



Udny Community Trust Company Limited

Minutes of Board Meeting
Wednesday 22nd February 2023,
7.30pm, in the Quarry Room

Attendees Brian McDougall, Lynne Cartledge, Matt Kaye, David Murray

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

Apologies in advance Garth Entwistle, Julian Slater, Marion Jamieson

	Heading	Details	Action
		BM welcomed everyone to the February Board Meeting.	
1	<i>Previous Minutes</i>	There were no comments on the minutes from the 25 th of January 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. MK declared one in relation to the new large grant application, G22-23-018, from Gordon District Scouts. BM explained that advice had been sought from DTAS in relation to Directors having a connection with grant applications and they advised that this was not an issue as long as the connection was declared, and they left the room whilst discussions were taking place. DM declared that his granddaughter was involved with the Explorer Scouts, but BM deemed that this was not a conflict of interest. The question was asked if it was acceptable for a Director, who had a conflict of interest, to provide additional information and BM replied no. All were happy with this advice.	
3	<i>Finance</i>	a. Operational Finance	

As JS was absent from the Board Meeting, BM asked MK to give a summary of the current financial situation.

MK updated that there was nothing significant to report on January's finances and that the closing bank balance was healthy.

It was noted that the budget which includes heating oil and electricity had gone over but with the current financial climate this was not surprising.

It was noted that BM, MK and the Trust Staff Team had met that week for a Pre-budget Setting Meeting in preparation for the Budget Setting Meeting next Wednesday.

4 Small Grant Applications up to £1,000

a. G22-23-015 Parkrun Limited

BM updated that this had now been withdrawn as they had received funding from elsewhere.

b. G22-23-019 Pitmedden Tiny Tots

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 £776.42.

It was noted that the amount being requested had been rounded-up, but it was **agreed** that the exact amount would be granted.

The Board acknowledged that they provided an important service to the community and were dedicated in doing so.

c. G22-23-020 Udny Community Shelf

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 £498.

It was noted that the work that the group is doing in the community is worthwhile and they are being well supported by them.

d. G22-23-021 FUYA 2013s

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 £1,000.

e. G22-23-022 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 £154.99.

g. G22-23-023 Formartine Youth Project

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

It was noted that the group do not have a constitution specific to them but act under the Church's one. It was **agreed** that this was not an issue as it was a small grant application.

An evaluation was carried out. It was **agreed** to approve a grant of £979.

It was noted that the work that the Pitmedden Youth Café is proving very popular in the village and that a good connection had been made with them.

5 Large Grant Applications over £1,000**a. G22-23-016 Haddo Arts**

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

It was noted that it was a good application but is for out with Udny but it was **agreed** that there is a benefit to Udny.

It was **agreed** to approve a grant of £3,600.

Specific conditions of the grant were set as follows.

- Full acknowledgement of Trust funding in all advertisement and other appropriate materials.
- The option for the Trust to have a stand / a display during the day.
- The Trust to have an article in the programme.

A recommendation of the grant was set that photos are to be provided for Trust use.

VJ suggested that they could perhaps come and perform at The Medan Centre at an appropriate time, and all **agreed** with this.

b. G22-23-017 Rainbow Rogues

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

It was noted that the group provides a very worthwhile service but is out with Udny but it was **agreed** that there is a benefit to the area as it provided support to Udny families.

It was also noted that the group is currently struggling to survive and is actively seeking funding from a variety of sources.

It was **agreed** to approve a grant of £10,000.

A specific condition of the grant was set that full acknowledgement of Trust funding in all advertisement and other appropriate materials.

A recommendation of the grant was set that photos are to be provided for Trust use.

c. G22-23-018 Gordon District Scouts

MK left the room as he had declared a conflict of interest as he is involved with the group.

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

It was noted that the group provides great opportunities for young people but is out with Udny, but it was **agreed** that

there is a benefit to the area as it is the nearest Scout facility to Udny.

BM stated that he was happy that the group were asking for a proportion of funding that was relevant to the number of young people who attend that are from Udny.

It was **agreed** to approve a grant of £15,000.

It was noted that they may not be able to draw-down the grant within the Trust's time frame but the group had been clear about this from the start and it was **agreed** that this would not be an issue.

d. G22-23-006 Udny Community Council – Review Response from URG

It was noted that the group had re-submitted a grant application earlier that day.

It was also noted that BM and MK had met with the group earlier in the week to discuss the issues that the Board had raised back in November 2022 following their first grant application submission.

A detailed and lengthy discussion was held which involved many aspects of the project.

It was **agreed** that insurance was a concern and the Board would require written evidence of insurance that would cover volunteers.

It was **agreed** to approve a grant of £32,318.

