



Udny Community Trust Company Limited
Minutes of Board Meeting
Wednesday 24th September 2025 7.30pm,
Quarry Room, The Medan Centre

Attendees Brian McDougall, Matt Kaye, Julian Slater, and David Murray

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

Apologies in advance, Marion Jamison and Sue Hebenton

	Heading	Details	Action
		BM welcomed everyone to the September meeting.	
1	<i>Previous Minutes</i>	There were no comments on the minutes from the August Board Meeting and these were agreed .	
2	<i>Governance</i>	a. Declaration of any Conflicts of Interest BM asked if any Director had any conflicts of interest. Nothing was declared	
3	<i>Finance</i>	a. Operational Finance JS mentioned that there was a missed payment to the HMRC last month, so there was a double payment to cover this. RC mentioned that positive energy had emailed about a new monthly charge – no previous communication about this- but is a new levy charge. It was noted that the contract with positive energy will not run out until January 2027. RC mentioned that there has been a change with Equals Money – which is the prepayment card that UCTC staff use. The company when it first started off had free service for charities. This is now changing to £250 for the year. JS is happy on how this service works so is happy for the payment to be processed – everyone was in agreement . MK ran through the bookkeeping. As big projects like the flat roof work is on pause UCTC will not need to dip into reserves. It was agreed by all board members	

present that UCTC will loan the turbine company funds until the next FIT payment is processed.

b. 2024/25 Accounts review

MK asked the question on when the audit is taking place. JS replied that this is already being worked on by the accountant team. FF questioned about the café accounts as they have still not been collected. RC asked if the accounts will need some more background information on grants that UCTC give out. RC can work on these descriptions and send on for final paperwork **RC**

c. AGM 2025

JS proposed that the AGM should be towards the end of November. This will then allow the UCTC accounts to be published when the AGM takes place. It was agreed that the AGM will be on 26th November. The board meeting on this date will move to the following week, 3rd December where grant decisions will be allowed to take place. **TC**

4 Other Operational Business

a. Health & Safety

RC talked about the Facility management health check with DTAS. This was a background introduction into the property, a walk around, an audit and their recommendations. Very thorough. RC will book an official Fire Audit – Frasers Fire Company will do this and will be giving UCTC a quote. Asbestos survey will also need to be carried out- DM mentioned Astec as a local company that could be used. The EICR electrical certification will be due so RC will book this in. There were minor recommendations from the DTAS walk around such as more fire exit signage and visual plans showing exit routes. The showers will also need checks for legionella disease. RC mentioned that one shower will be removed from the upper floors. But those that will still be in the building will need to be checked. DTAS were very impressed with the level of risk assessments that UCTC have recorded. RC will share the report from DTAS and quotes for the different audits and surveys required. **RC**

b. European Rural Parliament

RC shared some information on the visit on the 22nd October. They should arrive here at 10 am and will be going across to Udny Green in the afternoon. Theme is **Community Energy**, so UCTC wind turbine will be

a very important part of the visit. Split the group of 36 in to two. Some at the turbine, and others on a community trail around The Medan Centre. RC will be based at The Medan Centre and MK and BM will be at the turbine. Scottish lunch will be laid on by UCTC. The delegates bus will be used to travel from The Medan Centre to Udny Green, those that are interested can take part on a walk across to Udny Green with Health Walk leaders in place to lead this. At Udny Green URG will be set up with the generator and Jeanie Price will do a welcome afternoon. RC asked if any other board members are available. DM said he is tentative at the moment

RC BM MK**MJ BM RC**

c. Apple Sunday staffing

BM and MJ are attending along with RC

5 Membership and Capacity Building

a. New Members

No new members. RC asked about Associated membership. This is something that is in place for those who maybe do not live in the parish of Udny but are an active volunteer within UCTC or associated with the trust in a different but important capacity. This definition should help staff when trying to recruit more members.

TC/RC

6 The Medan Centre Projects

a. Insurance Renewal

Our insurance is up for renewal. There was an item listed on our insurance that had not been noticed before: 5) You confirm that each of the premises to be insured, the buildings and outbuildings are of 'standard construction' i.e. built of brick/stone/concrete and roofed with slates/tiles/metal or concrete (we include within 'standard construction' flat felt roof area(s) not exceeding 20% of the total roof area) other than as notified to us prior to the inception of this policy.

