



Udny Community Trust Company Limited

Minutes of Board Meeting
Wednesday 29th August 2018,
7.30pm, UCTC Meeting Room

Attendees

Brian McDougall, Mike MacDonald, Julian Slater, Lynne Cartledge
Eleanor Morris - Development Officer
Jill Watt - Project Administrator

Apologies in advance

Matt Kaye, Marion Jamieson, David Murray

	Heading	Details	Action
1	Previous Minutes and Action Points	<p>BM welcomed everyone to the August Board Meeting.</p> <p>The previous minutes from 25th July were agreed.</p> <p>The action points were agreed.</p>	
2	Governance	<p>a. AGM – agenda / roles / arrangements</p> <p>EM confirmed that she will do the agenda and was currently working on the Annual Report.</p> <p>It was agreed that BM will chair the AGM as usual.</p> <p>JS made his apologies that he would be unable to attend. He will write a narrative on the accounts and it was agreed that MK would read this. He would also do the Turbine Update as usual.</p> <p>DM had also made given apologies that he would be unable to attend.</p> <p>BM asked LC if she would talk about the launch of young members and she agreed to do this.</p> <p>BM asked EM if as usual she would do slides and narratives and she confirmed she would.</p> <p>All were happy with this.</p> <p>b. Update to Privacy Policy</p> <p>EM explained to the Board the amendment and all were happy with it and it was agreed.</p>	

c. Young Members

EM had previously sent a paper on this. She ran through the new membership form.

EM asked the Board, if a young person does not stay in Udny but attends a group or organisation in Udny, are they eligible to join? A small discussion was held and it was **agreed** that yes membership of an Udny group would make a young person eligible.

It was **agreed** that a any subgroups for young members should be open to those aged between 12 and 18 years old.

The issue of a young member reaching the age of 16 and having the choice of becoming a full member was also discussed. It was **agreed** that the draft application form should refer to this.

EM

EM ran through the privacy notice and it was **agreed** that parental agreement was not required to become a young member and young people choosing to reply should be deemed able to sign their own consent to data processing (which is as limited as possible).

All were happy.

d. Incentives for Recruiting Young Members and PEG Members

JS put forward that the incentive needs to be worthwhile. A small discussion was held and for young members it was **agreed** that £100 worth of vouchers, to be decided by the staff team, would be purchased.

JW

It was also **agreed** that the staff team should look into a Trust branded item that can be given away to young members. On that thread of discussion, it was **agreed** that a bigger Trust branded reusable bag would be investigated.

JW

After a small discussion, it was **agreed** that for PEG members they would receive a local voucher of their choice each time they completed and submitted an evaluation. BM suggested trialling this for a year and this was **agreed**. Staff team to do an email to all PEG informing them of this.

EM / JW

EM presented the Board with paper copies of the new accounts and ran through each section in detail.

JS asked if projects could be looked at in the same way as grants. A small discussion was held and all **agreed** with this. EM to ask Lesley to update the spreadsheet to include this. **EM**

EM asked the Board if they were happy to view the summary monthly and the full analysis quarterly and all **agreed** with this.

JS **agreed** to download the bank statement and email it to the staff team as soon as possible at the end of each month so they can then email it to Lesley for input. This is necessary for the system to be effective. **JS**

The grant commitments were reviewed and after a detailed discussion it was agreed that grant 17-002 should be suspended until it had been reviewed and evidence of grant conditions being met was made available.

b. End of Year

JS asked EM if the narrative for the accounts had been submitted to Karen at Bain Henry Reid and she confirmed that they had.

c. Review of Budgets

This was deferred until October.

4 Applications (under £500)

a. 18-19-005 Community Hogmanay Party, Udny Green Community Events – Deferred from 25th July

BM updated the Board on the meeting that was held between himself, MM and Helen McNeil.

The issue of the ticket price was discussed in detail with the Trust feeling that it was too high.

There were no recommendations or conditions set for the grant and it was **agreed** to grant £500.

b. 18-19-007 Udny Green Frost Fair 2018, Udny Green Frost Fair

		An evaluation was carried out and it was agreed to grant £250.	
		There were no recommendations or conditions set for the grant.	
5	Applications (over £500)	None.	
6	Operational Issues	<p>a. Pitmedden Hall Bookings – Invoice and Further Letter</p> <p>The staff team reported that although they had ceased doing the invoicing, they were still spending a lot of time handling bookings and key collection.</p> <p>There was a detailed discussion and the Board agreed to send a letter confirming that the Trust would have to stop processing bookings from 31st August. It was confirmed that the intention was to form a new committee for the Pitmedden Amenities Trust and that the date for this meeting was Wednesday 5th September.</p> <p>Letter to be sent Thursday and hand delivered. BM</p> <p>b. Trailer Insurance Renewal Quote</p> <p>JW informed the Board that the price had gone down slightly and all agreed to renew with the current insurer. JW</p> <p>c. Office Cleaning</p> <p>JW informed the Board that the current office cleaner had handed in her notice but a new cleaner had been found. All were happy with this.</p>	
7	Membership and Capacity Building	<p>New Member Applications</p> <p>There was one new member application which was eligible and it was agreed.</p>	
8	Priority Projects	<p>a. Udny Gala 2018 – Review</p> <p>As time was wearing on, it was agreed to defer this item and discuss at October's Board meeting.</p> <p>b. Pitmedden Christmas Lights Switch-on 2018</p>	

A small detailed discussion was held where EM informed the Board of the new firing site for the fireworks and that a new public entertainment licence would need to be applied for.

It was **agreed** to scale down the event due to volunteer fatigue.

BM asked the staff team to organise a meeting with the main participants to discuss.

EM / JW

c. Imagine Udny

The logo ideas were looked and a logo was **agreed** upon to be developed more.

EM

d. Paths – Update

Again there was no update to be given on this. MM asked EM for the solicitor contact details to chase for a resolution.

EM / MM

9 Other Projects and Development

a. Community Store – Allathan Quarry – Update

MM had been unable to get an update from Bob Bamlett on this.

b. WR Project – Update and Meeting Date for Joint Meeting of Boards

An update of this meeting was given and following a small detailed discussion a project budget of £20,000 was **agreed** and allocated.

c. First Aid & Resus Training for Schools – Update

MJ was absent from the meeting so no update was available.

10 AOB

EM noted that the staff team are keen to work on developing the Trust's volunteering opportunities and that time would be allocated to this in the next quarter.

The next Board Meeting will be on Wednesday 31st October 2018, 7.30pm, UCTC Meeting Room.