Specific conditions of the grant were set as follows.

- Provide evidence that all of the Udny Resilience Group volunteers are covered by public liability insurance whilst engaged in Udny Resilience Group activities.
- Acknowledge UCTC using our logo on all documentation and websites / social media to identify that we are the main funder of the Power to the Community project.

- Ensure all equipment is labelled showing it was obtained from UCTC funding. Labelling will be supplied by UCTC.
- Ensure adequate insurance is in place to cover the generator and trailer whilst static or moving.
- Obtain prior written consent from UCTC for any disposal of assets purchased using the grant and if required, pay UCTC a share of proceeds from such disposal.

The Board recognised that the project would be of great benefit to Udny in times of extreme weather.

6 ***Other
Operational
Business***

a. Health & Safety

BM stated that there was no health and safety issues to raise.

MK stated that he still had to review the health and safety documents.

b. DSE Upgrades

BM updated that VJ and JW now had a new docking station, screen, keyboard and mouse each. VJ and JW updated that they had greatly improved their way of working and were very pleased with them.

BM added that a new screen had been ordered for TG and her new workstation would be set-up very soon.

7 ***Membership
and Capacity
Building***

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

8 ***The Medan
Centre
Projects***

a. Re-decoration

BM updated that this was now complete along with the area at the steps door and had made a huge difference along with the addition of new lighting. All **agreed** with this and were happy with the hard work that had been carried out by BM and Sandy.

b. Community Noticeboard

BM updated that this was now complete and acknowledged Sandy's hard work in the painting of it. All **agreed** that it looked great and was a useful addition to the Quarry Room

c. Preparations for Youth Night Project

VJ updated that herself and TG had met with Caroline of the Formartine Youth Project earlier that week and had had a great meeting gathering lots of advice on how to do this.

VJ added that the Staff Team would be having a meeting on Thursday morning to discuss this further and work out how it will work.

**STAFF
TEAM**

It was noted that it would be run for a trial period initially.

All were happy with this progress.

d. Disabled Ramp at Front Door

BM and DM made arrangements to meet the following Thursday morning to progress this further.

**BM,
DM.**

e. Heath & Well-being Centre

BM stated that following on from the meeting that had taken place with a dementia group in January, he felt that it was too early to make any decision on what should be done to the area and all **agreed** with this.

f. Electric Vehicle Charging Point

BM updated that he had carried out extensive investigations into this with the conclusion that it is going to cost in the region of £40,000 with only a maximum of £10,000 being available for funding.

As a result of this, BM stated that he was unsure if it was worthwhile for the Trust to carry out this project and all **agreed** with this.

BM proposed that the project be put on hold in the meantime, and all **agreed** with this.

g. Generator Back-up Configuration

BM updated that a cost for this by a local electrician was still being awaited upon.

g. Cafe48 Improvements

BM explained a number of technology improvements that had been carried out in the Café to help with and improve the running of it.

9 Staff Reports

a. Café48 Manager

TG updated that the Café had continued to be busy since the last Board Meeting report which all were happy with.

TG updated that the price increase would be put into place very soon once the new menus had been received.

Lastly, TG updated that she was in the process of carrying out staff appraisals.

At this point, BM added that Trust staff appraisals would be carried out in April.

BM, LC

TG updated that although the Café is busy and getting busier and this is great, it is putting a strain on the current staff team and volunteer recruitment is slow. A small, detailed discussion was held and it was **agreed** that TG can advertise a job vacancy for an ad-hoc member of staff to help during busy times and staff holidays.

b. UCTC Facilities Officer

TG updated that she continued to enhance The Medan Centre with signage and that a comment had been received just that day that signage was very good.

c. UCTC Community Engagement Officer

VJ updated that all events had now re-started. VJ added that the first Conversation Café of the year was on Monday 27th February.

VJ gave a comprehensive round-up what had happened since her last report at the January Board Meeting highlighting the following.

VJ explained that the Pre-school Café would re-start very soon on a monthly basis but if a volunteer can commit to taking it on it can run more frequently.

VJ explained the format of the Big Help Out event in May.

d. UCTC Project Administrator

JW updated that she had continued to be busy supporting VJ with the grants process who had been doing very well with it.

JW explained that she had started the process of producing a Trust information leaflet which all agreed would be a very useful piece of marketing material.

10 AOB

MK updated that the Chairman and Secretary had resigned from the Community Council.

BM stated that he would investigate the purchase of a better microphone so that hybrid meetings in the Quarry Room would be of better quality.

BM

A Budget Setting Meeting will be held in the Quarry Room on Wednesday 1st March 2023 at 7.30pm.

The next Board Meeting will be held in the Quarry Room on Wednesday 29th March 2023 at 7.30pm.