



Udny Community Trust Company Limited

Minutes of Board Meeting
Wednesday 26th May 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 Office
Jill Watt - Project Administrator
Tracy Gibb – Café Manager

Apologies in advance

	Heading	Details	Action
		BM welcomed everyone to the May Board Meeting. It was noted that no apologies had been received and LC would be joining shortly.	
1	Previous Minutes	There were no comments on the minutes from the 28 th of April Board Meeting and these were agreed .	
2	Governance	a. Declaration of any Conflicts of Interests BM asked if any Director had any conflicts of interests. MK and GE declared a conflict of interest with regard to the small grant application from Udny Community Council as they both sat on it.	
3	Finance	a. Operational Finance JS updated that as at Sunday the 2nd of May, the investment value was approximately £180,000. JS then ran through the April bank statement highlighting the large payments as follows. <ul style="list-style-type: none">- £45,000 gift aid payment received from the Turbine.- £13,000 received from the Strategic Framework Business Fund for the Café.- £2,871 staff salaries.- £15,000 received from the Strategic Framework Business Fund transferred to the Café as previously agreed.	

BM stated that the final invoice for the heating and cold water upgrade works was slightly more than anticipated but still less than what was budgeted for coming in at under £2,000 less. BM further stated that this was due to some ancillary Joiner work that was required.

There was a small discussion on when the next gift aid payment from the Turbine would be. MM stated that it was important to make sure that the Turbine had enough money in its account.

LC and MJ joined the Board Meeting with BM giving them a brief round-up of what had been discussed so far. BM asked if they had any conflicts of interests. LC stated that with regard to the large application from Udny Green School Parent Council, her son was at the school but probably by the time that the Chromebooks will have been purchased he will have left.

b. End of Year Accounts

BM asked JW for an update on this. JW replied that she had received some queries but with the help of BM and JS had answered them all and speculated that the draft accounts would be received shortly.

4 Grant Applications Under £500

BM stated that before the Board considers the new grant applications, a Board only discussion had taken place on Monday evening of that week. BM further stated that it was with the upmost importance to make sure that the Trust's charitable status was not jeopardised when considering grants.

BM stated that a review of the grant process was required along with Staff training. BM then went to explain the following new aspects of the grant process.

1. The introduction of a "Log Sheet" for each new grant application which will detail all correspondence and dialogue between the grant applicant and Staff. It will also detail items such as when the grant application was sent to the PEG amongst other things.

2. The introduction of a review of the received new grant applications before they are sent to the Board and PEG. This will allow a thorough check to make sure that all the required documentation and information has submitted. If not, then it

gives Staff time to work with the grant applicant to get the grant application to the required level.

3. A review of the deadline timescales.

4. A review of the grant terms and conditions to make sure that what we think is there actually is.

5. To give guidance to Staff to what is acceptable.

BM finished off by stating that the prime aim is to help the community.

a. G21-22-002 Meldrum Academy Community Garden

YM stated that the grant applicant is also a feeder group for adults with additional needs and felt that this tied in with the Trust's potential future connection with providing training opportunities for this group.

JS stated that he thought it a good idea and GE **agreed** with this.

BM stated that he thought that it had been decided to stop giving grants out-with the Parish. BM cautioned the Board that this was out-with the Parish and asked for their opinion on how to proceed.

A detailed discussion was held on giving grants out-with the Parish.

LC pointed out that all Udny children go to Meldrum Academy so there was a benefit to Udny. JS **agreed** with this and stated that there is flexibility to give grants out-with the Parish.

MM stated that it is not the Board's money, the Board needed to be transparent and if it is the case that the M&As require changing to incorporate giving grants out-with the Parish, it can be done.

JS, MK and MJ stated that they did not have a problem with the grant application.

JS suggested leaving the discussion on giving grants out-with the Parish to another time and stated that the grant application was not a controversial one.

BM asked JS to take the action to look more closely at the M&As with regard to giving grants out-with the Parish.

JS

An evaluation was carried out. It was **agreed** to approve a grant of £500. A condition to provide photos that we can publish on our website, etc was stated. No recommendations made.

b. G21-22-005 Udny Community Council

MK and GE had previously declared a conflict of interests.

MK offered the information that match funding was currently being sought.

YM asked the Board if volunteer hours were acceptable as an equivalent to match funding. A small discussion was held and it was noted that this is the case for large grant applications so it therefore should be the same for small grant applications and was **agreed**.

An evaluation was carried out. It was **agreed** to approve a grant of £500. A condition to provide photos that we can publish on our website, etc was stated. No recommendations made.

G21-22-006 Udny Paths Group

BM stated that the Board had had a pre-meeting where this grant application had been discussed and they had decided to reject it.

