



**Udny Community Trust Company Limited**

Minutes of Board Meeting  
 Wednesday 31<sup>st</sup> January 2018,  
 7.30pm, UCTC Meeting Room

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

	<b>Heading</b>	<b>Details</b>	<b>Action</b>
1	Previous Minutes and Action Points	<p>Previous Minutes from 29<sup>th</sup> November were <b>not agreed</b> as BM to insert wording on behalf of the Board at section 5b.</p> <p>The Action Points were reviewed.</p> <p>EM pointed out that with regards to the Young Members action point which has been carried over, this year is Year of Young People 2018 so it would be an ideal time to build on this, all agreed.</p> <p>MK confirmed that he had carried out his Action Point.</p> <p>All were happy with the current situation of the remaining Action Points with nothing urgent outstanding.</p>	<b>BM</b>
2	Governance	<p>a. Agenda for Strategic Finance Meeting (28<sup>th</sup> February)</p> <p>EM had previously sent out the Agenda. MK confirmed what was expected from the Turbine Company. All <b>agreed</b> to include new budgets under item 6 and delete 7 and 8.</p> <p>b. Draft Policy: Protecting Children and Vulnerable Adults</p> <p>EM had previously sent out the Draft Policy and explained the background. EM asked the Board if this was all that was required especially as we aim to work more with young members. A small discussion was held.</p> <p>EM stated that we will continue working with young people how we have done in the past, in partnership with youth workers/ CLD etc.</p> <p>JW suggested for the staff team, at least, get a PVG registration for Trust work. Both staff members and several directors are already members of the PVG scheme for other roles.</p> <p>EM to investigate with AVA as a countersigning body would be required. All were happy with this.</p>	<b>EM</b>

- 
- |   |                                     |  |
|---|-------------------------------------|--|
| 3 | Finance                             | <p>a. Recent Accounts</p> <p>JS had given apologies but had updated and circulated the finance spreadsheet. This was reviewed along with the current grants committed. All were happy.</p> <p>b. End of Year</p> <p>EM reminded the Board that the Trust end of financial year is the end of February.</p> <p>c. New Cash Book Spreadsheet</p> <p>EM updated the Board that the staff team have a meeting with Lesley Walker who will help them more on this and a further update will be given at the next meeting. All were happy with this.</p> |
| 4 | Applications<br>(Under £500)        | <p>a. 17-18-022 Formartine 2009s</p> <p>The application was discussed. An evaluation was then carried out and it was <b>agreed</b> to grant £500.</p> <p>b. 17-18-023 Dr Spence Memorial Hall</p> <p>The application was discussed. An evaluation was then carried out and it was <b>agreed</b> to grant £240.</p>   |
| 5 | Applications (Over<br>£500)         | <p>None.</p>   |
| 6 | Other Operational<br>Issues         | <p>a. External Lighting and Other Maintenance – Office</p> <p>EM had previously sent the quote for new outside lighting. All were happy with this.</p> <p>EM pointed out that there had been a few office maintenance issues recently that the staff team have had to deal and that some further maintenance costs were not unlikely given the wear and tear on the interior.</p>  |
| 7 | Membership and<br>Capacity Building | <p>There were no new member applications to be considered.</p> <p>There were no capacity building issues to be discussed.</p>  |
| 8 | Priority Projects                   | <p>a. Community Event Summer 2018</p> <p>EM showed the Board the current budget and LC ran through what had all been booked and confirmed. LC updated she is working closely with Taylor Made Events and everything progressing well. With regards to</p>  |

the Public Entertainment Licence and Insurance, LC is meeting with Alan McInnes who will be dealing with this.

All were happy with the progress.

LC put to the Board that Udny Station Pre-school and Playgroup have a brand new 12m x 6m marquee for sale. A small discussion was held, and it was **agreed** to make an offer the marquee. LC to speak to them.

b. Community Building

DM reported back on a meeting with Claymore regarding the EH1 Site and there was a detailed discussion of options for progressing the project.

c. Pitmedden Xmas Lights Switch-on Event

EM had previously sent a paper. It was **agreed** to round up the donation figure to £1,400 which will be split amongst the 4 groups who helped at the event. It was also **agreed** to give a £100 to Udny and Pitmedden Church, First Responders and Daviot Explorer Scouts for their help and support.

9 Other Projects and Developments

a. Paths

EM had previously sent the transfer of land letter. She asked if anyone had any comment on it. All **agreed** to delete the risk section. A small discussion was held and it was **agreed** to wait until the Title Deeds and Property Enquiry Certificate is received before any further progress is made. EM to contact Amy at Grant Smith Law Practice. **EM**

b. Skills Training

EM had previously sent a paper. A small discussion was held and all were happy with this.

c. Winter Conditions

EM had previously sent a paper advising that this is still ongoing.

DM asked the question would Aberdeenshire Council provide communities with grit? BM confirmed that the appropriate Aberdeenshire Council representative would be attending the Community Council Meeting next week and he would ask this question. **BM**

d. Move More Aberdeenshire – Health Walks

EM had previously sent a paper. All were happy with this and that the walks are re-starting in February.

e. Pitmedden Park and Hall

EM had previously sent a paper. All were happy with the current situation.

10 AOB

MJ suggested it would be timely to look at some further resuscitation/ first-aid training. This would tie in with the Haddo Practice Group's relationship with Sandpiper Trust who might provide sessions. EM to look for opportunities for this and keep in touch with MJ.

Both Staff and at least one Director have received verbal complaints about the conduct of organisers at an event provided with grant support by the Udny Community Fund. The complaints were resolved informally and have not been followed up by written complaints.

There was a discussion about the complaints and it was **agreed** that the grant report would be circulated and examined, when received, prior to a discussion and decision about whether further action was required.

***The next Board Meeting will be on Wednesday 28<sup>th</sup> February 2018, 7.30pm, UCTC Meeting Room.***