



Udny Community Trust Company Limited

Minutes of Board Meeting
Wednesday 25th January 2023,
7.30pm, in the Quarry Room

Attendees

Brian McDougall, Julian Slater, Lynne Cartledge

Vikki Jannetta, UCTC Community Engagement Officer
Tracy Gibb, UCTC Facilities Officer, Cafe48 Manager
Jill Watt, UCTC Project Administrator

Apologies in advance

Garth Entwistle, Marion Jamieson, Matt Kaye, David Murray

	Heading	Details	Action
		BM welcomed everyone to the January Board Meeting.	
1	Previous Minutes	There were no comments on the minutes from the 30 th of November Board Meeting and these were agreed .	
2	Governance	a. Declaration of any Conflicts of Interests BM asked if any Director had any conflicts of interests. There were none.	
		b. Actions from Strategy Meeting BM stated that this would be covered later on in the agenda.	
3	Finance	a. Operational Finance JS ran through the January bank statement highlighting any large payments over £500 and gave an update on the investments. JS explained that he was currently looking into a suitable savings account with Virgin Money as there was quite a large sum in the current account.	JS
		JS highlighted a large payment had been received from the Turbine Company.	
		MK was absent from the meeting so no update on the finance spreadsheet was available.	

- | | | |
|----------|---|---|
| 4 | Other
Operational
Business | <p>a. Health & Safety</p> <p>BM noted that there were no issues to raise and stated that MK was currently reviewing the documentation. MK</p> <p>b. DSE Upgrades</p> <p>BM updated that he was currently looking into screens and was awaiting VJ's keyboard recommendation. BM stated that this should be complete very soon. BM, VJ</p> |
| 5 | Membership
and Capacity
Building | <p>There were no new membership applications or capacity building items to discuss.</p> <p>A small discussion was held on encouraging those who are attending the popular Open Doors sessions to become members if they are not already.</p> <p>The Staff Team explained their plan for doing this going forward. STAFF
TEAM</p> <p>At this point, BM explained to the Board about a volunteering event called The Big Help Out that was being held on Monday 8th May in conjunction with the King's Coronation. A small discussion was held, and it was agreed that the Trust should organise an event. STAFF
TEAM</p> |
| 6 | The Medan
Centre
Projects | <p>a. Re-decoration</p> <p>BM updated that this was now finished with just some finished touches of photographs of the local area and a mirror to be put up. BM added that the foyer at the steps door was nearly finished. BM explained that the cost had been minimal as it had been done by himself and volunteers.</p> <p>b. Community Noticeboard</p> <p>BM updated that this had been installed and it just remained to be painted which would be done in keeping with the Quarry Room colour scheme.</p> <p>c. Preparations for a Youth Night Project</p> <p>BM stated that himself and the Staff Team would be having a dedicated meeting to discuss this in the near future. BM,
STAFF
TEAM</p> |

At this point, BM proposed a few purchases that would help with the efficiency of the Café.

The first one being that the Café requires a new commercial fridge as the one that came when the building was purchased is no longer fit for purpose. A small discussion was held, and it was **agreed** that a new one could be purchased.

TG

The second one being a tablet that an app could be installed on to enable Café Staff to take orders in the Quarry Room without having to go back through to the Servery and input them into the till. BM proposed that the Trust purchase the tablet and then the Café pays for the app and its subscription. A small discussion was held, and this was **agreed**.

BM / TG

BM explained that now the Quarry Room accessible door was in use and people are using it, it is hard for Café Staff to keep an eye customers sitting down at tables and not making themselves known to them. BM further explained that he had found a call button system for each table that would help this problem. A small discussion was held, and it was **agreed** that the system could be purchased.

BM

d. Disabled Ramp at Front Door

BM explained that DM along with one of his architects had been at The Medan Centre that week had measured up for this and a timescale of works agreed. BM added that it was hoped that planning permission would not be required, just a building warrant, but that this would be investigated.

DM

e. Heath & Well-being Centre

BM explained that there had been a meeting last week with a dementia group who had made useful suggestions as to how this should be done with which MJ **agreed** with.

BM stated that an essential for the Centre would be an accessible toilet. There was then a small discussion on the layout of downstairs which included the ladies and gents toilets and how these could possibility be re-worked.

BM stated that he believed DM had drawn up plans, but he had not seen them as yet but hoped that they would be shared soon.

DM

f. Electric Vehicle Charging Point

BM updated that he has been investigating this and had learned a lot but that it was complex with lots of points to take into consideration.

BM explained that so far he had come to the conclusion that two high powered charging points is the best option. BM further added that it is costly to install but grants are available to charities for up to 75% which would make the project feasible.

A small general discussion was held, and all were happy for BM to continue to investigate this.

BM

g. Generator Back-up Configuration

BM updated that a local electrician had visiting The Medan Centre last week and was currently working on providing a cost for this.

7 Staff Reports

a. Café48 Manager

TG updated that the Café had been busy since opening mid-January. TG explained that due to continuing rising costs of everything that she has had no choice but to raise prices by around 20%. Lastly TG added that a large function was being catered for along with a Burns Supper for Greenacres.

At this point, a small discussion was held on the Café opening for the first Swap Shop of the year on Sunday 5th February. It was **agreed** that the Trust would pay for Café Staff wages. It was noted that the Café would serve a limited menu.

b. UCTC Facilities Officer

TG updated that she had created a rules sign for the Quarry Room along with various other signage to help improve how people move through The Medan Centre.

c. UCTC Community Engagement Officer

VJ updated that she was continuing to meet with a wide range of local groups and individuals and was learning the grants process.

VJ did a round-up of everything coming up in the near future and the coming year.

d. UCTC Project Administrator

JW updated that she was supporting VJ with the grants process and had been through the grants register chasing up outstanding monitoring reports. JW added that she was updating Hallmaster with the coming year's events and also getting the accounts folder in order for the end of the financial year.

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.