



## Udny Community Trust Company Limited

Minutes of Board Meeting  
Wednesday 29<sup>th</sup> June 2022,  
7.30pm, via Zoom

### Attendees via Zoom

Brian McDougall, Julian Slater, David Murray

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

### Apologies in advance

Lynne Cartledge, Marion Jamieson, Matt Kaye, Garth Entwistle

	Heading	Details	Action
		BM welcomed everyone to the June Board Meeting.	
1	<b>Previous Minutes</b>	There were no comments on the minutes from the 25 <sup>th</sup> of May Board Meeting and these were <b>agreed</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 May bank statement highlighting the large payments as follows. <ul style="list-style-type: none"><li>- £936 Tekserv annual service contract.</li><li>- £498 Udny Climate Action grant.</li><li>- £3,110 Crest Glazing, Quarry Room automatic door.</li><li>- Staff salaries, pensions and HMRC.</li><li>- £708 heating oil.</li><li>- £777 Crest Glazing, Quarry Room automatic door.</li></ul> JS asked YM what the credit was for £3,450. YM replied that this was the grant from the National Lottery for the Queen's Jubilee event.  JS stated that the balance of the current account that day was £192,000.  JS further stated that the investment account balance was £173,289 which was down from last month.	

**b. End of Financial Year**

JW updated that there had been no further queries from Bain Henry Reid in the past few weeks.

**4 Other  
Operational  
Business****a. Covid19 – Current Situation and Impact**

It was noted that all Covid19 restrictions had now been relaxed but that hand sanitiser and good practice would continue to be followed throughout the building.

JW asked BM if this item should now be taken off the minutes. BM replied to leave it on for another month.

**b. Health & Safety – Update**

As MK was absent from the meeting it was **agreed** that this item be deferred.

BM asked the meeting if there were any issues that they would like to raise. There were none.

JS commented that the risk assessment plan for the Queen's Jubilee event had worked well, and all **agreed** with this.

**c. New Name Signage for our Premises at 14 Oldmeldrum Road**

BM updated that the Graphic Designer had been working on this and had now provided a second set of versions.

BM asked JW to share these on screen. A small discussion was held, and all **agreed** that the first option was the best.

JS stated that there should be more space left between the sign and the drainpipes at either side of it.

At this point DM joined the meeting. BM brought DM up to date with what had been discussed so far.

**5 Membership  
and Capacity  
Building**

There was one new membership application, and this was **approved**.

## 6 **Priority Projects**

### a. Café48 – Update

TG updated that the Café continued to do well and added that the Queen's Jubilee event went very well.

TG updated that Wednesday's soup and sweet deal was continuing to prove popular. TG added that main meals such as fish and chips and chicken fillets and chips were also continuing to prove popular. TG further added that takeaways were also on the increase.

TG explained that the Café would run summer craft sessions in July and a sports day in August.

TG updated that hosting children's parties in conjunction with local business Wheelie Fun was continuing to go well and brought in repeat custom.

All were happy with the Café's continued success.

### b. Review of Recently Held Events

YM updated the meeting with the events of the past month.

- a. Queen's Jubilee event. YM shared TG's earlier comment that this had went very well.
- b. Pre-school Café. YM updated that no-one had attended the last one, so it had been **agreed** to stop these for the time being and resume them in September. YM added that she was currently looking into setting up a buggy walk and was currently in talks with contacts who could perhaps help with this. **YM**
- c. Aberdeenshire Council Money and Benefits Advice held once all day on a Monday.
- d. Udny Health Walk held each Tuesday morning.
- e. Conversation Café held once on a Friday afternoon. YM updated that BM had been the guest speaker and had told the story of the Turbine. YM added that it had been very well attended and it had also been live streamed on Facebook.

YM updated that the article about vegetable growing had been published in the Press & Journal. It was noted that it was a very good article.

YM updated that the Paths Group had organised a maintenance morning. YM added that they were now storing their tools in the shed, and they continue to be very active.

On this note, YM updated that the land transfer of part of the Drove Road had now been completed between the Trust and the Castle. YM added that the Paths Group were meeting the following evening to discuss the best course of action.

YM explained that she had been interviewed for a documentary by NESCAN, North East Scotland Climate Action Network, which had been organised by Udny Climate Action. YM added that herself and BM had also done a piece to camera for Enercon.

