



Udny Community Trust Company Limited

Minutes of Board Meeting
Wednesday 27th July 2022,
7.30pm, via Zoom

Attendees via Zoom Brian McDougall, Julian Slater, Lynne Cartledge, Marion Jamieson (second half of Board Meeting), Matt Kaye

Jill Watt, Project Administrator

Apologies in advance David Murray, Garth Entwistle, Yvonne McLeod, Tracy Gibb

	Heading	Details	Action
		BM welcomed everyone to the July Board Meeting.	
1	<i>Previous Minutes</i>	There were no comments on the minutes from the 29 th of June Board Meeting and these were agreed .	
2	<i>Governance</i>	a. Declaration of any Conflicts of Interests BM asked if any Director had any conflicts of interests. There were no declarations were made.	
3	<i>Finance</i>	a. Operational Finance JS ran through the June bank statement highlighting the large payments as follows. <ul style="list-style-type: none">- £1,112 BM Quarry Room expenses.- £2,541 McGregor Glazing Quarry Room new windows.- £2,559 Cafe48 Queen's Jubilee event catering.- Staff salaries, pensions and HMRC.- £651 Re-create Signs Quarry Room window decals. JS commented that it was good to see that the oil heating invoices were down in the summer months but stated that usage would need to be monitored tightly over the coming winter months. BM replied that he has looking into better timing systems as this would give more control and efficiency. JS explained that the Scottish Governments were currently running a grant scheme which the Trust could possibly benefit from to install a new ground heat pump system but added that seeing as heating upgrade works had recently	

been carried out this could perhaps be applied to in a couple of years. BM replied that it was certainly something that could be looked into at a later date.

BM

MK added that at the end of the financial year, once all the income and expenditure had been accounted for there would be approximately £86,000 remaining. JS asked if this included the provision for the re-surfacing of the carpark. MK replied no.

b. End of Financial Year

JS updated that he was now in receipt of a draft set of accounts, but that a few points had been raised that were currently being dealt with. JS added that he would now write the comments and asked the rest of the Directors if they had anything to add. BM replied that JW had worked out how much free room hire had been given to groups and that this should be included. JW to provide JS with this figure.

JS/JW

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.

BM stated that this could now be taken off the agenda going forward.

JW

b. Health & Safety – Update

BM updated that the fire alarm system was currently out of order as the main control panel was broken. BM explained that our Fire Security Company had ordered a new one and was currently awaiting its arrival. BM also explained that as it was an old system the new control panel may not be compatible with it but there was no way of knowing this until its installation. BM stated that extra precautions were being taken until then.

A small discussion was held, and it was **agreed** that if a new system was required then this is just what had to be done. JW to inform the Trust Insurers of the situation.

JW

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

BM explained that YM would finish this before she left at the end of next week.

YM

BM added that JS's comments of not having the sign touching the drainpipes on either side had been taken into consideration and that the maximum length would be three metres long.

At this point, MK stated that he would meet with YM next week before she leaves and do a leaving handover. JS added that he would also speak to her about her final salary.

MK JS

5 Membership and Capacity Building

There were no new membership applications or capacity building items to discuss.

6 Priority Projects

a. Café48 – Update

As TG was absent from the meeting, JS gave a small update stating that the Café was continuing to do well with providing good food and a good atmosphere.

b. Review of Recently Held Events

JW explained that as previously agreed, apart from the weekly Udny Health Walks on a Tuesday, no events had been planned for July due to staff holidays.

c. Vacancy – Community Engagement Officer

BM explained that this was now being advertised on Linked In and Facebook and initial enquires had been received. BM further explained that he had invited all enquirers to visit the building and have an informal chat.

BM asked JW to share on screen the document which he had created with all the enquires and he ran through each one.

BM asked for any comments. JS replied that it really helped to share the advert on Facebook and encouraged every Director to do so.

BM stated that a temporary contract was being prepared for JW as she would be increased hours for the time being. **ALL**

c. Renovation of Community Hub

a. External Door

BM updated that marine grade lighting for the outside had been ordered and their arrival awaited. BM added that the external wall was currently being painted which was looking good.

b. Car Park Resurfacing and Disabled Ramp at Front door

BM updated that he was waiting to have a meeting with DM and PTM to discuss the new ramp then once this had been decided the work would go out to three tenders. **BM**

7 Other Projects and Development

a. Health and Well-being Centre

BM asked MJ if she had an update on this.

MJ explained that there was now a pool of Link Practitioners. MJ further explained that an invitation had been sent to them to meet her but as yet no reply had been received so she would chase this up. **MJ**

b. Drove Road – Update

BM explained that the transfer was now complete.

c. Future Events in 2022

JW explained that she would run a Guided Walk and Conversation Café in August to keep these events going.

8 AOB

MK explained that he and some other Turbine Directors had met with high level management from Enercon last month to discuss the Turbine and had had lunch at the Café which they were very impressed with.

Next Board Meeting will be held TBC, on Wednesday 31st August 2022 at 7.30pm.