



Udny Community Trust Company Limited
Minutes of Board Meeting
Wednesday 26th August 2026 7.30pm,
The Conference Room, The Medan Centre

Attendees

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

Ruth Cluness, UCTC Manager
Teresa Costanza, UCTC Administrator
Steph McCann Observer
Amy Gray Observer

Apologies in advance

Brian McDougall, David Murray and Fraser Ferguson

	Heading	Details	Action
1	Welcome	MK welcomed everyone to the August meeting. As there were new observers, each member of the board, staff and observers gave an introduction about who they are.	
2	Previous Minutes	The minutes of the previous meeting were reviewed and some amendments were required. It was noted that there were mistakes in the wording under Section 3 for Finance and under Section 7 in relation to the flat roof. These were noted and will be amended and sent around to all Board members.	
3	Governance	a. Declaration of any Conflicts of Interest MK asked if any Director had any conflicts of interest. JS declared a conflict of interest with grant (G26-27-015) and will therefore abstain from the discussion and decision on this grant only. SH declared a conflict of interest with grant (G26-27-014) due to her work with the FYP and will therefore abstain from the discussion and decision on this grant only.	
4	Finance	a. Operational Finance	

JS took the board through payments over £500. Udney Station Pre-School had claimed their grant, waste services were high, and a grant had been paid out to The Listening Ear. Positive Energy bills are still high, but we are coming to the end of that contract. The Barclays Carpets bill for the vinyl replacement in Cafe48 came to £1,965. There are still high payments going out for staffing costs, HMRC and pensions.

JS also mentioned that we had received £45,000 in Gift Aid from the turbine.

MK ran through the bookkeeping side of things, explaining that we would have Gift Aid of £150,000 in December and March 2027.

5 Large grants

a. G26-27-014 The Big Breakfast Kitchen Project - Formartine Parish Church

RC/TC

The board was in full support of granting the amount requested of £10,000.
SH opted out as direct conflict of interest.

6 Small Grants

a. G26-27-015- Summer 2027 Concert-Inverurie Orchestra

It was mentioned that, even though this was outside of the Udney Parish, it does support young people in the parish. More importantly, it tackles an age group that UCTC find hard to support.

The board was in full support of granting the amount requested of £1,000.

RC/TC

JS opted out due to a direct conflict of interest.

b. G26-27-016 Supporting Accessible Early Years Play through Rent Assistance-Pitmedden Tiny Tots

RC/TC

The board was in full support of granting the amount requested of £1000.

c. G26-27-017 The Gatherin Project

RC

There was a lengthy discussion on this particular grant. Some board members felt that there was a lack

of information on the demographic data and how this would benefit people in the Udney area.

It was decided that if this information could be provided, then the grant would be granted. RC will email and provide an update.

d. **G26-27-018-New outside area play equipment- Udney Station Pre-School and Playgroup**

RC/TC

AG asked the question of how long the lease of the land is for Udney Station Pre-School and Playgroup. RC said she would find out this information.

The board was in full support of granting the amount requested of £964.88.

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**Membership
and
Capacity
Building**

a. **New Members**

Lottie Murray Mosley and Rebecca Murray were accepted as full members to Udney Community Trust

TC

8

**Other Operational
Business**

a. **Health & Safety**

RC has updated the risk assessment and safety checklist for the Marquee. All staff are completing the daily checks, with authorised staff conducting the weekly checks. Nothing has been reported so far.

The Trust has had to order four emergency lights, as they had failed during the fire safety checks conducted by Frasers. These have been ordered and will be fitted by BM

BM

The fire alarm went off due to the builders working on the roof. It was decided that appropriate dust covers would be used to cover this.

There was also a roofing incident where an item fell from the roof inside the Quarry Room. Steps are now in place so that this cannot happen again, and boards have been put in place for extra

protection.

RC is continuing to have weekly meetings with EcoBuild and DM for progress reports. The last section of the roof work will include the dishwasher section and toilet section. Proper planning is therefore needed to establish if the café can remain open at that point or if it will need to close temporarily.

RC/DM/FF

SM asked if they would restore any damage to the inside of the building that they had caused. RC replied yes.

b. First Responder's Pitmedden

Their bank account is still not sorted. The amount is £3,000. The First Responders need to close the account, but they are still having problems. JS did ask if we could not do an expenses form for the small amount that they are asking for. RC explained that this is a one-off and that the safest way to process this is with a paper trail

c. Midway assessment report for the DT

RC explained that we have to run through this report and update any changes. As the board worked through the report, there was a highlight on a couple of items that we could really improve on.

Some more work is needed on our written policies. SM did say she had templates that UCTC could use for this.

Improvement on feedback and measuring UCTC impact is something UCTC could also improve on

There was a discussion on looking at the University of Aberdeen intern project, but the scheme has just closed and it was thought that this wasn't the right timing for the team.

It was also pointed out that communications would be something UCTC needs to improve on. MK suggested a professional video on UCTC would be beneficial. HY would be happy to do this with the right people, so it would be at a professional level.

MK said that this is a project within itself, but could be something the board could think about and take on themselves.

RC will submit the report to DTAS the day after this meeting.

9 *The Medan Centre*

a. Replacement Flat Roof – Progress Report

This is being carried out in three sections and seems to be working to schedule. It is projected to be finished around 2nd October, which would give October time to sort out the Quarry Room.

RC shared that there has been a preliminary meeting with FF, TC, RC and BM on the next steps for the Quarry Room.

However, in the board meeting, the board members had different ideas about what the Quarry Room should look like. It was decided that each board member could send in any ideas or visions they had by Wednesday 2nd September for consideration. A separate meeting will then be held with this information to decide on the way forward.

AG mentioned the Vattenfall Fund, which could be helpful for UCTC to look at.

b. Solar Panels

Have applied for 2 grants to help with payment of the Solar Panels . SSEN and the Just Transition Fund

c. Plan for cafe48 during roof work

Just to keep an eye on it and update after weekly meetings with EcoBuild, DM and RC

d. Garden Room

Mentioned in health and safety update- nothing more to add .

e. Cafe48 internal door automation.

No change on this- as course is still not open

11 Staff Reports

a) UCTC

RC shared the good news that we have a cleaner joining the team, who will start on 7th September.

Barclays Carpets will be back to redo the kitchen vinyl in mid-September.

The GB Energy visit went really well, and Fraser Stewart (Head of Local Energy Strategy) wants to revisit. Liz Murray from CES, following this visit, would also like to stay involved. It was therefore a very positive experience.

RC mentioned the Conservation Café, which had a record-breaking 55 attendees for the Scottish Bothy Ballad in the Garden Room – the most ever. It was a lovely atmosphere as well.

RC mentioned that on Saturday 3rd October there is a collaboration event with UCA and URG as part of North East Climate Week. It will be a community open day over at the turbine.

RC finished by mentioning Apple Weekend. UCTC will have a stall there on Sunday 27th and asked if any board members were free to attend. HY, SH and MJ agreed to attend.

b) Cafe48

No update, as FF was absent.

**The next Board Meeting will be held in the
Conference Room on the
Wednesday 30th September 2026, at 7.30 pm**
