



Udny Community Trust Company Limited

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

Attendees

Brian McDougall, Julian Slater, David Murray

Jill Watt, UCTC Project Administrator

Apologies in advance

Lynne Cartledge, Marion Jamieson, Matt Kaye, Garth Entwistle
Vikki Jannetta, UCTC Community Engagement Officer
Tracy Gibb, UCTC Facilities Officer, Cafe48 Manager

	Heading	Details	Action
		BM welcomed everyone to the July Board Meeting.	
1	Previous Minutes	There were no comments on the minutes from the 28 th of June 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. It was noted that there were no conflicts of interest.	
3	Finance	a. Operational Finance JS ran through the June bank statement highlighting any large payments over £500 and gave an update on the investments. It was noted that a new electricity contract had been set-up and the first bill was quite high, but this was put down to it being the first bill and would be monitored. JS highlighted that the Trust had paid the Café for catering for their events. b. End of Year Accounts JW updated that draft accounts should be received at the end of the month, beginning of August which all were happy with.	

- 4 Other Operational Business**
- a. Health & Safety**
- BM stated that there were no issues to raise.
- BM explained that Turbine Visit risk assessments had been created in response to the recent School Visits.
- At this point, BM updated that the Volunteer Turbine Visit had went well on Tuesday afternoon. BM and JW both expressed how pleased they were to hear how much the Volunteers enjoy working with the Trust. JW stated that these Volunteer get togethers would be an ongoing event with another one planned for just before Christmas.
- b. DSE Upgrades**
- BM updated that TG's monitor had now been set-up. BM added that he would instruct MK to carry out another review. **MK**
- c. Website Training**
- As previously noted, the Staff Team would make a list of what they would like training on. It was noted that this is ongoing.
- At this point, BM updated that a proforma invoice had been received for a generator and trailer in relation to the Udny Community Council / Udny Resilience Group grant application, G22-23-006.
- BM added that the project is still currently on hold but that he is happy that the proforma invoice be processed and paid by the Trust.
- 5 Membership and Capacity Building**
- It was noted that JW did not have the new membership applications to hand that had been recruited at the Community Summer Fayre but would have for the August Board Meeting. **JW**
- There were no new capacity building items to discuss.
- 6 The Medan Centre Projects**
- a. Disabled Ramp at Front Door**
- It was noted that this is still currently working its way through the system.

DM updated that the Engineer's Report was still outstanding and that this had been chased this week with an update given that an Engineer had been allocated to the job.

DM also updated that he has contacted three contractors inviting them to quote for the works.

c. Gilmorton Suite

It was noted that the topographic survey had taken place and JW asked for a copy for this for the files.

DM

DM updated that although the old plans that he had been given were of great help, new measurements would need to be taken to produce new accurate drawings.

DM

d. Toilet Renovation Design

BM updated that TG had went back to Laings with the changes to the fixtures and fittings that had been **agreed** at the last Board Meeting.

TG

e. Generator Back-up Configuration

It was noted that this work was **agreed** at the last Board Meeting and has been allocated to S Morris Electrician who is now scheduling the work.

f. Replacement Roof

DM updated that he had now received from TG the only roofing quote that had been received so far but had not had time to look at it.

DM

At this point, BM updated the meeting of a flooding incident that had occurred in the kitchen. BM explained that during a recent heavy downpour, rainwater had run across the carpark from the garage and into the kitchen via the door.

The meeting was taken outside where BM explained what had happened and a small discussion was held where it was **agreed** that this is something that can be fixed fairly easy.

At this point, BM updated the meeting that a local Councillor along with the local MSP would be visiting The Medan Centre tomorrow to find out more about the Trust and Café and their work.

7 Staff Reports a. Café48 Manager

As TG was absent from the meeting, BM and JW gave a brief update of the Café. It was noted that the holidays had been busy so far apart from the last two Saturdays but that this was most likely due to the fact that it is the holidays.

b. UCTC Staff Update

As VJ was absent from the meeting, JW shared on screen the presentation that VJ had created and explained what the UCTC Staff Team had been up to since the last Board Meeting.

8 AOB a. AGM Date

A small discussion was held, and it was **agreed** that this year's AGM would be held on Wednesday 8th November at 7.30pm in the Quarry Room.

b. Declined Grant Application Feedback

A small discussion was held regarding the feedback given to grant applicants when grants were not approved. It was felt that in the future, a standard pro-forma should be used which would not go into the specific detail.

VJ was given the action to design a proforma for the Board to agree prior to the next round of grant applications.

VJ

The next Board Meeting will be held in the Quarry Room on Wednesday 23rd August 2023 at 7.30pm.