BM further stated that he was currently in the process of writing a letter to the grant applicant.

5 Grant Applications Over £500

a. G21-22-003 Pitmedden School Nursery

BM stated that he had an issue with this grant application and felt that the Board were not in a position to make a decision until the outstanding information had been received. BM therefore proposed that a decision be deferred until the June Board Meeting.

MK asked for clarification on the outstanding information. BM replied that the costings didn't tie up and that the PEG had also picked up on this.

It was noted that the grant applicant is having difficulty in obtaining the outstanding information.

A small discussion was held and BM's proposal was **agreed**.

At this point, JS stated quoted article 106 of the M&As which confirmed that there is flexibility on giving grants out-with the Parish. JS further stated that it's how the Trust has been operating for the last ten years and the only issue being is maybe giving too much grants out-with the Parish.

b. G21-22-004 Udny Green School Parent Council

BM stated that this new large grant application had originally been submitted by LD who although is on a six month break from being a Director is still a Director and was therefore not appropriate for her to submit a grant application.

It was noted that the grant application had been re-submitted by other members of the Parent Council.

BM stated that he was happy with the grant application and asked the Board for comments.

It was noted that the PEG had made a comment querying if every child actually required a Chromebook. A small discussion was held on this.

It was **agreed** to approve a grant of £2,000. A condition to ask the children to provide a drawing of themselves using the Chromebooks which was suggested by YM for use on our website was stated. No recommendations made.

**6 Other
Operational
Business**

a. Covid19 – Current Situation and Impact

BM stated that the Café was back up and running and asked TG to give an update.

TG updated that the Café was doing well and she was really pleased with how it was going. TG further updated that she had had flyers produced and would do a letter box drop of these. TG added that loyalty cards had also been produced, buy seven coffees and get the eighth free.

TG

A small discussion was held on when the restrictions would be lifted further.

b. Strategy for Old Office at 3 Oldmeldrum Road

BM updated that Pitmedden First Responders did not want No 3 but had confirmed that they would like some storage space and a room that they can use for meetings and training sessions.

BM further updated that himself and MM were having a meeting with them tomorrow evening at the building to show them what was on offer.

BM /
MM

BM updated that he had received a request from a local business owner who was interested in perhaps renting out the meeting room at No 3. BM asked the Board how much were they willing to accept as he was meeting with him the following night to show him No 3.

BM

JS suggested a starting point of £400 a month for both the meeting room and the office. BM replied that he didn't think the office was required.

A detailed discussion was held where JS stated that he didn't think it was a good use of community space and DM stated that if the rooms were let separately it was very restrictive.

MM suggested that a short-term lease could be offered as it would generate at least some revenue. BM stated that the opportunity could be lost if we don't negotiate.

LC asked what the situation would be in relation to insurance. DM replied that it would be up to the person leasing to arrange suitable insurance.

DM suggested getting No 3 advertised properly to get it out there more and MK and TG **agreed** with this.

JS suggested selling it but BM did **not agree** with this as it had been refurbished using money from the Big Lottery. DM **agreed** with this. MM also agreed with this saying that it would be hard to justify selling it to the Members.

DM asked GE if he can come across any demand for space whilst investigating the Health and Well-being Centre. BM stated that he did not think No 3 was suitable as consulting rooms.

BM brought the discussion to a close with it being **agreed** that No 3 would be registered with an estate agent and advertised properly through them.

YM

MM suggested that the Members be asked what to do with it and MJ and Mk **agreed** with this. JS further suggested that the school pupils could also be asked.

Health & Safety – Update on Progress

BM asked GE for an update. GE updated that JW had printed off all the documentation and given it to him for review. GE further updated that he would liaise with JW when she was back in the office.

GE/JW

BM updated that the Fire Alarm procedure had been amended in that the Monitoring Company would now phone the Café first (during its operating hours) and check before phoning the Fire Brigade. BM further updated that the key store that had been located in TG's office was now located in the bar area so that the Fire Brigade would have access to it if required.

MJ asked if the confusion over which building the Fire Brigade was to attend to had been cleared up. BM explained to the Board that no 14 Oldmeldrum Road had been applied for to the Council as a suitable number. BM stated that this should hopefully clear up any confusion with No 3.

d. Hallmaster – Discontinuing Payment for Pitmedden Public Hall

It was noted that this had previously been agreed at the April Board Meeting.

It was officially passed onto TG in her Pitmedden Public Hall capacity and confirmed that it was September that the current licence was due to expire. MM reminded that an official notification would have to be given and BM **agreed** with this.

YM

7 Membership and Capacity Building

No new membership applications or capacity building items.

