



## Udny Community Trust Company Limited

Minutes of Board Meeting  
Wednesday 25<sup>th</sup> May 2022,  
7.30pm, via Zoom

**Attendees via Zoom** Brian McDougall, Julian Slater, Matt Kaye, David Murray

Yvonne McLeod, Development Office  
Jill Watt, Project Administrator  
Tracy Gibb, Café48 Manager

**Apologies in advance** Lynne Cartledge, Marion Jamieson, Garth Entwistle

	Heading	Details	Action
		BM welcomed everyone to the May Board Meeting.	
1	<b>Previous Minutes</b>	There were no comments on the minutes from the 27 <sup>th</sup> of April Board Meeting and these were <b>agreed</b> .	
		BM asked the Trust staff that once the minutes are approved could these, please be put on the website asap.	<b>YM / JW</b>
2	<b>Governance</b>	a. Declaration of any Conflicts of Interests	
		BM asked if any Director had any conflicts of interests. There were no declarations were made.	
3	<b>Finance</b>	a. Operational Finance	
		JS ran through the April bank statement highlighting the large payments as follows.	
		<ul style="list-style-type: none"> <li>- £685 credit card bill.</li> <li>- £8,469 Pitmedden Bowling Club grant.</li> <li>- Staff Salaries and HMRC.</li> <li>- £500 water bill. YM stated that this was way higher than usual, and it was currently being investigated.</li> <li>- £703 heating oil.</li> <li>- £844 canopy for Quarry Room new entrance.</li> </ul>	<b>YM / JW</b>
		JS added that the Turbine Company had transferred a payment of £40,000.	
		JS stated that the closing balance of the current account was £211,000.	

JS further stated that the investment account balance was £183,627.

MK stated to YM that he would have a catch-up with her very soon to go over the spreadsheet.

**MK** /  
**YM**

b. End of Financial Year

JW updated that a few queries had been received from Bain Henry Reid, but these had been answered.

JS asked TG if she had received any queries with regards to the Café's accounts. TG replied no but that she was meeting with Karen at Bain Henry Reid on Friday.

**TG**

MK stated that the Turbine's accounts had also been submitted to Bain Henry Reid.

**4 Grant Applications under £500**

**a. G22-23-002 Good Companions**

BM asked the Board if they had any comments to make on this grant application but there were none.

An evaluation was carried out. It was **agreed** to approve a grant of £500. A condition of ask for photographs of the event was set. No recommendations made.

It was noted that it was good to see the group up and running after being stopped for two years because of Covid.

**b. G22-23-003 Udny Station Community Association**

BM asked the Board if they had any comments to make on this grant application.

It was noted that the Hill of Fiddes grant fund had also been applied to.

It was also noted that although just out with the Parish of Udny, it was used by people from the area.

An evaluation was carried out. It was **agreed** to approve a grant of £500. No conditions were set. No recommendations made.

It was noted that on the grant spreadsheet an area is assigned to each successful grant so this can be monitored.

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|---|---|---|--|
| 5 | <b>Grant Applications over £500</b>     | There were none.  |  |
| 6 | <b>Other Operational Business</b>       | <p><b>a. Covid19 – Current Situation and Impact</b></p> <p>BM stated that this would now be taken off the minutes. All <b>agreed</b> with this.</p> <p>BM explained that hand sanitiser and good practice would continue to be followed.</p> <p><b>c. Health &amp; Safety – Update</b></p> <p>MK stated that he would catch-up with YM in relation to the risk assessment for the Queen’s Jubilee event. <span style="float: right;"><b>MK</b> / <b>YM</b></span></p> <p>It was explained that MK had had a walk through of the building and had made some observations and recommendations.</p> <p>It was noted that it was good to have a new pair of eyes look at the building.</p> <p><b>c. New Name Signage for our Premises at 14 Oldmeldrum Road</b></p> <p>It was explained that the Graphic Designer had been taken ill so unfortunately there was nothing to discuss at this point. It was noted though that she was now well again, and things were progressing again.</p> |  |
| 7 | <b>Membership and Capacity Building</b> | <p>There were no new membership applications.</p> <p>JS stated that it would be good to get some new Board members.</p> <p>A small discussion was held, and it was <b>agreed</b> that a Facebook post would be made, a Member Mail Chimp campaign sent out and adverts in the Café be placed. <span style="float: right;"><b>YM</b> / <b>JW</b></span></p>  |  |
| 8 | <b>Priority Projects</b>                | <p><b>a. Café48 – Update</b></p> <p>TG updated that the Café continued to do well and was using the Quarry Room more especially in the mornings.</p>  |  |