TC had checked in with Keegan & Pennykid (Insurance Brokers) Ltd and UCTC had not informed them of the Flat Roof exceeding 20 % of the total roof area. The insurance came back with an exclusion clause in the policy that the flat roof needs to be inspected and if anything is found UCTC will have 60 days to get this fixed. Talking on this topic at the board meeting it was decided that this would not work. The roof needs upgrading, with quotes and schedules in place for spring next year, we will write to the insurers to explain the situation. This will mean that work for the roof must start in spring 2026 (if weather permitted). While assessing the whole insurance document some of the

valuations look a bit low. It was agreed that these items should change:

Amendments for CCP 5100339

1. Preface Page - change policy holder address to 14 Oldmeldrum road AB41 7AG
2. Page 1 change policy holder address to 14 Oldmeldrum road AB41 7AG
3. Page 3 increase contents to £75,000
4. Page 3 increase Electronics & Computer to £10,000

Statement of facts document

- 1b Charity registration number is SC043777
- 2 organisation was established in October 2009
- 3a Show Income as £350,000
- 3b Show Wage roll as £150,000
- BM and TC will finalise this to send through to the insurers ASAP

TC/BM

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b. Temp Roof Repair

c. Replacement Flat roof -Progress Report

d. Solar panels

Temp roof repairs- water has been coming in. There has been a temporary repair with felt-and hopefully this will last until the roof is fixed. DM discussed progress on flat roof and Solar price quotes with different contractors. DM stressed that this needs to be booked in. There is no time to this before the end of 2025 so has to be pushed for spring next year – but the UCTC need to get this booked in before contractors get busy. Ed Grant has done some investigation work and it seems that some joists will need to be replaced. The wall in the Quarry Room is causing some concern. There was some talk about insulating the walls in the quarry room and important to do some investigation work down to the foundations to see what is occurring on this side of the building. BM asks if we should look at the new roof first or investigate The Quarry Room wall and then the roof. DM replied that more investigation work is required especially on the level of these joists. DM has said we will need a joiner working along side the roof contractors. It was stressed again that a decision needs to be made on the contractors to be ready to work in Spring. Ventilation is also needed to get booked in, DM will look into this.

DM

8

9

f. Insulation and refurbishment of upstairs UCTC office.

It was also mentioned that work will be needed in the upper floor offices. The toilet and shower will be removed from the office to make more valuable storage area. Rooms will also be insulated. Just waiting on a quote from Ed Grant. No objections from board members.

RC

Staff Reports

a) UCTC

Ruth mentioned the SURF awards. Judges will arrive on the 8th October. This should be conversation led visit- with a recommendation on no more than 10 people involved with the visit. The judges will be looking at what is currently happening at The Medan Centre as a project. It's important to note this is on The Medan Centre not the UCTC. RC suggested Anne Grant for the café side of things, as she has been involved as a volunteer with the café from the start of the project. Wullie Matthew has been asked to talk about the community garden and is happy to. RC suggested Julia Richards as she is an active volunteer who is involved in a lot of collaboration projects. RC would also like to ask Sue Heberton (as she is not at this board meeting) to talk through health and wellbeing. The idea is to share their stories and hear the benefits. BM agreed this is a great starting point. DM and JS will not be available. MK and BM will be able to attend and help as required. The announcement for the awards will be in Glasgow on the 4th December. RC asked if we could get a table of 10? MK opened the question on who should be invited ? This could be very inspirational for our volunteers to attend.

RC/BM/MK/SH

RC has an update from the tenant from Number 3 Oldmeldrum road. The Lower floor space will be lease to a hairdresser . The sublet agreement will allow access to the bathroom for both tenants. Board had no problem with this.

November 9th is the 5 year anniversary of The Medan Centre. It was agreed that it would be marked in a small but fun way, branding and marketing that week. The café will be open that day as part of Sunday openings.

RC brought up that the school wants its own access to the small garden that is part of the Udny Community Trust land. This is for outdoor learning purposes. The space can be managed with a bookable system and the gate will be locked when not in use. The board was happy with this to go ahead.

b) Cafe48

Football season had started, and all involved seems to be happy with the external catering provided by Cafe48. There has been more interest in cafe48 external catering so this is very positive. The café will now be open 6 days a week and times will be from 10-3pm to see if this works better for the community. The Senior menus working very well. At the moment this is only on Tuesday but FF will look at introducing this on different days to see if that helps get people through the door. Lastly it was decided that UCTC Christmas lunch will be on the 19th December.

A.O.B

Pitmedden First Responders

BM brought up the work that Pitmedden First Responders have been doing for the community. They are very active, doing very important lifesaving work. They have someone that is helping with the admin side of things- which will make sure they are compliant, as in previous years they have fallen behind in this. Funding isn't very helpful for them, so BM suggested a MOU for this group. This would focus on car services, road tax and fuel to a value of £2000. All board members were happy with this and in agreement. BM also mentioned that the First Responders will be looking into putting a large grant forward this would be for a defib. The spec will match those of the Scottish ambulance which will mean can be used alongside ambulance equipment if required. Lastly First Responders would like to use The Medan Centre as a correspondence address. It was agreed by the board members that this wouldn't be a problem, and an area downstairs should be created. A pigeonhole space in an accessible area. UCTC staff to locate a suitable spot.

**The next Board Meeting will be held in the Quarry
Room on
Wednesday 29th October , 2025, at 7.30pm**