



Udny Community Trust Company Limited

Minutes of Board Meeting
Wednesday 27th February 2019,
7.30pm, UCTC Meeting Room

Attendees Brian McDougall, Lynne Cartledge, Matt Kaye, Mike MacDonald,
David Murray, Julian Slater
Eleanor Morris - Development Officer

Apologies in advance Marion Jamieson, Jill Watt - Project Administrator

	Heading	Details	Action
1	Previous Minutes and Action Points	BM welcomed everyone to the February Board Meeting. The previous minutes from 30 th January were approved .	
2	Governance	a. EGM The venue and time were agreed . It was agreed that the notice should be issued by Friday 1 st March if possible and Monday 4 th March at the very latest. b. Volunteer Policy This work is ongoing.	EM / JW
3	Finance	a. Recent Accounts JS has started circulating the monthly bank statement to the rest of the Board. The staff team had met with Leslie and she is working on the summaries with a view to being ready for year end. b. Online Payments There was a discussion on the proposed process for switching to mainly online payments instead of cheques. The new process was agreed . c. End of Year Accounts JS will work with JW to prepare the accounts file which will be passed to Bain Henry Reid along with the finance spreadsheet.	JS / JW
		JS volunteered to take the lead on preparing the narrative sections of the Trustee Annual Report.	JS

- d. Preliminary Budgeting 2019 / 20 (*if time allows*)
This was carried forward to a later meeting.
- 4 Applications (under £500)
- a. 18-19-017 Pitmedden Nursery
Approved.
- b. 18-19-018 Udny Green School
Approved.
- c. 18-19-014 and 18-19-016 PUT Community SCIO
These were deferred from the last meeting.
- DM advised the Board that the applicant wished to **withdraw** both applications and would resubmit a large application in due course.
- 5 Applications (over £500)
- a.18-19-015 Haddo Arts
Approved.
- This is a multi-year grant and specific conditions will be attached. These were **agreed.**
- b. 18-19-012 Haddo Country Park Forum
This was deferred from the last meeting.
Rejected.
- A meeting had been held with the applicant. The Board sub-group from the meeting recommended refusing the application. After a detailed discussion this was **agreed.** Specific feedback is to be provided to the applicant and the PEG group are to be informed. **EM**
- 6 Operational Issues
It was **agreed** that if it was not possible or too expensive to repair the office storage heater it should be replaced. The staff team are to contact the electrician. **EM / JW**
- 7 Membership and Capacity Building
New Member Applications
There were two new member applications. These were **approved.** JW to add them to the Membership Register. **JW**
- 8 Priority Projects a. Imagine Udny
It was **agreed** that a joint meeting is to held with Udny Community Council on Tuesday 5th March to consider

		responses to the Main Issues Report Consultation Stage for the next Local Plan.	
		EM to send the final documents to UCC Secretary and Board.	EM
		Venue is to be confirmed.	EM / JW
		Publication of plans is to be discussed with PAS.	EM
		Drone footage to be available for EGM.	EM
		Appendix document to be proof read and finalised.	EM
		 b. Paths – Update The forthcoming paths and walls courses were discussed. The Chair of the Paths Group has been asked to estimate a maintenance and small projects budget for the next year.	
		MM confirmed he will continue to attend Paths Group meetings.	MM
9	Other Projects and Development	a. To Identify and Develop Additional Recycling Projects so that the Training Capacity at Wood RecyclAbility can be sustained – Update MM and BM gave an update. It was agreed to allocate £10k of the project budget to machinery costs. A joint venture structure was the preferred option for the future of the proposed project. It was agreed that WR would be asked to provide the draft project budget / cashflow and assumptions. BM / MM to discuss with WR Board and Manager.	BM / MM
10	AOB	a. BM highlighted to the Board the recent press coverage of Gigha Development Trust. He will forward the article to the staff team to circulate. b. Development Officer Vacancy The Board agreed to use Sarah Grey of Pulse HR to process the filling of this vacancy and this includes advertising,	BM

assisting with the selection / interviews and all the documentation.

EM updated the Board with all the aspects of the Development Officer job and then left the meeting. The Board then had a comprehensive discussion obtaining views from all of the Directors covering duties, salary, pension etc. BM then took the action to contact Sarah to clarify some points and progress the filling of this vacancy.

BM

***The next normal Board Meeting will be on Wednesday 24th April 2019,
7.30pm, UCTC Meeting Room.***