



**Udny Community Trust Company Limited**  
Minutes of Board Meeting  
Wednesday 31<sup>st</sup> August 2022,  
7.30pm, via Zoom

**Attendees via Zoom** Brian McDougall, Julian Slater, Lynne Cartledge, Marion Jamieson (joined at AOB), Matt Kaye, David Murray  
  
Jill Watt, Project Administrator  
Tracy Gibb, Café Manager

**Apologies in advance** Garth Entwistle

	<b>Heading</b>	<b>Details</b>	<b>Action</b>
		BM welcomed everyone to the August Board Meeting.	
<b>1</b>	<b><i>Previous Minutes</i></b>	There were no comments on the minutes from the 27 <sup>th</sup> of July Board Meeting and these were <b>agreed</b> .	
<b>2</b>	<b><i>Governance</i></b>	<b>a. Declaration of any Conflicts of Interests</b>  BM asked if any Director had any conflicts of interests.  It was noted that in an email with regards to the Udny Green Pantomime, MJ had declared a conflict of interest as her daughter would most likely be taking part in it.	
		<b>b. AGM 2022 Date</b>  A small discussion was held, and it was <b>agreed</b> that this year's AGM would be held on Wednesday 9 <sup>th</sup> November.	
<b>3</b>	<b><i>Finance</i></b>	<b>a. Operational Finance</b>  JS ran through the July bank statement highlighting any large payments over £500 and gave an update on the investments.  BM asked MK if he had anything to add. MK replied that he had not quite finished updating the finance spreadsheet for July but hoped to have it done next week.	<b>MK</b>

**b. End of Financial Year**

JS updated that he was currently working on preparing the text for the accounts. BM asked JS if he could please circulate to the Board for comment once he had completed this.

**JS**

It was noted that TG had delivered the Café's paperwork to Bain Henry Reid's office in Ellon.

**4 Grant Applications Under £500****a. G22-23-004 Udny Green Frost Fair**

BM asked the Board if they had any comments to make on this grant application and a small discussion was held.

An evaluation was carried out. It was **agreed** to approve a grant of £300.

**5 Grant Applications Over £500****Udny Green Pantomime**

It was noted that a request had been received from AbFab Fundraising for the Board to consider a large grant application out with the usual Grant Consideration Board Meetings and that this had been **agreed**.

It was further noted that no paperwork had been received as yet but a deadline of Friday 9<sup>th</sup> September had been set as to allow the Project Evaluation Group to do their part and to work to the tight timescale due to the Pantomime taking place at the beginning of December.

**6 Other Operational Business****a. Health & Safety – Update**

BM updated that with regards to the fire alarm system, the main control panel had now been replaced. BM explained that an upgrade of the rest of the system was now required and stated that a quote had been received for this and asked the Board for their approval of this which was **agreed**.

It was noted that a new company should be looked into when the current contract expires next year.

**b. Signage for our Premises at 14 Oldmeldrum Road**

BM updated that this was now in the process of being arranged and would be installed the middle of September.

### **c. Economies in Heating Oil and Electricity Suppliers**

It was noted that BM had previously emailed the Board with renewal quotes for their consideration.

A small discussion was held and a suitable renewal quote was **agreed**.

BM explained that new control panels were going to be installed to make the timing of when the heating goes on and off more efficient and that this should be done within the next week.

BM asked if there were any comments but there were none.

### **7 Membership and Capacity Building**

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

### **8 Priority Projects**

#### **a. Café48 – Update**

BM had previously issued a document to the Board giving a summary of how the Cafe was performing. It was noted that the Café was instrumental in hosting many community events and that it was definitely beneficial to the community. A detailed discussion took place regarding financing and subsequent actions will be discussed at the next Board Meeting.

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

JW explained that she had led a Guided Walk last Thursday morning which was as usual well attended with most as usual going to the Café afterwards for lunch.

JW also explained that a Conversation Café had been held last Friday afternoon which again had been well attended. JW added that the topic was Climate Action which stimulated many discussions.

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

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

BM updated that the marine grade lighting had now been received and was being fitted that week. BM

explained that once this had been done, Building Control would be notified.

BM added that the window that had been scratched was now replaced.

#### **b. Main Car Park Resurfacing**

BM explained that he had now separated the two pieces of work, main car park resurfacing and the disabled ramp at front door, as this would take longer as more than likely planning permission would be required for it.

**DM**

BM explained that three quotes had been requested. It was noted that some companies were doing more preparation work than others.

BM proposed to the Board which company he preferred and all **agreed**.

#### **c. Disabled Ramp at Front door**

It was noted that BM had sent DM a sketch of what he proposed. DM replied that he would draw something up based on this.

**DM**

BM explained that a local builder had been arranged to give advice and that he would provide a quote. It was noted that local stone would be used to tie in with the rest of the building.

It was noted that DM would look into whether or not planning permission would be required. It was also noted that DM would contact the chosen contractor and discuss with him direct.

### **9 Other Projects and Development a. Health and Well-being Centre**

It was noted that there was no update available on this.

#### **b. Drove Road – Update**

It was noted that a final signed copy of the paperwork would be requested from the Trust Solicitor.

**JW**

### c. Future Events in 2022

TG explained what she had planned for the Café for Christmas.

A small discussion was held on a Christmas Event. It was **agreed** that an event should be held at our building and on a Saturday when the Café is open anyway.

It was noted that as usual local groups should be encouraged to get involved and it was suggested that the upstairs rooms could be used by them.

A small discussion was held on having fireworks and it was **agreed** that this was now too expensive, not appropriate for the times and the logistics of them would just not work out.

### d. Udny Community Shelf Group

BM explained that the group had once again asked the Trust if we could provide a permanent base for them.

BM further explained that after much thought, he had offered them use of the Trust Trailer which was now just used as tent storage but that these could be moved to the garage.

BM stated that they had accepted this offer and with MK's help he was drawing up a Memorandum of Understanding. **BM / MK**

10 AOB

TG asked MK if refreshments were required for the Turbine University Visit on Tuesday 13<sup>th</sup> September. MK replied yes and gave TG numbers.

LC was asked for her advice on Google and how to help the Café appear further up on searches. LC replied with some usual advice.

MJ explained that there was a Warm Spaces initiative and suggested that the Trust could be part of it. MJ stated that she did not have any information to hand though.

**Next Board Meeting will be held in the Quarry Room on Wednesday 27<sup>th</sup> September 2022 at 7.30pm.**