



## Udny Community Trust Company Limited

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

### Attendees

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

### Apologies in advance

	Heading	Details	Action
1	Previous Minutes and Action Points	<p>BM welcomed everyone to the October Board Meeting.</p> <p>The previous minutes from 29<sup>th</sup> August were <b>agreed</b>.</p> <p>The action points were <b>agreed</b>.</p>	
2	Governance	<p>a. GDPR – General Update</p> <p>EM gave an update and a small detailed discussion was held on whether or not to go ahead and register with the Information Commissioner’s Office. MM asked what were the advantages and disadvantages of it. EM said that it would be good practice. It was then <b>agreed</b> to register.</p> <p>EM asked the Board if any of them would like to take over the role of Data Protection Officer and all <b>agreed</b> for her to continue.</p>	
3	Finance	<p>a. Recent Accounts</p> <p>EM presented the Board with paper copies of the latest accounts and ran through everything. She asked the Board if they would like Lesley Walker who had set-up the new system to attend a meeting to discuss it. The Board <b>agreed</b> that this would be beneficial.</p> <p>There was a small discussion about the money transfer between the Turbine and Trust.</p> <p>All were happy with how the new system is going.</p> <p>b. Review of Budgets</p>	

EM presented the Board with a paper copies of the latest budgets. She ran through each budget in detail. All were happy with the extra £1,000 in the PAS budget.

All were happy with everything.

JS updated the Board of a transfer of £20,000 from the savings account into the main account to make sure enough money was available in it for the PAS project. All were happy with this.

4 Applications  
(under £500)

a. 18-19-008 AbFab Fundraising

An evaluation was carried out and it was **agreed** to grant £500. It was noted that a lot of hard work was being put into the event and a lot of in-kind contributions had been secured.

5 Applications  
(over £500)

a. None.

b. Discuss De-committing 2017 002 FUY Committee Grant

EM updated the Board that no response had been received from the letter sent by email and post at the end of August.

A small detailed discussion was held and it was **agreed** to de-commit the remaining £8,000 of the grant.

It was noted that this was the first time that this has happened and that the Board were disappointed that it had to take such action.

It was **agreed** that EM will write a letter which BM will sign. **EM / BM**

6 Operational  
Issues

There were no operational issues to discuss.

7 Membership  
and Capacity  
Building

New Member Applications

There were no new member applications.

8 Priority Projects

a. Udny Gala 2018 – Review

Due to time constraints this was deferred from being discussed at the August Board Meeting.

EM had re-sent the paper on this.

LC gave a general update on it.

EM asked the Board if they wanted to do it again next year. There was a small detailed discussion and it was **agreed** not to.

LC added that if it were to be done again there is a group of willing volunteers who would form a committee and take ownership of it if the Trust would delegate a budget.

EM suggested that it be put on the agenda this time next year as planning would need to be started in plenty of time. All **agreed** with this.

**EM / JW**

b. Pitmedden Christmas Lights Switch-on 2018

JW ran through the new timing of the event. All were happy with it. She also ran through the content and again all were happy with it.

JW ran through a list of questions she had for the Board.

It was **agreed** to assign a budget of approximately £250 to the staff team to purchase one good quality gazebo and leg weights. It was also **agreed** that if the budget permitted, a second one could be purchased.

**EM / JW**

c. Imagine Udny – Update

EM gave an update on this.

There was a small discussion on the delivery of leaflets. It was **agreed** that EM would contact the Boy's Brigade boys who did the Village Orderlies and offer them an honorarium to do Pitmedden and LC **agreed** to do Udny Green.

**EM / LC**

The Imagine Udny workshop flyer was looked at and EM stressed to the Board the importance of trying to have a Director present at each.

d. Paths – Update

EM had previously sent a paper.

Regarding the Drove Road, EM updated the Board that thanks to MM's intervention things were starting to move but a further update was awaited from Grant Smith Law.

Regarding the new Wicket Gate Path, EM asked if the Board if they wanted to proceed with this piece of work.

A small detailed discussion was held and BM proposed that progress on this should go ahead, all **agreed** to proceed with tendering. **EM**

A small discussion was held on obtaining planning permission first but DM advised to just go ahead. All were happy with this.

EM asked the Board if they had any comments on the design and bill of quantities. There were none but she proposed that signage be taken out and all **agreed**. **EM**

EM also asked for a sub-group to be formed and MM **agreed** to be in it. EM to set-up a meeting with Steve Baguley, Christ York and MM. **EM**

9 Other Projects and Development

a. Community Store – Allathan Quarry – Update

MM informed the Board that he had spoken with Bob Bamlett who was investigating prices of a 20 x 10 shed. No further updates to report on this.

b. To Identify and Develop Additional Recycling Projects so that the Training Capacity at Wood RecyclAbility can be Sustained – Update

MM gave an update on this and all were happy with the continued progress that had been made.

c. First Aid & Resus Training for Schools – Update

MJ asked EM if she had had any contact from Sandpiper but EM reported back no. MJ to chase-up. **MJ**

10 AOB (Eleanor and Jill)

The staff team informed the Board that Catriona had been in touch to say that they needed Santa's Grotto to be removed.

A small discussion was held and it was agreed to call Wood RecyclAbility to collect it. **JW**

**11 Board Only Discussions****a. Performance and Pay Reviews**

A comprehensive discussion took place where the Board acknowledged the lack of a pay increase for 2017/18 along with the financial climate at the time where the Turbine Power Purchase agreement was at an all-time low. The agreed outcome of the discussion was that an increase will be paid to both staff members from 1st January 2019 along with a commitment to ensure both staff have an annual appraisal prior to the calendar year end.

**Board****b. Delegated Authority Levels**

After discussion it was agreed that EM shall have a delegated financial authority of £1000. This will ensure that items (e.g. insurance etc ) can be authorised by her without having to consult the Board.

**c. GDPR Finance**

As discussed earlier in the meeting, EM has the authority and responsibility for ensuring we comply with GDPR.

**d. Roles and Responsibilities – Prioritisation of Staff Duties**

Again a comprehensive discussion took place reflecting past tasks, current tasks and looking forward to what may come out of the project being undertaken by PAS as well as with other known projects.

The Board suggested that the best way forward was to have a discussion with everyone in attendance so that everyone can appreciate what is involved with all tasks and their worth to the “Trust”.

**Board****12 AOB (Board)**

The issue of transport to the celebration dinner was discussed and Lynne agreed to organise a solution.

**LC**

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