



Udny Community Trust Company Limited

Minutes of Board Meeting
Wednesday 30th November 2022,
7.30pm, in the Quarry Room

Attendees via Zoom Brian McDougall, Julian Slater, Lynne Cartledge, Marion Jamieson, Matt Kaye, David Murray

Jill Watt, Project Administrator
Tracy Gibb, Café Manager

Apologies in advance Garth Entwistle

	Heading	Details	Action
		BM welcomed everyone to the November Board Meeting.	
1	<i>Previous Minutes</i>	JW explained that the minutes of 28 th of October had not been done as yet due to the very heavy workload of the past month. JW added that she would now get these done asap.	
2	<i>Governance</i>	a. Declaration of any Conflicts of Interests BM asked if any Director had any conflicts of interests. The following Directors declared a conflict of interest in the following items so would abstain from the discussions. MK Undy Community Council large grant application. BM Udny Green School Parent Council small grant application. JS Abfab Fundraising and Inverurie Orchestra small grant applications.	
		b. Round-up of AGM Wednesday 9 November 2022 A small discussion was held on the AGM with all being happy with how it went, the number of people attending and discussions that were had.	
3	<i>Finance</i>	a. Operational Finance	

JS ran through the October bank statement highlighting any large payments over £500 and gave an update on the investments.

JS highlighted that £10,000 had been returned from the Café but advised that this should be ringfenced just in case it was required again especially now that the Café was VAT registered.

BM asked MK if he had anything to add. MK explained that the finance spreadsheet was now up to date and gave a detailed explanation of the current finances.

All were happy with the current financial position with it being noted that it was not long until the end of the current financial year.

JS stated that he would like to add to the investments next financial year.

b. End of Financial Year

It was noted that this item should have been taken off the agenda.

4 Grant Applications Under £500

a. G22-23-010 Abfab Fundraising

JS abstained from the discussion.

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 £500.

b. G22-23-011 Inverurie Orchestra

JS abstained from the discussion.

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 £500.

c. G22-23-012 Udny Green School Parent Council

BM abstained from the discussion.

MK 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 £500.

d. G22-23-013 Udny Climate Action

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 £430.

e. G22-23-014 Udny Station Pre-school & Playgroup

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 £450.

5 Grant Applications Over £500

a. G22-23-006 Udny Community Council

MK abstained from the discussion.

A detailed and lengthy discussion was held which included the PEG evaluation being taken into consideration.

It was acknowledged that the area having a resilience group was a positive and worthwhile thing.

The conclusion of the discussion was that the Board felt that they could not make a decision on the application in its current format for various reasons.

It was **agreed** that BM would compile a suitable response and suggestion on how the Trust and the resilience group can work together going forward.

BM

b. G22-23-007 Ellon Rugby Club

A detailed and lengthy discussion was held which included the PEG evaluation being taken into consideration.

It was acknowledged that no Rugby Club existed within Udny and people of Udny benefitted from the Club.

It was **agreed** to approve a grant of £5,000.

c. G22-23-008 Wood RecyclAbility

A detailed and lengthy discussion was held which included the PEG evaluation being taken into consideration.

BM asked the Board if they were happy that another social enterprise would benefit. All replied that they were comfortable with this.

It was acknowledged that Wood RecyclAbility are an asset to the local area and provide an invaluable service to its Trainees.

It was noted that another grant fund had been applied to and Wood Recyclability had stated that if it were successful from it then the Undy Community Fund grant would not be required.

It was **agreed** to approve a grant of £5,250 if it was required.

d. G22-23-009-Formartine Youth Project

A detailed and lengthy discussion was held which included the PEG evaluation being taken into consideration.

It was acknowledged that they do a great job working with young people in the area and the new Pitmedden Youth Café was proving very popular.

It was **agreed** to approve a grant of £3,000.

**6 Other
Operational
Business**

a. Health & Safety – Update

BM explained that MK had carried out a DSE survey for the Staff Team with the need for separate monitors, keyboards and mice being identified.

MK explained that BM was currently looking into suitable equipment and once these had been purchased and installed the survey would be carried out again.

MK /
BM

JS explained that during the Christmas event on Sunday, he had witnessed people struggling with negotiating steps at The Medan Centre. MK stated that he would investigate this.

MK

b. Annual Review of Charitable Purposes and Processes

BM thanked the Board for reviewing and approving the Trust's charitable purposes by email.

BM explained that due to the heavy workload of the past month, the review of the grants process had not yet been started but would do soon.

BM /
VJ /
JW

7 Membership and Capacity Building

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

8 Priority Projects

a. Café48 – Update

TG updated that the Café continued to do well. TG added that she was very well pleased with how well it did on Sunday during the Christmas event commenting that the team did a great job.

TG highlighted that the Café would be doing Christmas lunches for two weeks, hosting the Good Companions lunch and Greenacres dinner. Lastly, TG highlighted that Breakfast with Santa was sold out.

All were happy with the Café's continued success.

b. Review of Recently Held Events

VJ explained the new Open Doors sessions and that they are proving very popular with all ages of the community attending and was each week going from strength to strength in terms of community engagement.

VJ updated that the Swap Shop at the Christmas event on Sunday was another success. VJ added that she hoped to plan six for next year.

c. Disabled Ramp at Front door

DM updated that he had still not got round to doing sketches for this but would aim to do so over the Christmas period. **DM**

**9 Other Projects
and
Development**

a. Health and Well-being Centre

DM updated that he had still not got round to doing sketches for this but would aim to do so over the Christmas period. **DM**

BM stated that this would be good as an idea of cost would be useful when it comes to setting budgets for the next financial year.

b. Round-up of Community Christmas Fayre

A small discussion was held with it being **agreed** that overall, the event went well.

It was noted that for next year the first floor would not be used as it did not work well and Crafters would not be invited with the emphasis being put on Community Groups.

c. Udny Community Shelf

VJ updated that the Trailer was now open every Saturday and was building momentum. VJ added that they are looking to add a fridge and freezer to expand the type of goods that they carry and are also looking to open more regularly in the future.

All were happy with this.

10 AOB

TG asked the Board if they would again contribute to the Trust and Café Staff and Volunteer night out and this was **agreed**.

A Strategy Meeting will be held in the Quarry Room on Wednesday 18th January 2023 at 7.30pm.

The next Board Meeting will be held TBC on Wednesday 25th January 2023 at 7.30pm.