

**Minutes of the General Meeting of Sustainable Kirriemuir Management Committee on
Wednesday 9th March 2022 at 8pm on Zoom.**

Present: Kate Munro, Florence Benoy, Terrill Dobson, Clare Little, Millie Stevenson, Erica Duncan, Fiona Cameron

Apologies: None

Minutes of the previous meeting were approved by KM and seconded by TD.

Matters Arising

1. CL shared that she hadn't found anything on Adult Protection training and agreed to keep lookout for future training.
2. KM noted that JW is happy to mentor CL. **CL will contact JW. (ACTION)**
3. The Financial Policy was unanimously approved. **It was agreed to review it in 3 months. The need for a bank debit card and therefore second bank account will also be reviewed in 3 months once CL has got to grips with her role as Treasurer. (ACTION)**
4. The Sustainability Policy was unanimously approved. **It was agreed to review it in 3 months. (ACTION)**
5. CL asked about MC financial and legal liability. It was noted that all MC members are equally personally liable for any issues arising with SK. **KM is going to investigate MC insurance in the interim until we apply to become a SCIO which will offer trustee protection. (ACTION)**

Conflict of Interest

1. FC noted a conflict of interest on HR matters and agreed to leave the meeting early to allow this to be discussed.

Finance

1. It was agreed to move to quarterly financial reporting of the full SK financial position, during governance meetings, with project and interest group reporting in between at the relevant meetings. **TD, CL, and FC agreed to arrange a meeting to discuss setting an annual budget. (ACTION)**

Goal Setting for 2022

1. Active and sustainable travel was added to the broader aims of SK, and others were edited slightly. **This will be reviewed within the next 2 monthly meetings which will include interest group leads and project leads. (ACTION)** It was noted this will help ensure aims are community led and reflect what we have said to funders we will achieve.
2. A discussion was had about whether we need to establish a strategy and learning group for climate literacy. FC suggested that all members and staff who have undertaken Carbon Literacy training and subsequent Train the Trainer training should arrange to meet to create a strategy. **KM agreed to contact Jane from SCCAN about hosting a pilot carbon party style climate literacy event as a start point. (ACTION)**

Governance planning for 2022

1. **TD noted that herself and FC are working through defining roles and tasks as a priority, with ED to work with TD and staff on staff role descriptions. (ACTION)**
2. **All MC were asked to think about what they see their defined role as and should be ready to feed back to TD when asked. (ACTION)**
3. It was agreed that thereafter the MC would investigate what's needed to become a charity, with TD leading this.

Reports

1. FC reported that there were no reports this month as it had only been 3 weeks since the last meeting and is nearly the end of the Nourish project, so the staff are working on the final report for CCF. **It was agreed that reporting would be discussed at the next 2 meetings with interest group leads and project leads, with a view to moving to quarterly reporting, at the relevant themed meetings.** It was also agreed to stick with the current reporting template. **(ACTION)**

AOB

1. The proposed meeting structure was agreed by all; rotating governance, interest groups and projects. **TD and KM to discuss what interest group leads should be asked to think about before the next meeting and communicate to FC to send out with a meeting invite. (ACTION)**
2. MS asked about a potential session with local wellbeing enthusiast. It was agreed more detail was needed to clarify how this links into SK objectives. This will be picked up later.

FB left the meeting.

Next Meeting

1. The next meeting will be focused on interest groups and will be held on 13th April at 8pm in TD's barn.

FC left the meeting.

HR/staffing

1. ED informed the MC that she had met with all 3 staff members to discuss their positions, suggestions, and any concerns. She recommended that KM continue to

be the line manager for these positions given her role as Chair and lead with the Future Kirrie project and this was agreed. The staff contracts for Emily and Lauren were discussed and agreed. ED recommended that we keep the contract flexible as to working evenings and/or weekends. The MC awaits a contract for Fiona which allows term-time working. The MC approved a 2% salary increase for staff beginning with the new contracts in April.

	TYPE	Present	Kate Munro	Florence Benoy	Erica Duncan	Terrill Dobson	Millie Stevenson	Clare Little
27 January 2022	Committee Meeting	6	1	1	1	1		
03 February 2022	AGM		1	1	1	1	1	1
16 February 2022	Committee Meeting	5	1	1	0	1	1	1
9th March 2022	Committee Meeting	6	1	1	1	1	1	1