



## Udny Community Trust Company Limited

Minutes of Board Only Meeting  
 Wednesday 28th January 2026 7.30pm,  
 Conference Room, The Medan Centre

### Attendees

Brian McDougall, Julian Slater, Sue Hebenton, David Murray and Hayley Yule

Ruth Cluness, UCTC Manager  
 Fraser Ferguson, Café48 Manager  
 Teresa Costanza, UCTC Administrator

### Apologies in advance

Marion Jamieson and Matt Kaye

	Heading	Details	Action
1	<b>Previous Minutes</b>	<p>BM welcomed everyone to the January <i>meeting</i>.</p> <p>HY wanted to check with grant G25-26-015 (Pupils First Aid training). Would the school be invited to re-apply for a grant. The board states that this would be fine, if the grant is not applied for after the training has been provided. HY also asked about the deferred grant G25-26-014- RC mentioned there has still not been an update from the headteacher on this.</p> <p>There was a typo on page 4 in the December minutes in relation to the vote on G25-26-014. This has now been corrected.</p>	
2	<b>Governance</b>	<p><b>a. Declaration of any Conflicts of Interest</b></p> <p>BM asked if any Director had any conflicts of interest. A topic being discussed in A.o.B and URG would directly affect SH, creating a conflict of interest, so SH will step aside when this is discussed.</p>	
3	<b>Finance</b>	<p><b>Operational Finance</b></p> <p>JS talked through large payments. High electricity bill again this month. £4200 has gone over to Cafe48 activities. £3000 across to grant for Udny and Pitmedden Panto. £5000 on wages HMRC, and pensions. Large payments for the Fire Assessment and the Surf Awards Ceremony.</p>	

**4 Budget setting for 2026/27**

**a. Strategy (identification of any new ideas)**

BM Explained how the budget would work for the year. Budget figures do not go into the Strategy document. Long term strategy: BM shared that he will be attending a conference on sustainable energy and it's important to point out that there will be others who are in the same position as Udny, so could be useful to hear what they are planning.

Medium term strategy: 2 thirds of our income will stop. HY asked if there is part of the strategy that will create more income. JS stated UCTC board and team need to think seriously about this. HY stated that more money needs to be made to fund what UCTC are doing and trying to do. DM wants to learn more about what is happening where, learn from other trusts and groups. BM reiterated all ideas are welcome.

There was a discussion on the objectives for the charity. If these are changed, they will need to go through OSCR. MJ would like to work on health and wellbeing within the objectives for the charity alongside RC. It was thought that better objectives t are more adaptable would be better for the UCTC. It was decided that these are our current objectives, but UCTC will review these and get them checked and signed off by OSCR at the 2026 AGM. An objective that we need to work on would be resilience. BM and MK are putting actions in place with training and documentation recording. Now there is no direct duties for directors, this should be reviewed, and new director training should be carried out for the newer members of the team. Aim to do this before April. All online training via DTAS.

It was also agreed that more work needs to be done for UCTC Volunteers, including the volunteer agreement process and support, HY asked if there was training material, RC is working on this for both staff and volunteers.

**MJ/SH**

**RC/HY/SH**

**RC**

**b. Grants c. Activities**

BM mentioned the MOU's which are direct funding to Community groups. SH asked about flooding equipment- BM answered this is different from the MOU as is normally a small amount. SH asked if there is an exception to the rule on grants- if there was a real crisis can money be accessed. It was decided that this would still need to be assessed on

a need-by-need basis. It must benefit the public though- as this is one of the UCTC charitable objectives. It was noted that Paths project does not have a MOU but has its line in the budget.

Emergency centre MOU- An agreement with Greenacres, is that The Medan Centre is an emergency refuge space if ever required. RC asked if HY would like a copy of the MOU and will send it over **RC**

BM is happy with the strategy but asked if there is anything more we should be doing. HY mentioned the website. This is something RC would like to update but hasn't had the time yet to commit to this. It was decided that Imagine Udny can now come out of the strategy. **TC**

JS wants to see something done with the park- SH shared some information on what the Formartine Youth Project are working on this with other community groups. There seems to be movement with this. There was a discussion on Youth Membership. It was discussed that we should invite the new Youth Forum to one of UCTC board meetings. HY also mentioned that this can support youths completing the Duke of Edinburgh awards as well. **SH/HY**

There was a discussion on the Intern Programme. This could be a good idea for someone to spend time on website updating/social media/digital archiving. TC can investigate this and share when updates for applications are open. **TC**

**5** **Membership and Capacity Building**

**New Members**

Lynne Dawson – Associate Member  
Julia Richards – Ordinary Member

**6** **The Medan Centre**

**a. a. H&S Fire**

RC is working through the report- there is 50 actions. Staff training is required. RC will share the report and tracker in the next couple of days with the board. **RC**

**b. ECIR**

The Medan Centre failed this, but remedial work should be fixable- RC and BM will be working through this. **RC/BM**

**c. UCTC Office insulation/refurbishment**

Office refurbishments are going well. RC had two quotes for the room to be plastered. Alan Doland at £621.60 And Brian Thompson £475.00 DM asked if there was a difference on time scale- RC would check- but if there is not that much difference then go for the cheaper option. BM will have to replace tracking for the power on all cables, with fittings just over £4000. Everyone agreed that this would be ok. JS reminded that we need to start being a bit more vigilant on spendings.