8 Priority Projects

a. Café48 – Update

BM asked TG to give the Board an update on Café staffing. TG updated that she had Saturday volunteers and had just

taken on a new member of staff to help both in the Café and the kitchen.

b. Provision of Disability Access and Accessible Toilet – Update

BM confirmed that the Accessible Toilet was finished and being used.

MM updated that the Accessible Lift had just that day been finished and now needed to write a process for it with GE. **MM / GE**

c. Renovation of Community Hub

BM updated that the renovation was going well with three out of the five rooms having been completed. BM further updated that there were some remedial works required to be done in the hallway.

9 Other Projects and Development

a. Health and Well-being Centre

GE stated that health and well-being is a very topical subject just now and part of the national health agenda.

GE further stated that two reports have just come out recommending the development of health and well-being through social prescribing supported by a Link Worker.

The Royal Society of Edinburgh, in partnership with Support in Mind Scotland, published in April 2021 through the Post Covid-19 Futures Commission, a Desk Review of Social Prescribing: From Origins to Opportunities.

Scottish Communities for Health and Well-being (SCHW) published in 2020 “A Blueprint for a Healthier Scotland” emphasising the role of Link Workers and Social Prescribing. They ask for communities to deliver, empowered and invested in to improve their health and well-being.

GE updated that himself, DM, MJ and YM had been meeting to consider the development of a health and well-being centre within the Trust building. GE stated that they all felt that they are barking up the right policy tree. GE further stated that they hoped to inform the rest of the Board of Aberdeenshire’s Health & Social Care Partnership’s policy that evening but the meeting had been postponed and

delayed several time but it was due to take place the following morning. **YM / GE**

b. Room Letting Policy

BM asked YM to share on screen the Room Letting Form that she had created.

YM stated that the format was not important at this stage but the content was. YM explained that she had used various parts from various organisations' forms and ran through what she had created.

A small discussion was held on room charges and these were **agreed** YM typed them into the form.

YM ran through the terms and conditions which were quite extensive. MM asked TG if the Hall's were the same. TG replied no. YM stated that things can be taken out.

MK asked what the implications to the insurance would be with regard to letting out rooms. YM replied that she did not know. MK stated that it would be worthwhile investigating this and BM **agreed**.

A small discussion was held on what documentation should be provided by hirers. LC added risk assessments to the list also.

After extensive discussions it was **agreed** that GE would work with YM to refine the form more and look at the Dr Spence Memorial Hall and Pitmedden Public Hall forms.

b. Booking / Invoicing System for UTC Rooms and Offices

This was included in the above discussions.

c. Drove Road – Update

BM asked YM for an update on this. YM replied that she had previously sent out an email with an update on this and ran through it. YM updated that no further progress had occurred.

d. Cycling Scotland – Potential Grant Funding

YM gave an update on the Zoom meeting that had taken place with the organisation Cycle Scotland on the 17th of May. MK and JS also attended, and all found it useful.

YM explained that funds are available, but the community will need to narrow down exactly what is required before an application is submitted. YM stated that she thought that this would mean engagement with other community stakeholders and possibly some targeted community consultation.

YM further explained that Cycling Scotland will fund both capital and revenue projects but are prioritising capital projects for things like secure bike parking and storage and potentially for a fleet of bikes for community / visitor use.

They can also provide training, maintenance and advertising resources.

They do not require match funding on successful bids but they do need evidence of community support.

It was **agreed** that it would be a worthwhile project to pursue, and MK, JS and MJ asked to be part of a sub-group with YM, which will take this forward.

**YM,
JS,
MK,
MJ**

10 AOB

YM explained her idea of putting on a few events over the summer months that would bring people to the new building. YM suggested a couple organised walks like the ones that have been done before, a bike maintenance course followed by a cycle and after discussions with TG perhaps an outdoor cake decorating session. YM finished off by stating that it would perhaps help people see it as the Trust building and not the old Linsmohr. All **agreed** that this was a good idea.

YM

LC updated that the new website was continuing to be worked on and encouraged the Board to keep looking at it and let her know of any suggestions for improvements.

ALL

MM updated that he had been approached by Pitmedden Bowling Club in relation to their ideas for the future and grant funding. MM stated that instead of him explaining it he had encouraged the Bowling Club to put together a presentation to the Board.

MM reminded BM that the PEG would need to be informed with regard to the change of applicant for the Udny Green

School new large grant application. BM replied that this was in hand.

BM

YM updated that a request had been received to use the Café kitchen out-with Café hours from a catering business. A small discussion was held and it was **agreed** that this just wouldn't work. BM instructed YM to let them know of the decision.

YM

Next Board Meeting will be held via Zoom on Wednesday 30th June 2021 at 7.30pm.