TG explained that Wednesdays were a quiet day but that they were now offering a soup and sweet deal and for the past two weeks this was proving popular with a noticeable increase in custom.

TG stated that they were busy preparing for the Queen's Jubilee event.

TG stated that the Café would run activities for the Queen's Jubilee and throughout the summer and would make use of the lawn to do them.

TG explained that staff holidays were coming up but that the Saturday Girls would do more hours to help with this. TG also explained that she would try and get a volunteer to help on Saturday to wash dishes but if one could not be found she would advertise for another young person. It was noted that Meldrum Academy could be contacted to offer a volunteering opportunity.

At this point, it was discussed if Staff could have a day off in lieu in relation to the Queen's Jubilee. It was **agreed** that this would be the case.

JS proposed that the Café staff be paid an extra 20% for working on the Queen's Jubilee event. A small discussion was held, and this was **agreed**.

#### **b. Review of Recently Held Events**

YM explained that May had been very busy as all the usual events were held within one week to coincide with Grampian Mental Health Week.

YM updated the events of the past month.

- Aberdeenshire Council Money and Benefits Advice held once all day on a Monday.
- Udny Health Walk held each Tuesday morning.
- Guided Walk held once on a Thursday morning.
- Pre-school Cafes held once on a Friday afternoon.
- Conversation Café held once on a Friday afternoon.

YM explained that PawPalz had held an open day on a Saturday morning which had been well attended.

YM updated that a reporter and photographer from the Press & Journal had been to write an article about vegetable growing and it should be published very soon.

YM added that an updated walking map was currently being produced and enquiries had been made regarding pop-up shops and craft courses.

All were happy with how things were progressing naturally with things being built on and new partners being made.

### **c. Renovation of Community Hub**

#### **a. External Door**

BM updated that the door was now installed but the electrics and outside groundworks were still to be done.

#### **b. Replacement Windows**

BM updated that these would be installed on Sunday.

### **d. Queen's Jubilee Event**

A small update was given on how the planning was coming along.

JW stated that she would send all available to help Directors an email with important event information.

**JW**

A small discussion was held, and it was **agreed** that donation buckets be made discreetly available if anyone did want to make one.

## **9 Other Projects and Development**

### **a. Health and Well-being Centre**

This was not discussed due to no update being available.

### **b. Drove Road – Update**

YM updated that the paperwork had been signed by the Trust and returned to the Trust Solicitor for the other party to sign and awaited notification that this had been done.

### **c. Future Events in 2022**

It was noted that due to staff holidays there would be no programme of events in July, and they would resume once the school holidays were over.

**10 AOB**

BM explained that recent events held at the building had highlighted the fact that rubbish bins were lacking. BM further explained that suitable options had been investigated but were expensive. BM asked the Board for their comment. A small discussion was held, and it was **agreed** that one suitable option with recycling should be purchased.

BM explained that the Café Staff had their uniform but there was nothing to distinguish Trust Staff at their events. BM proposed that suitable corporate wear be purchased for the Trust Staff. A small discussion was held, and it was **agreed** that he would discuss this with the Trust Staff as to the most appropriate items and these would be obtained.

It was also suggested that new name badges be obtained so that Trust Staff (and Directors) could be identified at events.

YM explained that she had sent an open invitation to all local councillors to visit and the building and find out more about us.

**Next Board Meeting will be held TBC, on Wednesday 29<sup>th</sup> June 2022 at 7.30pm.**