**RC/BM****d. Cafe48 internal door automation**

There was a quote from the company RECORD for this at £5000 which seems quite high. BM has been doing some research and if he works on this with Ed Grant should cost just under £2500. It will still be able to be used manually, is still compliant with UCTC fire safety but will mean it will be a fully accessible door. Everyone agreed that this was a good saving, but something we do require.

**BM****e. Replacement Flat Roof – Progress Report**

Planning and warrant application are in and paid for. DM show some of the plans for this. Replacement of roof in gentleman's toilet. Gilmorton suite will have a new light. There is an indication where the solar panels may go, but this could change. Drawing also showed a plan where external wall insulation should go. DM talked through a couple of complication procedures that will be required such of the removal of the vents and work on the west side of the building. DM also explained that there is a lot of unknown, especially the level of rot within the joists of the roof- which would then need replacing. So, things can change as the work starts and continues. It's important to note that very few contractors can do all jobs, so there will be a split in contracts used. Brigs Amasco updated tender- can only do the roof replacement work- They are the most expensive now but have been very helpful. AB Buchan will work with an external company to look at the external wall jobs.

John G Baird cannot do PV but are interested in the Flat roof work. Eco-build seems keen

and very helpful, but unsure if they can help with the insulated render.

DM is conscious not to overwhelm them. Jim Beale Joinery- great at Joinery work and DM has a meeting with them on the 3<sup>rd</sup> of Feb. Murry Smith good contractor but cannot commit to this now. Burns declined the contract as too much work for them. Work package 2 is the solar PV. AES solar is the cheapest DM explained that we need to engage with the companies to check they are the right ones for The Medan Centre.

External walls will be Work Package 3-There is 4 companies that could be used for this, AFS, MHI Group, PWN Contracts and Briden construction.

JS asked if we had planning for the whole project yet. DM replied that he is unsure of the costs for the wall side of the project atm.

DM asked in the roof light for the Gilmorton suite if this should be clear or obscure. Everyone agreed with clear. **DM**  
RC will send across the Asbestos report.

JS asked will the building be protected with tarpaulin. DM stated this needs to be asked – as the building will go through stages on being quite vulnerable. **RC**

BM asked how long a building warrant can take- DM said it could be about 6 weeks. BM asked if there was a start date in mind- DM answered no early then 6<sup>th</sup> April. BM thanked DM for all his work on this so far.

#### **f. Plan for cafe48 during roof work**

We will need a contractor programme before this can be discussed.

#### **g. DTAS Recovery and Resilience Programme - funding for flat roof**

RC advised that an application needed to be supported by the board, so it was decided to run through the document now and RC will submit. Working through the document HY asked if there is KPIs in place for UCTC. It was explained that UCTC is very good at collecting data but could be better at then analysing and using this data. **RC**

#### **h. Solar Panels**

Discussed earlier under flat roof

#### **a. IT Contract Tekserv**

This was discussed, as FF had done some research on the cost and products from Tekserv. FF did explain he could put together something that could work for us that he could look after, but

then if FF left the company UCTC would be out of tech support. It was decided that the help and support from Tekserv would be worth the cost- TC had checked and there is a payment freeze with the contract which is good. TC to email Tekserv to see who has admin rights.

**TC**

**b. Grit Bins**

UCTC has successfully adopted 16 grit bins. PTM plant will refill these for UCTC BM will created a list with what3words for ease of refilling. Aberdeenshire council will be giving us stickers for the bins.

**c. Grant G25-26 -014**

Will be discussed at next board meeting

**a. UCTC**

**8**

**Staff Reports**

RC asked if March would be a good time to book in Ed Grant to upgrade the Conference room. This would mean there is a usable room when the roof works take place. There was not a decision made at this point, but DM will investigate this.

**DM**

**c. Cafe48**

Café staff and volunteers wanted to check that the Christmas night out is still aloud this year- no one objected.

There is a problem with the dishwasher, and FF is hoping this will be ok and can be fixed- the board are happy to order a new one if required, (if the fix does not work)

**FF**

**9.**

**AOB**

David Smith from URG brought to the boards attention a problem with Bronnie Burn flooding, that would affect 6 houses in the Pitmedden Area. SH left the meeting at this part of the discussion as this directly affected her property. DS was requesting some kind of fund to help these 6 houses with the contractor engineer which would be required to help stop this from becoming a serious problem. The board had a lengthy discussion on this and there was a lot of sympathy to these house holders. However, the UCTC funds cannot be used for

**RC/DS**

individuals, which would be in this case. In this case UCTC cannot support this. RC to update DS

**The next Board Meeting will be held in the  
Conference Room on  
Wednesday 24<sup>th</sup> February 2026, at 7.30 pm**