



Udny Community Trust Company Limited
Minutes of Strategic Finance Board Meeting
Wednesday 28th March 2018,
7.30pm, UCTC Meeting Room

Attendees Brian McDougall, Mike MacDonald, David Murray, Marion Jamieson, Lynne Cartledge
Apologies in advance Julian Slater, Matt Kaye
In attendance Eleanor Morris - Development Officer, Jill Watt - Project Administrator

	Heading	Details	Action
1	Previous Minutes and Action Points	<p>BM welcomed everyone to the March Board Meeting.</p> <p>The previous minutes from 7th March were agreed.</p> <p>The Action Points were looked at and all were happy with them.</p>	
2	Governance	<p>a. Safeguarding</p> <p>EM had previously sent a paper. A small discussion was held and all were happy that good practices were in place. This included discussion about finalising the Lone Worker Policy in a way that balances the risks of lone working with what is workable. MM asked if the staff team have a number on quick dial on the office phone for emergencies. The answer was no but it was something to think about. It was agreed that the Policy needs to work rather than just look good on paper. EM is to revise the Policy.</p> <p>b. Notifiable Events</p> <p>EM had previously sent a paper. Again, a discussion was held, and all were happy that good practices were in place.</p> <p>c. Data Protection</p> <p>EM had previously sent a paper. EM explained to the Board the training course that she had previously attended and ran through how the Trust currently holds data.</p> <p>A detailed discussion was held outlining the actions that are required to make sure that the Trust is compliant by 25th May.</p> <p>The following was agreed.</p> <ul style="list-style-type: none">- Circulate presentations for Board's perusal.- Examples of Privacy Statements to be forwarded to EM.- Personal data audit to be completed for April meeting.- Privacy statements to be updated for April meeting.	<p><i>EM</i></p> <p><i>EM</i></p> <p><i>EM</i></p> <p><i>EM</i></p> <p><i>EM</i></p> <p><i>EM</i></p> <p><i>EM</i></p> <p><i>EM</i></p> <p><i>EM</i></p>

		<ul style="list-style-type: none"> - Data retention periods to be researched for and agreed at April meeting <i>EM / All</i> - Photo consents to be reviewed and digital storage reorganised. <i>EM / JW</i> - Microsoft support team to be contacted to confirm GDPR compliance. <i>EM</i> - Password protection of documents and folders to be reviewed <i>EM / JW</i>
3	Finance	<p>a. Recent Accounts</p> <p>JS was absent from the meeting but had updated the spreadsheet and this was looked at. The committed grants were also looked at and all were happy.</p> <p>b. End of Year</p> <p>Again JS was absent from the meeting but he will co-ordinate with JW who has prepared the accounts folder ready to hand over to Bain Henry Reid. <i>JS / JW</i></p> <p>b. Strategic Finance Plan 2018/19 – DRAFT</p> <p>Following a meeting that BM and MM had with the staff team, a Strategic Finance Plan 2018/19 was created. BM presented it to the Board and asked for their comments.</p> <p>A detailed discussion was held. All were happy and agreed to adopt the plan for 2018-18.</p>
4	Applications (under £500)	<p>a. 18-19-002 Inverurie Orchestra</p> <p>JS had previously declared that he was Librarian for Inverurie Orchestra.</p> <p>The application was discussed. BM stated that his only issue was the group's location. EM clarified that the applicant had stated members attend from the Udny area.</p> <p>An evaluation was then carried out and it was agreed to grant £500.</p>
5	Applications (over £500)	None.
6	Operational Issues	None.
7	Membership and Capacity Building	New Member Applications – None.
8	Priority Projects	a. NEW Community Event Summer 2018

LC gave an update on the progress. A small discussion was held and all were happy with the progress. It was noted that the budget had increased.

b. NEW Community Building

JS's previous comment about allocating a sum of money into investigation into what is needed was discussed. EM suggested that a first step would be for the Board to consider what the Trust needs from such a project. All **agreed** with this and it will be put on April's Agenda.

c. Paths – AET Deed Plan

The deed plan has identified where the Aberdeen Endowment Trust is the adjacent landowner and able to transfer the title of the Drove Road.

A small area has emerged where there is some uncertainty. There was a detained discussion of the situation and the legal advice. It was **agreed** that the Board were minded to proceed but that it would be sensible to ask the Trust's solicitor to investigate the cost of insurance. A decision will then be taken on the balance of risk versus cost.

EM to contact Amy at Grant Smith. **EM**

- 9 Other Projects and Development a. Donation Decision for PUT in lieu of payment to The Craft for meeting place and teas and coffees for Health Walks

After a short discussion it was **agreed** to donate £50. **JW**

- 10 AOB A request has come in to complete a new entry for the Register of Community Energy Benefit Schemes. It was confirmed that Garth should be the contact for the Turbine Co. **EM**

The next Board Meeting will be on Wednesday 25th April 2018, 7.30pm, UCTC Meeting Room.