



Udny Community Trust Company Limited

Minutes of Board Meeting
Wednesday 28th April 2021
7.30pm, Remotely via Zoom

Attendees via Zoom

Brian McDougall, Julian Slater, Mike MacDonald, Lynne Cartledge,
Marion Jamieson, Matt Kaye, David Murray, Garth Entwistle

Yvonne McLeod, Development Officer
Jill Watt, Project Administrator
Tracy Gibb, Cafe48 Manager

Apologies in advance

	Heading	Details	Action
		BM welcomed everyone to the April Board Meeting. It was noted that LC would be joining shortly. JS asked JW to delete LD from Apologies in advance as she has taken a break from being a Director and doesn't need to appear within the minutes. BM agreed with this.	JW
1	Previous Minutes	There were no comments on the minutes of the 31st of March Board Meeting and these were agreed .	
2	Governance	a. Declaration of any Conflicts of Interests BM reminded the Board of continuing to declare any conflicts of interests. BM and JS declared that they would abstain from the discussion in relation to item 3b Covid Support for Hospitality Sector as they were also Directors of the Café Company.	
3	Finance	a. Operational Finance JS ran through the March bank statement highlighting the large payments as follows. <ul style="list-style-type: none">- Fraser's of Ellon, accessible toilet flooring.- Grant Plumbing, accessible toilet works.- Ed Grant Joinery, accessible toilet works.- MRG Electrical, accessible toilet and other works.- HMRC.- Trust staff salaries.- Udny Community Council grant.	

JS updated that the investments value was £174,489.

JS highlighted a £10,000 transfer to the Café as per previously **agreed** and reiterated that this is what had been received so far in relation to the Strategic Framework Business Fund to support the closure of the Café due to Covid.

JS also highlighted a payment of £4,160 from Aberdeenshire Council which was Developer Obligation money which was allocated to the accessible toilet works.

JS updated that another £15,000 had been received from the Strategic Framework Business Fund to support the closure of the Café due to Covid but that this would be discussed further under item 3b.

YM asked the Board if anyone had any feedback in relation to the new finance spreadsheet that she and MK had produced. BM replied that it was difficult to say just now as it would need at least three months before a better view of how it was working could be seen.

MK highlighted to BM an important part of the finance spreadsheet which showed the bottom line of what was available to spend. BM stated that he had had to review how budgets had been grouped together but that he would cover this later.

b. Covid Support for Hospitality Sector

To date we have received £25,000 of Government grant funding during January to April to support the Cafe. £10,000 was received in the last financial year and £15,000 this financial year. The funds have come into the Trust bank account simply because when the grant application was made the Cafe Company and bank account had not been established.

£10,000 has already been transferred over to the Cafe and approval of the Board was requested before transferring over the remaining £15,000. This was **agreed**. It was also stated that this was the right thing to do as the funding is intended purely to support the Cafe operation.

Following this it was also **agreed** to cancel the planned loan of £10,000 from the Trust to the Cafe as this was no longer

needed or appropriate, and to amend the various entries in the book keeping spreadsheet to reflect the discussion above. The Memorandum of Understanding would also be updated.

**MK,
YM,
BM**

JS stated that he would do the transfer in the next day or so and suggested to MK that YM waits until the April bank statement has been issued to re-issue the finance spreadsheet which would reflect the changes.

JS

c. End of Year Accounts

MK stated that he had given the Turbine accounts to Karen Gardiner (KG) at Bain Henry Reid. JW also stated that she had handed over the Trust accounts to KG two weeks ago and that no queries had been received so far. YM confirmed that she had emailed KG the Trust finance spreadsheet.

4 Other Operational Business

a. Covid19 – Current Situation and Impact

BM confirmed to the Board that the Café had re-opened that day.

BM explained that there were some new Government Guidance, one of which being that now all customers were required to complete a Track and Trace form. BM further explained that social distancing was in place and a notice of the maximum number of people allowed in the Café was required to be displayed.

LC asked TG how the first day had went. TG replied that it had been good with a steady flow of customers.

b. Proposals to Lease out 3 Oldmeldrum Road – Update

YM explained to the Board that an offer had been received from an existing interested party. It was for £150 to £200 a month for a six to twelve month period. YM stated that she had not made it clear if she required downstairs also.

A small detailed discussion was held with JS stating that it was a huge reduction in price and it was not sensible. MM **agreed** with this.

MK asked about the other options that had been discussed previously. YM replied that these had been explored but there had been no interest from the oil companies that she

had contacted. The general consensus was that companies are down-sizing. YM stated again that if anyone had any contacts for her to try then to please let her know.

JS suggested getting better photos and reducing the price to £300 to £350 a month. MK suggested selling the situation better which might get people thinking.

BM asked TG if she had had a response from DM Hall and JE Shepherd. TG replied that she was still awaiting a price from DM Hall and GE Shepherd were not comfortable with advertising only.

TG

JS suggested putting a big To Let sign in the meeting room window which was simple and cheap.

BM rounded up the discussion and asked YM to go back and say that it was too low a price but £300 to £350 would be acceptable.

YM

MM asked if there was a lease agreement. YM replied that the Solicitor had been contacted regarding one, had been given all the information for it and it would take about a week to draw-up.

BM asked YM to instruct the draw-up of the lease.

YM

4c. Health & Safety – Update on Progress

GE updated that himself and YM were due to meet the following day for a first operational meeting now that the Café was open. GE stated that there was nothing to report in the meantime but would be at the May Board Meeting.

