



Udny Community Trust Company Limited

Minutes of Board Meeting
Wednesday 26th April 2023, 7.30pm,
Quarry Room, The Medan Centre

Attendees

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

Vikki Jannetta, UCTC Community Engagement Officer
Jill Watt, UCTC Project Administrator

Apologies in advance

Garth Entwistle, Tracy Gibb, UCTC Facilities Officer, Cafe48 Manager

	Heading	Details	Action
		BM welcomed everyone to the April Board Meeting.	
1	Previous Minutes	JS asked if a sentence under item 6e Back-up Generator Configuration to be removed and all agreed with this. The minutes were then agreed .	
2	Governance	a. Declaration of any Conflicts of Interests BM asked if any Director had any conflicts of interests. It was noted that JW had sent a grant change request from Inverurie Orchestra earlier in the week. JS declared an interest in this as he is involved with this group.	
3	Finance	a. Operational Finance JS ran through the March bank statement highlighting any large payments over £500 and gave an update on the investments. JS highlighted large payments that had been received from the Turbine Company which made the current bank balance a healthy one. LC asked if the investment account could be accessed now. JS replied that the issue should now be resolved. JS stated that he was still in the process of trying to set-up a savings account with Virgin Money.	JS

b. End of Year Accounts

JW updated that she was handing the finance folder over to Karen at Bain Henry Reid on Thursday morning.

JW

MK updated that the finance spreadsheet was also ready to email to Karen at Bain Henry Reid.

JW**c. Accountancy Fees**

JS led a detailed discussion on Café finances and highlighted the fact that Staff wages had gone up and VAT was continuing to be paid.

JS proposed that the Café does not pay the 20% share of utilities to the Trust as per the current Memorandum of Understanding. A small, detailed discussion was held, and it was **agreed** that this could be stopped.

It was agreed that it would be investigated to check that this did not come with any implications for the Trust or the Café.

JS

A small discussion was held on increasing Café prices, but the majority **disagreed** with this as it was not the ethos of a community café.

A small discussion was held on the cost per head that the Café charges the Trust for catering for Trust activities such as Health Walks and Open Doors. It was **agreed** that this would be increased to £5 per head.

TG

MK took the action to update the Memorandum of Understanding.

MK

BM stated that the Café finances would be re-visited in a couple of months.

**4 Other
Operational
Business**

a. Health & Safety

MK showed the Board the two versions of the emergency notice that he had created as a result of the situation that had occurred at Open Doors in March where an attendee had taken a small turn.

All were happy with it.

b. DSE Upgrades

It was noted that VJ's new monitor was now in place but TG's was still to be set-up which BM stated he will do soon.

BM

VJ stated that she required her monitor raising slightly and would look for a suitable unit to do this.

VJ**c. Computer Maintenance Contract Renewal**

BM updated that a meeting had taken place with the Trust's current IT support as the contract is due for renewal. BM explained that TG had obtained a quote from another company for comparison which was higher.

A small, detailed discussion was held, and it was **agreed** to renew with the current IT support contract.

JW**d. Traders Using The Medan Centre Car Park**

BM explained that TG had received a request from a fast-food van to use The Medan Centre carpark.

BM asked the Board for their comments and a small, detailed discussion was held on this. It was **agreed** that no fast-food vans would be allowed to operate out of The Medan Centre carpark.

TG**e. Website Training**

LC updated that the Website Designer was happy to provide Trust Staff Team website training. LC asked the Trust Staff Team to make a list of what they would like training on.

**VJ, TG,
JW**

LC asked the Trust Staff Team to provide the Website Designer with Facebook login details so that he can fix the Facebook to website feed.

JW

At this point, BM updated the Board that the Trust Staff Team would attend the DTAS Conference in Glasgow in August. BM added that it would be very worthwhile and valuable for them to do this, and all were happy with this.

**VJ, TG,
JW**

MJ joined the meeting at this point.

