



Udny Community Trust Company Limited

Minutes of Board Only Meeting
 Wednesday 24th Feb 2026 7.30pm,
 Conference Room, The Medan Centre

Attendees

Brian McDougall, Julian Slater, Sue Hebenton, Marion Jamieson, Matt Kaye and Hayley Yule

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

Apologies in advance David Murray

	Heading	Details	Action
		BM welcomed everyone to the February meeting.	
1	Previous Minutes Governance	There were no comments on the minutes from the January Board Meeting and these were agreed.	
2		a. Declaration of any Conflicts of Interest	
		BM asked if any Director had any conflicts of interest. Nothing was declared.	
3	Finance	Operational Finance JS talked through large payments. High electricity bill again this month. Large payment on wages HMRC, and pensions. Large payments for the Fire Assessment and the ECIR assessment. There have been high payments for the roof planning paperwork. Also, high oil costs.	
4	Membership and Capacity Building	New Members Steve Richards – Ordinary Member	TC

5 Large grants

- a. G26-27-001- Ladies Night Fundraiser- Udny Station Pre-School & Playgroup

The PEG assessment results had 3 in support- 1 PEG member compromised and 1 PEG member not supporting. The board discussed this grant and noted the short notice of the grant. It was decided to support this application on the understanding that match funding had been sourced. Granting the amount requested of £1,427.04. Conditions are to make sure there is acknowledgement and monitoring reports completed.

6 Small Grants

- a. G26-27-002- Swap Shop Hall Hire Costs-UCA

The board was in full support of granting the amount requested of £1000. Conditions are to make sure there is acknowledgement and monitoring reports completed. The board noted how well-run the event is and well attended. RC shared that UCA wanted to express their thanks for the continued support

RC/TC

- b.G26-27-003- First Aid Training - Staff & Parents-Udny Station Pre-School & Playgroup

The board was in full support of granting the amount requested of £607.69. Conditions are to make sure there is acknowledgement and monitoring reports completed.

RC/TC

- c. G26-27-004- Village Picnic / Christmas Concert- Dr Spence Memorial Hall

The board was in full support of granting the amount requested of £974.00. Conditions are to make sure there is acknowledgement and monitoring reports completed.

RC/TC**7 The Medan Centre**

- a. UCTC Office insulation/refurbishment Completed and looks great. Staff are very happy on all the hard work that everyone did to get this done. The next step would be to work on the conference room with similar upgrades. The TV screen will move to allow better visuals for when meetings using a screen are needed. The room will be insulated in the same

BM/RC

way that the staff office is. There will also be a central point for all cables- this will make the room safer and flexible if the space is being used but electricians aren't needed. So a more multi-purpose room, which should increase bookings and help with revenue. All in favour of the next step of this project.

b. Cafe48 internal door automation.

BM

This will get done- but at the moment, it is not a priority.

c. Replacement Flat Roof – Progress Report

DM/RC

DM was not at the meeting and away for the next couple of weeks, so we will have to wait on update on his return. There was a discussion on the need of a time scale. It was hoped this would be discussed at the next board meeting in March. All the paperwork that needs to be submitted for the work has been completed on time. There is a worry on the state of the joist work and the exploratory work that will need to be carried out.

d. Plan for cafe48 during roof work

FF/DM/BM

The plan for cafe48 is to try, if the roof work allows to keep the café open. A marquee will have to be used for the front lawn, and it will depend on the access of the kitchen and the ladies toilets. More close work needs to be done on this when the roof schedule is in hand.

e. Solar Panels

BM/RC

It was thought that the roof work is of more importance and that the solar work can move to the winter months, if the roof will be upgraded over the summer. HY suggested getting in touch for the BRE in England for advice. The BRE National Solar Centre (NSC), part of the BRE Group, is a UK-based independent authority to provide research, consultancy, guidance, and certification for solar PV technologies.

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Other Items

a. MOU for Pitmedden News

RC explained the background information to the board. The MOU would help the Pitmedden News with their costs, which benefits the area of Udny, including the UCTC for advertising and promotion. This would mean that the volunteers who look after the Pitmedden News wouldn't have to apply for a grant every cycle to keep them afloat. Everyone was in agreement to support this. The question was asked if the Pitmedden News could be made available online- RC will find out, and it was also agreed that there should be an acknowledgement in the Pitmedden News.

b. Grant G25-26 -014

Pitmedden School is withdrawing this grant.

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**Staff
Reports**

a. UCTC

BT bill increases in April

SRUC will be visiting again on the 19th March – a different group of students- MK RC and BM will meet

The bereavement café is starting well- and will be run by one of our volunteers.

RC will be working on the health and safety of the Medan Centre using the asbestos report and the fire report as a working document.

b. Cafe48

Nothing major to report. Opening on Sundays are about to start, and this was very up and down last time, so FF will report back. Needs to hire a new chef/cook. Still trying to keep prices as low as possible in the current climate but is always aware that costs are rising everywhere. The dishwasher is now fixed, so well that it didn't need to be replaced.

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AOB

RC mentioned some updates with local community groups. There have been some changes with members stepping down in Pitmedden First Responders – the contact for this group is now Peter Palin. There is also some changes within the company Woodrecyclability management team, which means that the community group Social Juice has had to move their community orchard and have to relocate. This change has also seen the closing of the Friends of Woodrecyclability group.

BM wanted to discuss the fire report. In it, one suggestion was to add a designated smoking area as a recommendation. BM would prefer not to encourage smoking at all, and there has been no history of problems with smoking butts or any need for a smoking area on site. Everyone was in agreement with this.

Second item that BM wanted to discuss was that it was mentioned that the gate leading to the park could be shut to protect the building. This is used

by the public a lot to access the school and park, and all the board members thought this wouldn't really protect the building as it would still be accessible from the front. It was decided that this is another action that does not need to be followed through.

**The next Board Meeting will be held in the
Conference Room on
Wednesday 24th March 2026, at 7.30 pm**