



Udny Community Trust Company Limited

Minutes of Board Meeting
Wednesday 30th June 2021,
7.30pm, Remotely via Zoom

Attendees via Zoom

Brian McDougall, Julian Slater, Mike MacDonald, Lynne Cartledge, David Murray, Garth Entwistle

Yvonne McLeod, Development Office
Jill Watt - Project Administrator
Tracy Gibb – Café Manager

Apologies in advance

Marion Jamieson, Matt Kaye

Heading	Details	Action
	<p>BM welcomed everyone to the June Board Meeting.</p> <p>BM stated that MM was currently having computer issues and was currently trying to log into the meeting.</p> <p>BM asked JW if she knew if TG would be joining the meeting. JW replied that she didn't know.</p>	
1	<p>Previous Minutes</p> <p>JS requested that under section <i>5a G21-22-003 Pitmedden School Nursery</i>, the last paragraph starting with “<i>At this point</i>” The original word of “<i>fault</i>” be changed to “<i>issue</i>”.</p> <p>BM instructed JW to make this change and re-send the minutes.</p>	JW
2	<p>Governance</p> <p>a. Declaration of any Conflicts of Interests</p> <p>BM asked if any Director had any conflicts of interests.</p> <p>There were none declared.</p>	
3	<p>Finance</p> <p>a. Operational Finance</p> <p>JS updated that the investment value was approximately £184,000.</p>	

JS then ran through the May bank statement highlighting the large payments as follows.

- Pitmedden Tiny Tots, £500, Grant.
- Smartest Energy, £700, electricity.
- Ed Grant Joiner, £795, remedial work in relation to the heating and cold water upgrade works.
- John Smith, £848, heating oil.
- Tekserv, £936, annual support contract.
- Staff salaries, £2,700
- £45,000 gift aid payment received from the Turbine.

JS stated that it had been a good month for the investments and also because of the £45,000 gift aid payment received from the Turbine.

b. End of Year Accounts

BM asked if there was any update on this. JW replied that she had heard nothing since the May Board Meeting.

JS asked JW to contact Bain Henry Reid for an update.

JW

4 Grant Applications Over £500

G21-22-003 Pitmedden School Nursery

BM stated that the grant applicant had had a lot of guidance from YM and he was now satisfied that they had answered all of the queries that had been put to them.

BM asked the Board for their comments. JS **agreed** with BM and stated that the grant application had greatly improved.

BM thanked YM for all her efforts working with the grant applicant.

BM asked the Board if they were now happy to approve the grant application. It was **agreed** to approve a grant of £6,000.

YM

At this point, TG joined the meeting and BM gave her a round-up of what had been discussed so far.

5 Other Operational Business

a. Covid19 – Current Situation and Impact

BM stated that he had no update to give on this as the Scottish Government's advice had not changed.

BM asked if the Board had any comments. JS stated that it looked as though maybe Monday the 9th of August was a target date for reducing social distancing to one metre which would have an effect of the Café.

b. Raising our Profile

BM had previously sent a paper to the Board on this.

BM proposed to the Board the design and print of ten pop-up banners that would detail the achievements of the Trust over the last ten years.

BM updated that the graphic designer cost had been firmed up and he expected the cost to be approximately £2,000 and this includes the pop-up banners.

BM asked if the Board were happy to approve this cost and all **agreed**.

GE stated that he had a figure for the “multiplier effect” of grant money coming into Udny and could pass this onto BM if he thought it useful. BM replied yes.

GE

Health & Safety – Update

GE updated that this is very much an ongoing process. Fire inspections were taking place and there were no accidents to report.

6 ***Membership
and Capacity
Building***

No new membership applications or capacity building items.

7 ***Priority
Projects***

a. Café48 – Update

TG updated that the Café has been doing really well and has been really busy this last week.

TG further updated that she was struggling at the moment due to Staff and Volunteers taking time off for holidays.

Regarding the Kickstart Government Scheme, TG updated that this had now gone live with a couple of referrals but no actual applicants as yet.

A small discussion was held on if it would be appropriate if a link existed to the advert, could this be shared on the Trust and Café Facebook page. It was **agreed** that this would be appropriate.

TG /
YM

Lastly, TG updated that her Mum leaves next Wednesday and she currently has no cover so is concerned as there has been no response to the Facebook job advert. TG stated that she would use her Saturday Girls to help and that she and the remaining Café staff, apart from a day here or there, were not planning on taking any long holidays.

It was noted that the main meals, strawberry tarts and cheesecake were being well received by Customers.

BM commended TG on her continued hard work.

b. Renovation of Community Hub

BM updated that this was continuing to go well with one of the Volunteers working very hard on the remaining two rooms.

