



## Udny Community Trust Company Limited

Minutes of Board Meeting  
Tuesday 26<sup>th</sup> September 2023, 7.30pm,  
Quarry Room, The Medan Centre

### Attendees

Brian McDougall, Julian Slater, Marion Jamieson, Matt Kaye

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

### Apologies in advance

Lynne Cartledge, David Murray, Garth Entwistle

	Heading	Details	Action
1	<b>Previous Minutes</b>	BM welcomed everyone to the September Board Meeting.  There were no comments on the minutes from the 23 <sup>rd</sup> of August Board Meeting and these were <b>agreed</b> .	
2	<b>Governance</b>	<p><b>a. Declaration of any Conflicts of Interests</b></p> <p>BM asked if any Director had any conflicts of interests.  It was noted that there were no conflicts of interest.</p> <p><b>b. AGM – Wednesday 8<sup>th</sup> November</b></p> <p>It was noted that JW had begun preparing for this.  BM asked the meeting if an option to join by Zoom should be offered. A small discussion was held, and it was <b>agreed</b> that it should be.</p> <p><b>c. Small Grant Application Form Revision</b></p> <p>It was noted that BM had previously sent an email with regards to this where it was proposed that having a constitution and match funding be removed in order to make applying for a small grant easier. A small discussion was held, and this was <b>agreed</b>.</p> <p>It was noted that groups / organisations must still have a bank account in their name as this shows that they have taken the</p>	

time to set themselves up properly as it was not an easy task opening a bank account.

It was noted that with regards to match funding, it is always noted the time and effort that groups / organisations put in.

### 3 Finance

#### a. Operational Finance

JS ran through the August bank statement highlighting any large payments over £500 and gave an update on the investments.

JS highlighted the large electricity bill again. At this point, TG explained that she had investigated this and confirmed that it was all in order. TG reminded the Board that we had locked into a long-term contract at a time when there was a certain amount of Government scaremongering going on.

A small discussion was held with it being noted that Trust and Café Staff were all being very mindful of electricity usage. It was also noted that The Medan Centre is open 6 sometimes 7 days a week which is great, and that the Café kitchen will consume a lot of electricity.

JS suggested purchasing and installing a meter to monitor usage and it was **agreed** that this could be looked into. JS also suggested it could be investigated if there are any grants out there to help with this.

**BM**

**VJ**

TG ended the discussion by stating that going forward she would take and submit monthly readings, so estimates are not being worked from.

**TG**

#### b. End of Year Accounts

JS updated that he had now submitted the required text for this.

JW updated that on Thursday of that week a meeting had been arranged with Bain Henry Reid in order for them to look at our finance practices. TG added that they would also soon be visiting her to do the same.

**JW /  
TG**

### 4 Other Operational Business

#### a. Health & Safety

BM updated that PAT testing had been carried out that day. BM explained that it had been carried out for free by Forth Electrical Services who have a contract with Aberdeenshire

Council and as part of it have to give something back to the community. TG added that they were also going to carry out various general maintenance to the building and grounds.

At this point, a small discussion was held on the broadband outage situation which happened a month ago where the Café back-up mobile broadband did not kick in. BM updated that he had now moved the unit to TG's office where there would be less interference from other items and would test it next week to make sure that it kicks in.

JS suggested that a back-up card machine should be considered. TG stated that she will call the card machine company and ask for their advice.

**TG**

### **b. Website Training**

It was noted that JW has been continuing to slowly update the website and would continue to make a list of anything that she requires help with. It was noted that this will be ongoing.

JW explained that there was a problem with the website page loading, so she had email LC to ask for the Web Designer's help.

**JW**

### **c. Electricity Bills**

It was noted that this had been discussed previously.

### **d. Drove Road**

BM updated that it has been discovered that the transfer of ownership of part of the Drove Road from Aberdeen Endowments Trust has not been lodged with Land Registry. BM added that JW has done extensive investigations and has discovered paperwork that the Trust Solicitor at the time should have done this. BM proposed to the Board that he contact the Solicitor and investigate why this has not been done and all **agreed**.

**BM**

## **5 Membership and Capacity Building**

There were no new memberships.

There were no capacity building items.

**6 The Medan  
Centre  
Projects**

**a. Disabled Ramp at Front Door**

DM was absent from the meeting so there was no update from him on this but it was noted that the closing date for quotes was Friday 6<sup>th</sup> October.

TG updated that she had met with two contractors who both stated that they can do the work this year and that she hoped to receive quotes from them.

**TG**

**b. Gilmorton Suite**

DM was absent from the meeting so there was no update from him on this.

**c. Replacement Roof**

It was noted that the repairs would be carried out within the next two weeks. TG took the action to ask DM about what access would be required.

**TG**

**d. Café Enhancements**

BM proposed that the Café kitchen lighting be replaced with LED lighting and all **agreed** with this.

BM proposed that two TVs be purchased for the Café to advertise the Trust and Café running presentations like the one in the Quarry Room does and all **agreed** with this.

TG stated that she would require to purchase a new soup kettle as the current one had failed PAT Testing. TG added that a new one would cost approximately £50 and all **agreed** with this.

**TG**

TG also stated that the current salad bar that was inherited is nearly at the end of its life. TG added that it had been repaired a couple of times, but she has been advised that it will require replacing very soon. All **agreed** that TG could start investigating the purchase of a new model.

**TG**

TG proposed that black trousers be purchased as an extra piece of uniform for the Café Staff and all **agreed**.

**TG**

**7 Staff Reports a. Café48 Manager**

TG updated that although it had been a very successful summer for the Café it had been tough juggling Staff and Volunteer holidays. TG added that she had hired a new member of Staff as a couple of current Staff were returning to college / university. Lastly TG, added that she had had an enquiry from a possible new Volunteer.

**b. UCTC Staff Update**

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

VJ updated that she had received some general enquiries about if we provided first aid training and defib awareness training. A small discussion was held, and it was agreed that VJ could look into this.

**VJ**

**8 AOB** There was no AOB.

**The next Board Meeting will be held in the Quarry Room on  
Wednesday 25<sup>th</sup> October 2023 at 7.30pm.  
Grant Consideration Meeting.**