

Minutes of meeting of Sustainable Kirriemuir Management Committee held remotely at 8pm on Thursday 30th September 2021.

Present: Terrill Dobson (TD), Ian Whyte (IW), Aylwin Pillai (AP), Florence Benoy (FB), Ruth Watson (RW), Erica Duncan (ED)

Attending: Fiona Cameron (FC), Emily Hutchison (EH), Lauren Urquhart (LU)

Apologies: Malcolm Rooney, Kate Munro. It was agreed that TD should chair the meeting in the absence of both Kate as chair and Malcolm as secretary. FC agreed to take minutes.

1. Minutes of previous meeting were approved.

2. Matters arising:

- a. **Sustainability Policy meeting still needs arranged (ACTION).**
- b. KM has raised a few items, through email, regarding sustainable forestry, bee bus stops, Tayside Contracts and future funding. **TD and AP will keep the momentum going with sustainable forestry, RW doing work in this area and would like to also be involved (ACTION).**
- c. Bee bus stops will be updated at next week's biodiversity meeting.
- d. **KM approaching Tayside Contracts with a short film regarding the school meals standard and provision in Angus (ACTION).** RW suggested writing a letter to all relevant politicians on this matter but it was agreed the first step would be KM's film.

3. Reports (taken as read with highlights and questions discussed)

- a. Nourish Project – no questions following Nourish reports. TD thanked LU and EH for their excellent work.
- b. St Mary's Field – **KM to speak to Leonie again about moving the date of payment, and update at next meeting (ACTION).** RW asked if anyone had written to Rotary to thank them for the donation to SMF. She proposed it should be **KM to write this (ACTION).** TD suggested **we develop a protocol for ensuring thanks are made to donors in future (ACTION).**
- c. Future Kirrie (including Active Travel & Biodiversity)
 - i. Active Travel: IW provided written update through meeting chat (see addendum). No further questions.

- ii. Biodiversity: **AP to speak to KM regarding B-Lines funding (ACTION).**
Next biodiversity meeting is Wednesday 6th October on Zoom.
Contact LU for link if you would like to join.

4. Finance

- a. Financial reports were not provided and FC explained there is a better system in place but **we still need procedures, including about reporting and FC is drafting these. TD and AP offered to provide feedback on these once available (ACTION).**
- b. FC explained the current administrative need to be a signatory on the bank account to ease workload of ED, KM and SP as signatories and allow her more efficient access to information. **It was voted by the committee unanimously to make FC a bank signatory as a temporary measure (ACTION)** but we also need to recruit for a treasurer and create robust financial procedures.
- c. Funding applications – **KM to work on lottery app by next meeting (ACTION).** FC noted that KM was acting as funding co-ordinator and there is a document on the google drive recording funding applications. Please contact KM in the first instance if you would like to apply for a fund on SK's behalf.

5. Communications – **LU and FC to discuss a procedure for recording and reporting on SK related comms before next meeting (ACTION).**

6. AOB

- a. AGM – TD and KM suggested an in-person AGM to showcase our work and EH suggested it include a ceilidh. This must be, at most, 15 months from our last AGM (Nov 20) and late January was suggested. This should be **further discussed at the next meeting (ACTION).** TD also suggested that the **committee consider roles required for the next year, such as Treasurer, Secretary, Funding Officer, and discuss at the next meeting whether these can be filled from committee or require recruitment (ACTION).**
- b. RW asked about charitable status but it was suggested by TD and AP that we weren't there yet as we need a Treasurer and regularised financial reporting first. This would revisit at a later date.
- c. ED updated on Outdoor Tots group, starting 1st October. **She will update progress at each meeting (ACTION)** and will potentially have a web page added to the SK website as a new project.

7. Date of Next Meeting: Thursday 28th October 2021 at 8pm

Addendum:

Active Travel Report:

- CRL done and first aid training for cycle leaders in November
- aim to continue with cycle led rides throughout year
- e-bike funding awaiting decision from national lottery
- still to hear from co op
- cycling meeting with Paul Downie to discuss mapping routes on 17 September
- partnership with ACH with ReCycles Project
- next steps: bike bus, cycle buddies, more led rides

Written reports provided this month by LU and EH for Nourish and RW for St Mary's Field.

Approved by: Terrill Dobson

Seconded by: Erica Duncan