



Udny Community Trust Company Limited

Minutes of Board Meeting
Wednesday 23rd August 2023, 7.30pm,
Quarry Room, The Medan Centre

- Attendees** Brian McDougall, Julian Slater, Lynne Cartledge, David Murray
Vikki Jannetta, UCTC Community Engagement Officer
Jill Watt, UCTC Project Administrator
- Apologies in advance** Marion Jamieson, Matt Kaye, Garth Entwistle
Tracy Gibb, UCTC Facilities Officer, Cafe48 Manager

	Heading	Details	Action
		BM welcomed everyone to the August Board Meeting.	
1	<i>Previous Minutes</i>	There were no comments on the minutes from the 26 th of July Board Meeting and these were agreed .	
2	<i>Governance</i>	<p>a. Declaration of any Conflicts of Interests</p> <p>BM asked if any Director had any conflicts of interests.</p> <p>It was noted that there were no conflicts of interest.</p>	
3	<i>Finance</i>	<p>a. Operational Finance</p> <p>JS ran through the July bank statement highlighting any large payments over £500 and gave an update on the investments.</p> <p>It was noted again that a new electricity contract had been set-up and the bills continued to be quite high. JS asked JW to circulate the bills by email so that all can have a look at them.</p>	JW
		<p>b. End of Year Accounts</p> <p>It was noted that no draft accounts had been received as yet. JW to chase this up.</p>	JW
4	<i>Other Operational Business</i>	<p>a. Health & Safety</p> <p>BM stated that there were no issues to raise.</p>	

b. Website Training

It was noted that JW had been slowly updating the website and was pleased with her progress and would make a list of anything that she requires help with. It was noted that this will be ongoing.

JW

5 **Membership and Capacity Building**

JW read out the new membership applications that had been recruited at the Community Summer Fayre. All were happy that they either resided in Udny or had a connection to Udny and they were approved.

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 had now worked its way through the system with both planning permission and building warrant granted.

JW shared on screen the drawings and DM ran through these.

DM updated that three contractors had been sent the relevant documentation in order to provide a quote. DM asked if TG could send him the two contractor details that she had and his office will issue them with the relevant documentation. DM stated that he was hopeful that at least two or three quotes would be received.

TG

c. Gilmorton Suite

JW shared on screen drawings that DM and his team had produced and ran through these.

A general discussion was held on the drawings, and it was **agreed** that this project, the toilet renovation design and replacement roof were all one and affected each other.

DM stated that he would take away what had been **agreed** and amend the drawings for further discussion at the September Board Meeting.

DM

d. Toilet Renovation Design

As a result of the discussions in the previous item, it was **agreed** that this project would be put on hold for the meantime.

e. Generator Back-up Configuration

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

f. Replacement Roof

BM expressed his continuing concern at the worsening condition of the roof.

DM stated that repairs could be made in the meantime and that he would talk to the roofing company that had provided the one and only quote to discuss things further. **DM**

7 Staff Reports

a. Café48 Manager

As TG was absent from the meeting, BM and JW gave a brief update of the Café which continued to do well over the holidays.

b. UCTC Staff Update

VJ gave an update on everything that the Trust Staff Team had been up to within the last month.

VJ added that Udny Community Shelf were now receiving donations from the Co-op in Newmacher and had been opening every day for the last week or so which was proving popular. A small discussion was held, and it was **agreed** that they could use a designated space in the garage for storage. **VJ**

VJ explained that an invitation to attend Huntly Development Trust on Saturday 2nd September had been received but it was agreed that a date at the end of September would be requested. **VJ**

VJ explained that a general offer of help from Forth Electrical Services had been received and all **agreed** that it should be taken up. **VJ**

8 AOB

There was no AOB.

**The next Board Meeting will be held in the Quarry Room on
Wednesday 27th September 2023 at 7.30pm.**