Udny Community Trust Company Limited
Minutes of Board Meeting
Wednesday 29th July 2026 7.30pm,
The Conference Room, The Medan Centre

Attendees

Brian McDougall, Matt Kaye, Julian Slater, and Sue Hebenton

Ruth Cluness, UCTC Manager
Fraser Ferguson, Café48 Manager
Teresa Costanza, UCTC Administrator
Steph Mc Cann Observer

Apologies in advance David Murray, Marion Jamison and Hayley Yule

	Heading	Details	Action
		BM welcomed everyone to the July meeting.	
1	***Previous Minutes***	There were no comments on the minutes from the June Board Meeting, and these were agreed.	
2	***Governance***	**a. Declaration of any Conflicts of Interest** BM asked if any Director had any conflicts of interest. None were declared	
3	***Finance***	**a. Operational Finance** JS took the board through the stock report. JS explained how these different trackers were working with UCTC investments. The performance of the Ethical Tracker Fund was discussed, as it has not performed as well as other available funds. JS proposed transferring the money into an alternative investment fund that has previously delivered positive returns. All members were in agreement with this proposal. JS Highlighted payments over £500. A £1000 transfer into the UCTC staff Equals Money account. Rates bill for The Meden Centre. High payment to Café 48 for UCTC activities. Payments for conference room upgrades such as joinery work by Ed grant and plastering by Brian Thompson were large payouts this year. Paye and salaries are also a big payout. JS also mentioned that UCTC has been successful in obtaining £50,000.00	

		from the DTAS Recovery and Resilience Programme and is now in the accounts. MK ran thought the bookkeeping side of things. Everyone is happy with the upkeep and admin side of bookkeeping now that staff have taken on the roles on completing this. MK reminded the board that the bank loan payment will finish this year.	
4	***Membership and Capacity Building***	**a. New Members** Accepted full member Fiona Marr. **b. New Directors/Observers** BM talked though his meeting with Amy Gray, who was interested in joining the board/getting involved and helping Udny Community Trust. BM explained that as he is not a resident of Udny Community, she will not be able to join as a board member as importantly she will not have voting rights. However, as she has certain skills and experience that can be very beneficial to UCTC she would be a very useful asset to the board for advice. BM suggested that she could join the board meetings as an observer and help in that capacity, but in the understanding that she had no voting rights. All board members were in agreement.	***TC***
5	***Other Operational Business***	**a. Health & Safety** RC ran through some of the health and safety updates she had been working on. Pest control has visited and added traps to keep the Garen tent compliant and safe. These traps will need to be added to a daily check list. RC is working on updated Marquee risk assessment. RC also mentioned the Asbestos work that will be taking place in the Quarry Room and old Gilmorton Suite.	***RC***
		b. **GB Energy visit** GB Energy will be visiting on the 30th July. They will go on a turbine visit and have lunch. There will be good opportunities for promotion for what UCTC does for the community. RC went through different resources that she will be using for the visit and the importance of the Ripple map project.	***RC***
		c. **Charitable Objectives** BM explained when these were first set- it did take three years to pass OSCR. The board talked through the objectives. RC shared the importance of these being correct for UCTC as these will also be used in the grant processes as well. There was some detailed discussion on how the charitable objectives will work to incorporate the Pitmedden First Responders. It was	***RC***

agreed that to do this should mention Pitmedden First Responders, and the defibs but stop there. Everyone was in agreement and RC will check in with OSCR.

d. First Responder's Pitmedden

BM shared that there is a problem with the bank accounts being closed, but hoping this will be resolved very soon; this is something that the UCTC cannot help with.

7 Other Items

The Medan Centre

a. **Replacement Flat Roof – Progress Report**

Start date is the 10th August.

Solar Panels – Decision on supplier to be made by 5th August

Still looking into this- 2 quotes are in AES at £52,000 and I Protech £33,000, still waiting for one more. JS explained that UCTC should be looking into grants for this. SM explained that she had lots of experience writing grants for solar panels and can help advise RC on applications. ***BM/RC/SM***

c./d. Plan for cafe48 during roof work/Garden Room

There needs to be a clear understanding on what routes are accessible and when. The garden tent is looking and working well at the moment. ***RC/FF***

e. Cafe48 internal door automation.

The electrician will need to fit the power source, and 3 members of staff will need to complete the training. ***TC,FF, and BM***

8 Staff Reports

a) UCTC

RC updated that all items have now been moved from the back storage area though to the garage. RC has been working on a new water contract which will hopefully save the UCTC £600. The research into a new electrical contract is still on going. Ruth expresses the importance of a new cleaner. Staff are at the moment doing the cleaning jobs onto of their busy roles and it's taking a toll on work balance. FF asked if the pay rate could be increased. The board was happy to raise the pay to £20 per hour, but also to look into quotes for cleaning companies (even though it was thought this would be a lot higher increase) RC explained that they will be getting blinds and vinyl wraps for the tables in the conference room. This should improve any lighting issues going forward. RC explained that the kitchen vinyl also needs to be fixed and this is an ongoing project at the moment. Great feedback from the Summer fayre – except for the loss of a bouncy castle. There was feedback from the board on how to go bigger next year- and look into getting some different activities. RC shared that going forward it would be good to have a community event planning group.

b) Cafe48

Struggling at the moment, and there is a lot of competition which isn't helping. At the moment the café will shut on Sundays. Tuesdays are still strong at the moment. Audit is going well. FF will look into different offers going forward to try and get some customers back in. Football contract will still be starting soon, which will be good to maintain that connection.

The next Board Meeting will be held in the Conference Room on the Wednesday 26th August 2026, at 7.30 pm