

**Minutes of the General Meeting of Sustainable Kirriemuir Management Committee on
Wednesday 24th August 2022 at 8pm, Terrill's Clinic, Logie Farm.**

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

Apologies: None

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

Matters Arising

1. The complaint from SMF was followed up and linked to miscommunication. A meeting with SMF took place on 2nd September to discuss concerns and future plans. There will in future be a monthly meeting with SMF volunteers, SK staff, MC reps, and any interested parties to assure good communication and coordinated planning. The matter is now resolved.
2. The quarterly financial report for lead volunteers was approved by the committee and **CL agreed to email it out to all lead volunteers with an invitation to bring any questions to FC at the next meeting, as CL won't be present (ACTION).**
3. TD confirmed that a core group of staff, MC and lead volunteers were meeting on Friday 2nd September to discuss St. Mary's Field operations and communications going forward. CL cannot be present to discuss the financial matters, so **FC agreed to feed back any questions from the volunteers regarding finance to CL, who will follow up with the volunteers later (ACTION).**
4. TD noted that she hadn't yet discussed with Amandla the process of getting everything in place to ensure we can safely and legally work with children and vulnerable adults. **She agreed to revisit this after the BioBlitz when Amandla is less busy (ACTION).**

Conflict of Interest – none.

Finance – nothing to discuss.

Staff Roles

1. FC updated the committee on how staff saw each of their roles and how it fits with funding objectives. It was agreed that the Community Engagement Officer post would remain as is, with the vacant role being a Project Officer for Active Travel and Waste/Value Resources. **FC to draft a job advert and description and share with the committee for approval before advertising (ACTION).**

Development Trust

1. KM updated the group on the current position of discussions about the formation of a Kirriemuir Sustainable Development Trust. All present supported the idea and **KM agreed to go back to other community groups and individuals interested to discuss next steps (ACTION).**

Next Meeting: Wednesday 14th September 2022 at 7.30pm, Terrill's Barn, Logie.

Sustainable Kirriemuir Meetings									
	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	
24th August 2022	MC	5	1		1	1	1	1	
14th September 2022	MC, lead volunteers, staff								
12th October 2022	MC (governance)								
9th November 2022	MC, interest groups/projects								
14th December 2022	MC, staff								
Attended 2021			9	5	8	8	8	8	
Attendance Record			100%	56%	89%	89%	89%	89%	