At this point BM updated that a volunteer that week had tripped and fell and had required medical attention to an injury to his head at the Surgery. BM stated that it had been recorded in the Accident Book and the volunteer was ok.

MK asked BM if there were any actions to be done as a result. BM replied that it was just a trip and fall.

A small detailed discussion was held on accidents, the reporting of them and lessons learned. It included JS stating that the accident should be written-up in a document along with a photo. BM replied that it would not be possible to take a photo as it happened in a container which was now gone.

BM asked GE who was responsible for investigating accidents. GE replied that he would let him know tomorrow.

GE

4d. Tekserv Annual Support Contract Renewal

LC had previously sent a paper on this.

LC briefly ran through the Zoom meeting that was held with them.

JS stated that there was no reason to not continue the contract and all **agreed** with this.

It was **agreed** to accept the quote for back-up software as it was of upmost importance to preserve files.

It was **agreed** that there were enough licences in the meantime.

It was **agreed** that the option of a trainee log-in was put on hold as it was not required in the meantime.

It was **agreed** that the contract be taken on for two years.

YM was instructed to contact Tekserv the next day with the decisions.

YM

MM asked if we had their terms and conditions. JW replied that an updated copy of these could be asked for in YM's email.

YM

5 Membership and Capacity Building

There was 1 new member application. They were eligible to join and membership was **approved**.

JW

6 Priority Projects

a. Café48 – Update

TG updated that they had been busy in the run-up to the Café re-opening that day with cleaning, ordering and stocking-up. TG further updated that she was currently interviewing candidates for the two new positions.

Lastly TG updated that it had been a good first day with some new customers leaving positive feedback.

MK informed TG that he had the remaining Turbine photos for the Café.

MK

BM thanked TG for all her hard work in getting the Café ready and open again.

BM updated that the application for the Government's Kickstart grant had been rejected on the basis that they did not consider the two positions to be new ones. BM further updated that he had appealed this decision and was chasing for an answer.

BM

b. Provision of Disability Access and Accessible Toilet – Update

MM updated that the lift just required to be tested and certified and this would be done at the weekend.

BM updated that the accessible toilet was now finished.

6c. Upgrade of Water and Heating Systems

BM updated that this was now complete and working well. The building was warm and hot water was more or less instant. TG **agreed** with this.

BM further updated that the heating was now zoned and the cold water was fresh, no storage in tanks.

BM stated that it wasn't without its challenges but these were all overcome and the Plumber and Joiner both did great jobs. MM added that it may have slightly run over budget.

With regards to budgets, BM explained that having a budget per room was not working as when items were being purchased they covered more than one room and it was hard to split them. BM therefore suggested renaming and having one budget called Upstairs Renovations. MK **agreed** with this.

JS commended the efforts by all involved.

BM went on to update that TG's office was finished, the Café servery had had a bit of a refresh, the Trust office upstairs was finished and the Staff Room was nearly finished.

BM finished off by saying that the Board Room was next with work having already started with the wall paper being stripped off.

MK asked if there was a ball park figure for these works. BM replied that the heating and cold water upgrade works would come in at £25,000 and renovations to the rooms £2,000. It was also noted that the new roof and associated works for the stair leading to the new Trust office would come in about £5,000.

Note: After reading the minutes, BM stated that he obviously misheard the question regarding refurbishment works and therefore the response noted above is not valid as he was referring to spend to date. BM will update everyone at the next Board Meeting.

BM asked if there were any comments but there were none.

**7 Other Projects
and
Development**

a. Proposed Heritage Centre – Update

GE stated that the group were still eagerly awaiting the opportunity to visit the room when it was safe to do so.

GE stated that he had some other items that he wished to bring up.

GE updated that with regards to the Health and Well-being Hub, there would be a meeting next week with himself, DM, MJ and YM to discuss things further. GE further updated that there was a lot going on behind the scenes which was complicated to explain at the moment but he would do so when the time was right.

GE started to explain a large grant application but YM stopped him and confirmed that it had been received, processed and was ready to send to the PEG for their evaluation for the May Board Meeting.

GE explained that the Ellon Castle Gardens group were keen to meet with some of the Directors to talk about themselves and how they could benefit Udny.

A small discussion was held with JS stating that it was the Trust's duty to concentrate on Udny and there was plenty similar facilities and opportunities in our own area.

YM asked if anyone was available for a meeting next week. MK stated that he would attend if he could. MJ stated that she was available. YM to organise meeting.

YM

b. Room Letting Policy

BM stated that when they were finished there would be three rooms that would be available to be let out. BM further stated that therefore a policy was required for letting them out.

BM instructed YM to write a suitable policy.

YM

c. Booking / Invoicing System for UTC Rooms and Offices

BM instructed YM to investigate Hallmaster.

YM

8 AOB

LC asked if anyone had had a chance to look at the dummy website that her web designer had made so far.

JS stated that it looked fine and MK stated that he would try and give some support next week. All **agreed** that it looked good so far.

It was noted that photos of people were required for the new website and a small discussion was held on photos in general. It was agreed that it would be written into the Grant Terms and Conditions that photos be provided for Trust use.

BM instructed YM to update the Grant Terms and Conditions and circulate for approval.

YM

**Next Board Meeting will be held via Zoom on Wednesday 26th May 2021 at 7.30pm.
Grant Consideration Meeting**