmedden Park and Hall Update

It was **agreed** that the staff team would take on the bookings for the Park and the Hall.

It was **agreed** that the Trust would cover the planning and building warrant application costs of the temporary changing rooms. Subsequently the Community Council then agreed to pay this instead.

d. Traditional Skills Update

EM had previously sent a paper and it was discussed.

EM / JW

Once the location has been confirmed the staff team will organise.

JS also suggested investigating if there is a course out there on being a treasurer seeing as a couple groups in Pitmedden are having great difficulty in finding one and it is a role that is daunting to people. All **agreed** this was a good idea and JW will investigate.

JW

e. Pitmedden Playgroup

EM had previously sent a paper and it was discussed.

All were happy with how this was proceeding and EM informed the Board that she is having an update meeting with them on Friday.

f. Community Calendar

EM had previously sent a paper and it was discussed.

MK agreed to join the judging panel.

All were happy with the project's status.

9 New Projects and Development

a. Follow-up from HUGS Work

EM had previously sent a paper and it was discussed.

It was **agreed** that EM go back to Karen and ask for a detailed paper on her idea.

EM

- 10 AOB DB informed the Board that he is relocating to Edinburgh and will therefore be stepping down at the AGM.

Close of September Board Meeting. Date of next Board Meeting is Wednesday 26th October.