

**Minutes of the General Meeting of Sustainable Kirriemuir Management Committee on  
Wednesday 13th July 2022 at 8pm, Terrill's Greenhouse, Logie Farm.**

Present: Kate Munro (via telephone link), Millie Stevenson, Clare Little, Erica Duncan, Terrill Dobson, Fiona Cameron

Apologies: Florence Benoy

Minutes of the previous meeting were approved by MS and seconded by ED.

**Matters Arising**

1. FC updated that the management protection liability insurance had been added to the insurance policy. FC also noted that produce sales weren't currently insured; FC has asked the insurance brokers to update the policy to reflect this.
2. CL updated that the SK accounts are with the accountants, but there hadn't been any update from them yet.

Conflict of Interest – none.

**Finance**

1. KM reported that she had not been able to progress the ICF application further and would not be pursuing this further at this time. She also noted that Emily was concerned about funding for St. Mary's Field this year, and there was a potential fund that could support this. FC suggested that together with the SMF volunteers, Emily put together a budget of what funds were needed and brought it to the MC who would review whether there was a need for a new funding application. **KM agreed to update Emily on this (ACTION).**
2. CL presented the quarterly financial report which had previously been distributed by email, talked through some key points, and asked for any questions. It was highlighted that there was an underspend in staffing for the quarter; FC noted that part of this was due to the Community Engagement Officer post not being filled until June, but this would mean the surplus would need to be reserved for April and May of next year's budget, as the post is for a full 12 months. It was

noted that the Events Coordinator position was to be once again vacant, and the MC agreed that once this vacancy was filled, they would review how much surplus there would be likely to be and review with the next financial report. CL asked TD to further explain the needs of St. Mary's Field regarding better financial communication, and TD noted that a wider conversation was first needed with the St. Mary's Field volunteers before revisiting this. **TD agreed to let CL know the outcome once this conversation had been had (ACTION).**

3. CL also noted that there were a few funds overdue to be spent and some ideas were suggested about how they might be allocated. CL suggested that the funding for pollinator activity could be used towards bee hotel building at the BioBlitz weekend. This was well received, and **FC agreed to update the biodiversity group about this (ACTION).**
4. **TD asked that CL shared the quarterly financial report with interest group and project leaders, once it had been reviewed by MC members, along with a simple narrative to highlight items as appropriate (ACTION).**
5. CL noted that she had looked on the OSCR website for training opportunities regarding the role of a treasurer for SCIOs but couldn't find anything. It was suggested that she try SCVO. FC noted that there was a 3-part financial training course regularly offered by SCVO at a cost of around £79 per part. It was unanimously agreed that this would be an appropriate use of funds. **FC agreed to send CL details of this training (ACTION).**

#### SCIO Update

1. TD referred to information she had sent the MC members regarding preparation work needed for applying to become a SCIO. It was noted that SK must be clear on their charitable aims from the outset. FC suggested a special meeting to review SK's vision, mission, aims and values; this was agreed but no date was set. ED also asked whether there was money available to pay a strategist to support

us through this work; **KM recalled seeing information about this and agreed to look this information out and share with the MC (ACTION).**

2. It was unanimously agreed that SK should pursue being a SCIO as a two-tier organisation, which would mean members play a key role within the organisation. The group discussed what that would mean for membership, and it was agreed that this would be discussed at the next MC meeting which would include lead volunteers. A 3-year MC term was also agreed, and to provide charitable aims of *advancement of citizenship or community development* and *advancement of environmental protection or improvement*, and that we would further consider aims towards advancement of education and of health. **TD and FC agreed to meet with Amandla to discuss questions to bring to the next meeting about this (ACTION).**
3. It was agreed that to become a SCIO, SK would need to be clear on the position of St. Mary's Field within SK. **TD agreed to meet with volunteers at St Mary's Field to discuss the impact that SK becoming a SCIO will have on their activities (ACTION).**
4. KM informed the group that Kirriemuir Food Hub had an upcoming meeting with Hayley Mearns of VAA to discuss supporting them to set up as a SCIO. **KM agreed to send on details of the meeting to TD to see if she could also attend (ACTION).**

#### Complaint

1. TD shared with the group that a complaint had been made about a meeting of SK staff on St Mary's Field. TD has spoken with everyone concerned and will respond to the complainant. She made no recommendations for MC consideration at this point. **TD will respond to the complainant to discuss her findings (ACTION).**

#### Premises

1. A discussion was had around two potential premises for SK. CL noted the projected costs for both and what was allocated in the budget towards premises.

It was agreed to stick with the previously discussed, smaller premises. **FC will update the group when she has more details on entry dates etc. (ACTION).**

#### AOB

1. TD noted that Amandla had asked whether the MC had decided whether staff and key volunteers would require PVG checks. **TD noted that Amandla is happy to lead SK through the process of getting everything in place to ensure we can safely and legally work with children and vulnerable adults (ACTION).**
2. TD noted that staff are still unclear on their job roles, and in light of the Events Coordinator position being vacant, a skills audit and review of job outlines was needed before re-advertising for the position. It was agreed to hold a staff and MC special meeting on Thursday 28th July at 7.30pm to discuss this further, as well as to discuss our charitable aims. **TD agreed to inform the staff of this meeting (ACTION).**
3. MS expressed thanks to all staff, past and present for their hard work in ensuring Dream Festival was a success.
4. KM raised that there was 3.5 hours per week in the MHWB fund to pay for admin support. It was unanimously agreed that this would be allocated to FC to increase her contract to 17.5 hours per week. **KM to notify payroll (ACTION).**

Next Meeting: Thursday 28th July 2022 at 7.30pm, on Zoom (staff and MC).

	TYPE	Present	Kate Munro	Florence Benoy	Erica Duncan	Terrill Dobson	Millie Stevenson	Clare Little
27 January 2022	Committee Meeting	4	1	1	1	1		
03 February 2022	AGM	6	1	1	1	1	1	1
16 February 2022	MC	5	1	1	0	1	1	1
9th March 2022	MC	6	1	1	1	1	1	1
27th April 2022	MC, interest groups/projects	5	1	1	1	0	1	1
1th May 2022	MC	5	1		1	1	1	1
8th June 2022	MC Meeting (staff)	5	1		1	1	1	1
13th July 2022	MC (governance)	5	1		1	1	1	1