



Udny Community Trust Company Limited

Minutes of Board Meeting
Wednesday 30th January 2019,
7.30pm, UCTC Meeting Room

Attendees

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

Apologies in advance

Matt Kaye, Marion Jamieson

	Heading	Details	Action
1	Previous Minutes and Action Points	<p>BM welcomed everyone to the January Board Meeting.</p> <p>The previous minutes from 28th November were looked at. EM to insert wording at 10 AOB. The minutes were then agreed.</p>	
2	Governance	<p>a. EGM</p> <p>EM informed the Board that Grant Smith Law Practice had confirmed the wording of the proposed changes and provided the EGM notice and an amended set of Articles of Association.</p> <p>After a discussion it was agreed to hold the EGM on the evening of Wednesday the 27th of March. As both Halls are unavailable it was agreed to enquire about using Pitmedden Church. The usual 21 day notice is required to send notice to members.</p> <p>b. Volunteer Policy</p> <p>EM had previously sent out a paper. EM briefly ran through it pointing out areas which required further work. All were happy it is progress.</p> <p>Outstanding items will be added to the staff workplan.</p> <p>c. Membership</p> <p>JW had previously sent out a paper. A small detailed discussion was held on how to manage the Membership Register. The following rules were agreed.</p>	<p><i>EM / JW</i></p>

- Staff will remove members from the register on notification by the member that they wish to end their membership.
- Staff will remove a member if they are informed of a death, even when that information does not come directly from the next of kin or similar.
- In all other circumstances members will not be removed from the register (i.e. based on hearsay or informal information) as this information may not be reliable and it would be difficult to be consistent.
- Where members unsubscribe from the Mail Chimp for governance information (i.e. notices of AGM or EGM) they will be sent notifications by mail with a covering letter explaining our legal obligation to inform them as a member.

d. Proposed Changes to PEG

Following an operational review meeting between the staff team, BM and MM, a new idea for evaluating large grant applications was discussed. EM outlined the tentative proposal to the Board. The proposed changes are intended to fit with an expanded Board membership (subject to the approval of that motion at the forthcoming EGM).

The proposal is as follows:

Large grant applications would have application deadlines and be considered once a quarter only.

A sub-group structure would be used – a minimum of four Directors to meet with PEG members available to attend and consider large grant applications.

The small grant threshold would be increased to £1,000.

EM proposed consulting with the PEG.

After a detailed discussion it was **agreed** to go ahead with consulting the PEG members with a view to drafting a full proposal for the next board meeting and then for launch at the EGM.

EM

JS informed the Board that the Turbine Company had gift aided the Trust £40,000.

In MK's absence, JS proposed on his behalf, that instead of the monthly gift aid of £10,000, a variable quarterly amount be gift aided instead. A small detailed discussion was held and all **agreed** to this.

JS explained that he already emailed BM the monthly statement but asked the rest of the Board if they would like it also. All **agreed** that they did.

b. End of Year Accounts

JS reminded the Board that the end of the Trust's financial year was 28th February. As usual JS and JW will work together to provide Bain Henry Reid with everything that they need.

JS / JW

EM put to the Board would be strengthened by taking more ownership of the narrative part of the Trustee Annual Report. EM stated can continue to write it but would look to the board to set out what they wanted to see included. All **agreed** to this.

4 Applications
(under £500)

- a. 18-19-014 PUT Community SCIO – Shed Planning
b. 18-19-016 PUT Community SCIO – Shed Feasibility

There was a detailed discussion of these two applications taken together.

It was agreed that a meeting between all the parties was required to discuss the project further. DM and MM to be part of this meeting.

It was noted that it might be useful to look at how the project was taken forward and whether the Udny Community Fund was the best funding option.

It was also recognised that PUT has an immediate short-term storage problem.

DM **did not** partake in the decision.

The decision was to **defer** both applications.

**EM / DM
MM**

5 Applications
(over £500)

- a. 18-19-012 Haddo Country Park Forum

The PEG evaluation was looked at and then a detailed discussion was held.

It was **agreed** to defer a pending a meeting with the applicant. EM to arrange and a staff member to be present to take minutes.

EM / JW

Board members to consider specific questions for the applicant.

Board

6 Operational Issues

There were no operational issues to discuss.

7 Membership and Capacity Building

New Member Applications

There were 20 new member applications of which 19 had been signed up at Pitmedden Festive Fireworks. JW informed the Board that they were all eligible to join and ran through the names and addresses. JW to add to the Membership Register.

JW

8 Priority Projects

a. Pitmedden Festive Fireworks

JW presented bullet points which outlined the main aspects of the planning and execution of the event.

Due to the demands on the staff team's time and pressure to come up with new ideas, it was **agreed** that new community organisers would try to be recruited for this community event with the Trust still fully supporting and funding it. Staff team to organise a meeting for May time and promote this.

Pitmedden First Responders and Ellon Fire Brigade had opted not to receive a donation but instead asked for their donation to be given to Sandpiper Wildcat and The Anchor Unit respectively. All **agreed** to this and a donation of £150 would be made to each.

EM / JW

b. Imagine Udny

The Trust had received from PAS the final drafts of the Community Action Plan and Spatial Masterplan.

EM requested that the Board email her with any feedback / comments by Tuesday 5th February.

BOARD

It was noted that Udny Community Council are very keen to see the reports also and EM stated that a meeting should be arranged with them very soon.

It was noted that all were very happy with what had been produced.

c. Paths – Update

EM gave the Board an update on the Mapping Subgroup, Wicket Gate Path and proposed locations for traditional skills courses. All were happy with this.

9 Other Projects
and
Development

a. Community Store – Allathan Quarry – Update

This had previously been discussed in items 4a & b.

b. 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.

c. First Aid & Resus Training for Schools – Update

EM had secured a date of Wednesday 6th March for the P7 pupils and staff of Pitmedden School to have the above training. All were happy with this.

d. Request from Pitmedden Music Festival for Udny Gala Committee to help at this year's event

Since this item was put on the Agenda, the Trust had been informed that this year's event would not be going ahead. The Music Festival are focussing on 2020.

10 AOB

a. PTT variation of grant. The Board were asked to consider this request for a variation as there were not enough responses by email last week. Further Directors then approved the request and the applicant will be informed. **EM**

***The next Board Meeting will be on Wednesday 27th February 2019,
7.30pm, UCTC Meeting Room.***