At this point, JW asked BM if the grant business that had arisen within the last week be discussed, and BM replied yes.

JW explained that Udny Community Shelf had requested the release of some of their grant to purchase an item that they did not have funds for. A small discussion was held, and this was **agreed**.

JW

JW explained that Inverurie Orchestra had received more funding that they expected for their summer event and wished to transfer their grant to a winter event. A small discussion was held, and this was **agreed**.

JW

At this point, BM explained to the Board The Big Help Out event on Monday 8th May and encouraged their attendance if possible.

BOARD

A small discussion was held on boosting membership, and all **agreed** that this should be done by all whenever possible.

ALL

**5 Membership
and Capacity
Building**

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

**6 The Medan
Centre
Projects**

a. Youth Night Project

As previously noted, a trial of extending the Café opening hours on a Wednesday night until 7.30pm, will start on the 10th of May for six week.

BM explained that he will be installing phone charging points in the Quarry Room.

BM

A small discussion was held on what discount should be given when a Young Scot Card is shown. It was **agreed** that 20% discount should be given.

It was proposed that the Trust should pay the Café Staff wages for the extending opening hours, and this was **agreed**.

TG explained that a special youth menu would be on offer, and it will be advertised in a way to attract young people such as offering a safe and warm space and phone charging facilities. It was noted that the phone charging points will be installed during April.

TG added that she had secured extra staff as it was too much for the current Café staff if they had already worked all day.

All were happy with this.

b. Disabled Ramp at Front Door

DM updated that this was currently working it's way through the system.

ALL

c. Gilmorton Suite

BM stated that he would like to arrange a meeting for this to begin the process of developing it. A small discussion was held, and it was **agreed** that a dedicated meeting would take place in the Quarry Room on Tuesday 6th June at 7.30pm.

d. Toilet Renovation Design

BM updated that TG was in the process of organising a company to come up with a design for new ladies and gents toilets. BM added that a small cost was attached to this, but all were happy with this.

TG

e. Generator Back-up Configuration

BM updated that he still awaited the written quote from a local Electrician for this. BM added that TG was chasing this.

TG

f. 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. TG added that these were working well, and Café staff were happy with them.

g. Replacement Roof

As previously noted, BM stated that grant funding would be sought for this.

As TG was absent from the Board Meeting, she had prepared an update which JW read out.

TG updated that she had taken on more Café financial administration.

TG proposed to the Board that the Trust pay for Café Staff wages for Trust related events such as the Sunday Swap Shops and weekend Ythan Cycle Club events. A small discussion was held, and all **agreed** with this.

b. UCTC Facilities Officer

TG updated that room hire was being advertised more and a few regular hires were now in Hallmaster.

TG updated that various new signage was now in place.

It was noted that other items that TG had left in her update had already been discussed previously.

c. UCTC Community Engagement Officer

VJ asked JW to share on screen a small presentation that she had created to illustrate what was all happening within The Medan Centre and explained everything.

All were happy with this, and it was noted that there was a lot going on with Trust Staff more or less being at capacity.

d. UCTC Project Administrator

JW updated that she had continued to be busy with processing grant claims.

JW updated that the Trust Information Leaflet had now went to print which she hoped to have very soon and certainly in time for The Big Help Out event on Monday 8th May.

JW rounded up by saying that it continued to be very busy behind the scenes.

10 AOB

VJ explained that a Volunteer Meeting would now take place every school term as a way of getting together with the Volunteers and having a round-up of the past term to make

sure that they were happy and to discuss anything that may arise. All **agreed** that this was a good idea.

LC suggested that Hallmaster could be integrated onto the website.

A small discussion was held on young people volunteering with the Trust and the Café which included Duke of Edinburgh Award volunteering that Meldrum Academy pupils do. BM stated that he would like TG to make contact with Meldrum Academy to discuss volunteering opportunities with the Trust and the Café.

**The next Board Meeting will be held in the Quarry Room on
Wednesday 31st May 2023 at 7.30pm.**