YM updated that a meeting of the Formartine Area Committee had taken place on Tuesday in the Quarry which had went well with the attendees being very impressed with what was provided.

YM updated that a summer swap shop had been organised by Udny Climate Action and would take place next Thursday.

BM added that the management team from Enercon would visit the building next Thursday with the Turbine Directors hosting them. BM asked TG if she could book a table in the Café for them.

**TG**

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

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

BM updated that the door was now installed along with a platform and tarred ramp. BM added that an outside canopy had also been installed and the external wall tidied up. BM stated that the outside lights still had to be installed but would be done shortly. It was noted that TG is currently liaising with the Electrician regarding this.

**TG**

BM stated that a procedure for the door would have to be written as it had different settings.

**BM/  
YM/TG**

JS stated that on very windy days there could be a possibility of it being damaged and this should be taken into consideration.

**b. Replacement Windows**

BM updated that these were now installed. It was noted that one of the panes had been installed with a large scratch so therefore required to be replaced. TG was given the action to chase this up with the company.

**TG****c. Proposed Car Park Re-surfacing**

It was noted that BM had previously sent an email to the Board on this.

BM explained that the Queen's Jubilee event had highlighted how rough the car park area is and really showed its age.

BM proposed to re-surface the car park all the way up to the new Quarry Room door. It was noted that all Directors had replied to BM's previous email and **agreed** with this.

BM proposed that the drive leading up to the steps entrance is not re-surfaced at the moment until it is decided the way forward regarding the Health & Wellbeing Centre and all **agreed** with this.

BM also proposed to re-surface the front drive and replace the existing disabled access lift with a permanent ramp.

BM asked the meeting for their thoughts on his proposals.

JS stated that he **agreed** with creating a new ramp but stressed that it needed to look good and tie in with the rest of the building and all **agreed** with this.

DM stated that he had originally drawn up a plan for a ramp before the current disabled access lift was installed and would look this out again and share with everyone.

**TG**

DM stated that levels would need to be checked and he proposed that it be faced with local stone so that it fitted in with the rest of the building and all **agreed** with this. DM further stated that it would not be too high, but it would be long. Lastly, DM stated that it

would require planning permission and a building warrant.

BM confirmed that the Board were happy to proceed with re-surfacing the car park and front drive along with creating a ramp at the Café front door and all **agreed** with this.

JS stated that since it the cost would be high, that three quotes be obtained, and all **agreed** with this. JS also stated that it was important to stress to contractors that the edging be made good.

It was noted that before accurate quotes are obtained, the ramp required to be fully designed.

**DM**

BM took the action to talk to PTM about the ramp.

**BM**

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

As LC was absent from the meeting, she had sent her thanks to YM, JW, TG and the Café team for organising and executing a very good event.

BM added that he was also very pleased at how the event had gone.

JS stated that he felt that a bit of work was required internally to help people move between the Café and the Quarry Room. A small discussion was held, and it was **agreed** that signage and re-decoration (walls and flooring) could help this.

BM asked YM and JW for their comment. Both stated that they had also felt that the event had went very well.

TG stated that she felt that the Café team stood out in their orange uniforms but that the Trust team were unidentifiable. A small discussion was held, and it was **agreed** that suitable corporate clothing should be purchased for the Trust team.

**YM**

#### **7 Other Projects and Development**

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

This was not discussed due to no update being available.

**b. Drove Road – Update**

An update was given on this earlier on in the meeting.

**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. It was noted that the Health Walks would continue.

BM stated that the next future events would be the AGM and the Xmas Lights Switch-on event.

**8 AOB**

DM informed the meeting that he had been approached by Paul Johnston, PJ, regarding the disputed ownership of a strip of land which lies between the school playground and the UCTC building. It was established that this matter had been raised before and although the UCTC title deeds clearly show this strip is included in the title it is alleged that is a second claim on this same piece of ground. BM **agreed** to investigate.

**BM**

*Post meeting note – Subsequent to the meeting, a copy of a previous email sent to PJ by BM in 2020, was sent to all attendees and Board members. This email summarises the situation and left any follow up action with PJ.*

BM explained that the DTAS Conference was to be held again this year in September and encouraged any Director who wishes to attend to do so. DM shared this sentiment and added that when he attended one, he found it very beneficial.

**Next Board Meeting will be held TBC, on Wednesday 26<sup>th</sup> July 2022 at 7.30pm.**