



## Udny Community Trust Company Limited

Minutes of Board Meeting  
Wednesday 31<sup>st</sup> May 2023, 7.45pm,  
Quarry Room, The Medan Centre

### Attendees

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

	Heading	Details	Action
		BM welcomed everyone to the May Board Meeting.	
1	<b>Previous Minutes</b>	LC stated that she had noted a small spelling error under item 4e Website Training. JW noted this and stated that she would correct it.	<b>JW</b>
2	<b>Governance</b>	<b>a. Declaration of any Conflicts of Interests</b>  BM asked if any Director had any conflicts of interests.  It was noted that there were no conflicts of interest.	
3	<b>Finance</b>	<b>a. Operational Finance</b>  JS ran through the April bank statement highlighting any large payments over £500 and gave an update on the investments.  JS highlighted two large payments that had been received from the Turbine Company.  JS updated that he had now been successful in setting up a savings account with a 3.5% interest rate. All were happy with this.	
		<b>b. End of Year Accounts</b>  It was noted that Bain Henry Reid were now preparing the end of year accounts.	

At this point, JS updated that he had consulted with Bain Henry Reid about the Trust ceasing invoicing the Café for 20% of the utility bills. JS explained that it did not come with any implications for the Trust or the Café and could therefore be done.

All were happy with this and **agreed** that it was a good way to financially support the Café during challenging times.

**4 Other  
Operational  
Business**

**a. Health & Safety**

As MK was absent from the Board Meeting, BM gave a small update that comprehensive risk assessments had been produced for the School Turbine Visits that had been taking place over the last two weeks.

At this point, BM updated the Board of the School Turbine Visits explaining that both Pitmedden P6/7 classes had now been with Udny Green P6/7 class visiting next week. VJ added that Cultercullen had also taken up the offer of a visit, possibly after the summer holidays. BM added that the visits had been well received by both pupils and teachers.

Lastly, BM added that a Press & Journal journalist and photographer had joined the visit this week.

With regards to Turbine Visits, TG explained that some of the Health Walkers and Café Staff had expressed an interest in this. A small discussion was held, and it was **agreed** that visits to those who had expressed an interest could be arranged.

**b. DSE Upgrades**

It was noted that there was no update on this.

**c. Website Training**

It was noted that the Staff Team still had to make a list of what they would like training on and to provide the Website Designer with the Facebook login details so that he can fix the Facebook to website feed.

**JW**

**d. Community Council Interaction**

BM advised the meeting that MK ,DM and himself met with the Udny Resilience Group / Udny Community Council the previous evening to clarify various issues concerning the large grant awarded to Udny Community Council for resilience in Udny. BM explained that all issues were addressed, agreement had been reached which was recorded in meeting notes which have been filed along with the other large grant documentation for this project.

**5 Membership and Capacity Building**

There were 5 new membership applications. JW read out the names and address and all were happy that they either resided within Udny or had a strong connection and involved in community work within Udny and were **agreed**.

There were no new capacity building items to discuss.

TG joined the Board Meeting at this point after the Café had closed as part of the extended opening hours trial.

**6 The Medan Centre Projects**

**a. Youth Night Project**

TG updated that four trials had now passed with the last two being very busy especially just after school with ice-cream sundaes and milkshakes.

TG explained that it has been good but that it is a lot of extra work behind the scenes including having to draft in other Staff. TG stated that she had reservations about making the arrangement permanent but proposed to keep the Café open until 4.30pm / 5pm each Wednesday to capture the after-school custom which is proving most popular until the summer holidays. TG explained that she would like her regular Café Staff to do this and would need to consult with them first.

**TG**

A small discussion was held, and all **agreed** that it was important to balance the current Café Staff Team's capacity and the extra costs involved in extending opening hours.

All were happy though with what was proving to be a popular trial.

**b. Disabled Ramp at Front Door**

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

A small discussion was held on obtaining prices for the work and it was **agreed** that when the building warrant has been granted, tenders will be sent out to obtain both quotes for the work and when it can be done.

#### c. Gilmorton Suite

It was noted that a dedicated meeting would take place in the Quarry Room on Tuesday 6<sup>th</sup> June at 7.30pm.

LC gave her apologies for this meeting.

#### d. Toilet Renovation Design

TG updated that a company would visit The Medan Centre next week to start the process of designing new ladies and gents toilets. All were happy with this.

**TG**

#### e. Generator Back-up Configuration

TG updated that she still had not received a written quote from a local Electrician despite chasing multiple times. As a result of this, TG explained that she had contacted another and asked for clarification on what was actually required. It was clarified that it was a 3-phase switch only and not a generator also.

TG stated that with this information she would progress this. **TG**

#### F. Replacement Roof

BM stated that this required to be picked up as he would like it done sooner rather than later.

A small, detailed discussion was held, and it was **agreed** to get three quotes as it was noted that applying for funding cannot be progressed until quotes are in hand.

**TG**

DM stated that he would like to be present at the quote site visits.

## 7 Staff Reports

### a. Café48 Manager

TG updated that the Café Staff had holidays booked over the next couple of months so she would be providing a lot of

cover for these as well as giving the younger members of Staff more hours.

TG explained that she had renewed the Visit Scotland membership and that this could trigger an environmental health visit which the Café hasn't had for a while so was keeping on top of that side of things which included one of the Kitchen Staff renewing her food hygiene certificate.

TG explained that a Meldrum Academy Duke of Edinburgh pupil had started a course of volunteering with the possibility of four more starting soon. All were happy with this opportunity being provided.

#### **b. UCTC Facilities Officer**

TG stated that the kitchen roof was showing more signs of water damage and the oven had been serviced which resulted in a small repair.

A small general discussion was held on repairing inherited items to a certain degree but then making the decision to purchase new.

TG explained that she was working on clearing the garage as she is conscience that when the Gilmorton Suite is started, the garage will have to become a storage area.

TG proposed to sell and / or away a few kitchen items that were currently in the garage which the Café will not use and all **agreed** with this.

#### **c. UCTC Community Engagement Officer**

VJ asked JW to share on screen a small presentation that she had created to illustrate what the Trust Staff Team had done the past month and what was coming up in June.

VJ explained that she was attending via Zoom a monthly DTAS Development Officer drop-in session which she was finding very useful. VJ further explained that a Director was being set-up and encouraged the Directors to attend it. VJ stated that she would email them with the details.

**VJ**

#### **d. UCTC Project Administrator**

JW explained that VJ had covered everything in her small presentation and added that it continued to be very busy behind the scenes with the usual general administration.

**10 AOB**

BM explained that an email had been received from Udny Climate Action asking permission to plant trees on the section of the Drove Road that the Trust owns. A small discussion was held, and it was **agreed** that this could go ahead.

**BM**

BM explained that a request from the tenants of No 3 Oldmeldrum Road had been received for them to sub-let to a beauty therapist when they were not using it. A small discussion was held which involved the lease being looked at and it being noted that sub-letting was not permitted. It was therefore **agreed** that this request should be denied.

**JW**

VJ updated that Haddo Arts had slightly changed their completion date of their large grant application but it was noted that it was still within the year of it being awarded so all were happy with this.

JS asked VJ if she could do a Facebook post on bees and pollination and the importance on them. VJ stated that she would have a look on Aberdeenshire Council's Facebook page to see if there was anything on there that she could share.

**VJ**

**The next Board Meeting will be held in the Quarry Room on  
Wednesday 28<sup>th</sup> June 2023 at 7.30pm.  
Grant Consideration Meeting**