



Udny Community Trust Company Limited

Minutes of Board Meeting
Wednesday 28th September 2022,
7.30pm, in the Quarry Room

Attendees via Zoom

Brian McDougall, Julian Slater, Matt Kaye, David Murray

Vikki Jannetta, UCTC Community Engagement Officer
Tracy Gibb, UCTC Community Engagement Officer, Café48 Manager
Jill Watt, UCTC Project Administrator

Apologies in advance

Lynne Cartledge, Marion Jamieson, Garth Entwistle

	Heading	Details	Action
1	Introduction	<p>BM welcomed everyone to the September Board Meeting.</p> <p>BM introduced Vikki Jannetta and Tracy Gibb who are job sharing the new Community Engagement Officer post.</p> <p>All welcomed them and wished them well in their new roles.</p>	
2	Previous Minutes	<p>There were no comments on the minutes from the 31st of August Board Meeting and these were agreed.</p>	
3	Governance	<p>a. Declaration of any Conflicts of Interests</p> <p>BM asked if any Director had any conflicts of interests.</p> <p>None were declared.</p> <p>b. AGM Wednesday 9 November 2022</p> <p>JW stated that she would very soon start preparing the paperwork to send out in early October.</p> <p>A small discussion was held, and it was agreed that the AGM would be held in the Quarry Room which an option to join by Zoom. It was also agreed that it would just be AGM business and no other presentations.</p> <p>A further small discussion was held, and it was agreed that an advert asking for interest in becoming a Director would be published on Facebook.</p>	<p>JW</p> <p>JW</p>

DM added that if anyone knew of anyone who they thought **ALL** maybe suitable then to personally ask them.

4 **Finance**

a. **Operational Finance**

JS ran through the August 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 was still working on updating the finance spreadsheet. **MK**

There was a small discussion on the Café having to go VAT registered.

b. **End of Financial Year**

JS updated that he awaited a final copy of the Trust and Café accounts from the Accountant. **JS**

MK updated that in relation to the Turbine, they also awaited a final copy of their accounts from the Accountant. **MK**

MK explained that the Turbine Company had just signed a new Power Purchase Agreement.

5 **Grant Applications Over £500**

a. **G22-023-005 Abfab Fundraising**

It was noted that as previously **agreed**, this large grant application would be considered out with the usual Grant Consideration Board Meetings.

JW stated that four out of the five PEG that were asked had returned an evaluation and the collated version of their responses were looked at. JW added that they had evaluated the grant within a tight deadline.

A detailed discussion was held, and it was **agreed** to award slightly less than had been requested.

The Board asked for various stipulations to be included in the Grant Offer Letter.

**6 Other
Operational
Business**

a. Health & Safety – Update

MK had no update on this.

BM updated that with regards to the fire alarm system, the upgrade works had now been completed and the building now had much better coverage of sensors and alarm.

b. Signage for our Premises at 14 Oldmeldrum Road

BM updated that the signage was now in place and looked good. BM added that various other outside signage had also been put in place.

BM asked the Board how they wanted to advertise the new name of the building.

A small discussion was held, and it was **agreed** that TG should contact the Ellon Times Editor and arrange for an article and photo. **TG**

DM suggested an article in the Pitmedden News, and this was also **agreed**. **VJ / TG**

c. Economies in Heating Oil and Electricity Suppliers

BM updated that the new control panels for the heating system had now been installed. TG added that she had adjusted the timings of the heating and hot water which should hopefully be more efficient, and she would monitor this. **TG**

It was noted that a contract for a new electricity supplier had been previously agreed and was now in place for when the current one expires.

At this point, BM stated that there was an item that he wished to discuss which wasn't on the agenda.

BM explained that VJ required a new laptop and he wished to purchase one and then have our IT Support Company set it up. A small discussion was held, and all **agreed** with this. **BM**

**7 Membership
and Capacity
Building**

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

8 Priority Projects**a. Café48 – Update**

TG updated that the Café continued to do well with Saturdays becoming very popular for breakfasts. TG added that good feedback was also continuing to be received and that a lot of custom was coming from the Ellon area.

TG explained the Café events that were coming up.

b. Review of Recently Held Events

JW explained that she had led a second Guided Walk last Thursday morning which was as usual well attended despite the very wet weather 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 with BM telling the second part of the story on the Trust.

c. Renovation of Community Hub**a. External Door**

BM updated that the marine grade lighting had now been fitted and that a completions certificate from the Electrician was just awaited which TG was currently chasing then Building Control would be notified.

TG**b. Main Car Park Resurfacing**

BM updated that these works would begin late Saturday afternoon of that week.

c. Disabled Ramp at Front door

BM asked DM for an update on his progress with this. DM replied that he had been very busy and had not managed to spend time on this as yet.

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

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

b. Future Events in 2022

VJ updated that a general swap shop had been organised for Saturday 15th October in the Quarry Room which would run alongside a Café craft activity to help draw in people. VJ added that these swap shops were gaining popularity.

c. Udny Community Shelf Group

BM updated that a Memorandum of Understanding had been drawn-up, signed and returned by the group.

VJ explained that they would also be open for the first time using the trailer on Saturday 17th October, the same day as the swap shop.

10 AOB

There was no AOB.

**Next Board Meeting will be held TBC
on Wednesday 26th October 2022 at 7.30pm.**