BM further updated that the hire commencement date for the Conference Room would be Monday the 12th of July with Pitmedden First Responders being it's first users.

BM updated the meeting by saying that we need to reallocate bedrooms three and four so that they could be used as bunk rooms. BM explained that this is necessary to maintain our planning classification as a hotel which provides food and accommodation. This clarity is required so that we can submit a planning enquiry regarding converting a window for a door in the old restaurant area.

DM undertook to speak with a planning consultant regarding a suitable classification for our purposes.

DM

8 Other Projects and Development

a. Health and Well-being Centre

GE updated that there has been a lot of discussion amongst the sub-group of Directors with MM joining also. GE further updated that once they have a firm plan they will then bring this to the Board.

GE reiterated that a Health and Well-being Centre would support the community and seek to add to it by providing a

venue where a wide range of services and activities can take place.

BM stated that he now had a much clearer understanding of the project and acknowledged that a lot of good work is going on already.

b. Drove Road – Update

This item was not discussed.

c. Cycling Scotland – Grant Application Update

YM updated that the grant application had been submitted ahead of the deadline and that the feedback that she had received was positive. It was also noted that they were impressed with the effort that had already been put in and that we were not starting from scratch.

YM explained that she had applied for grant funding for a four bike shelter and maintenance stand.

BM asked YM when she would know the outcome. YM replied that she hoped that it would not be too long.

YM

d. Queen’s Jubilee

LC updated the progress on her initial enquires that she had made so far.

JS asked LC to confirm the date. LC confirmed the date as Sunday the 5th of June 2022.

GE stated to be careful not to over-crowd the grounds and building with too much going on. With regards to this, MM suggested that the Park Committee be approached and asked if we could use it. It was **agreed** that LC would do this.

LC

LC asked the Board if they thought that the prices that she had been quoted so far were reasonable and all **agreed**.

10 AOB

MM proposed that LC be given a budget for the Queen’s Jubilee. BM replied that one can be worked up at a later date as it will be coming out of the 2022/23 budget.

ALL

DM updated that himself and YM had met with the prospective tenants of No 3 Oldmeldrum Road earlier that week where they had addressed all their queries.

The prospective tenants had asked if they could have access to the property on Friday 31st July to start getting organised. DM stated that he had said that this was ok. All **agreed** with this.

DM stated that there were also some smaller queries which could easily be discussed in a smaller group at a later date. BM replied that they could be discussed just now.

DM explained the nature of their business and because of this they wish to remove the Trust signage that is currently in place on the meeting room window and replace it with a privacy film.

DM further explained that they may wish to take in third party therapy providers such as a reiki practitioner but they stressed that this would not be core to their business.

DM explained that they had stated that they would have an issue if the Trust let a similar business to operate from the Trust's main building. BM replied that he felt that it was in the Trust's best interest to help them be successful. DM and BM will check with MJ to check if there would be any conflict for the Trust.

DM stated that he was very impressed with them and felt that it is a perfect fit for the Trust and vice versa.

A small discussion was held on the Zip Tap. JW confirmed that it was due for a service. It was **agreed** that after advice from a Plumber we would not need to service it.

MM asked if due diligence had been carried out on them and references been sought. DM replied not that he was aware of.

MM asked if they were required to pay a deposit. DM replied yes. MM then asked who will hold the deposit as it is supposed to go into a Government Scheme. It was confirmed that the deposit is £50. It was subsequently said by TG that commercial lease deposits did not require to be held in a Government Scheme.

A small discussion was held where BM and DM both **agreed** that they were professionals and it was good to give them a start.

MM stated that if anything goes wrong, nowadays the tenants have more rights than the landlord. MM further stated that if the deposit doesn't go into the Government Scheme then is it legal. DM replied that its not a residential contract but a commercial one. DM further replied that the lease is a legal contract.

Lastly, MM stated that he was just raising the questions but it was a Board decision.

BM stated that the lease had been drawn up by a solicitor and felt that everything was covered in it.

DM stated that the solicitor would need to be gone back to in order to update the lease with the items discussed.

JS asked if the entry date needed to be changed seeing as they wanted in on 31st July. A small discussion was held on this with MM stating that a one liner in the lease could cover this. BM stated that the keys would not be handed over until 1st August.

MM stated that he held keys for No 3 and asked if these required to be handed back. It was discussed that it may be a good idea for MM to hold onto them.

GE stated that there may be a conflict of interest with the Health & Well-being Centre and it would be important to manage relationships.

LC updated that the new website continued to be worked upon and encouraged the rest of the Board to keep looking at it as photos and posters had been added.

There was no other business so the meeting was concluded.

Next Board Meeting will be held via Zoom on Wednesday 28th July 2021 at 7.30pm.