

**Meeting of Sustainable Kirriemuir's Management Committee – 9 November 2022 @ 8pm,  
Sustainable Kirriemuir Hub**

	Action
<p><b>1. Welcome and Apologies</b></p> <p>Attendees: Kate Munro (KM)(Chair), Terrill Dobson (TD), Clare Little (CL), Erica Duncan (ED), Millie Stevenson (MS)(minutes)</p> <p>No apologies</p>	
<p><b>2.&amp;3. Minutes of last meetings and matters arising</b></p> <p><u>Minutes of 17.10.22</u></p> <p>The minutes were agreed as an accurate record.</p> <ul style="list-style-type: none"> <li>• Child Protection Policy – KM has discussed with local person with experience in this area who would be happy to support. FOG have a range of policies which CL supported in their development. KM to ask FOG if they can share some of their policies with SK. MC agree that staff members need PVG to at least cover working with vulnerable adults. CL to discuss with VAA.</li> <li>• Salary uplift – KM advised staff of this. 1 x staff salary needs uplift for new financial year to ensure SK remains a living wage employer. CL to discuss with SK admin re calculations for this.</li> <li>• Staff training – action complete: KM advised staff of training budget.</li> <li>• VAA funding – action complete: CL sent details of application to KM.</li> <li>• Tesco's counter – action complete: KM has applied to this fund for Dream Fest 2023.</li> <li>• Staff vacancy – action complete: Job description, salary and person spec has been agreed by MC.</li> <li>• Strategy afternoon – still to be arranged. To be discussed on agenda.</li> <li>• Hub – action complete. KM discussed with staff.</li> <li>• Constitution – action complete: TD reviewed constitution. Decisions need to be agreed in person by MC. Need to review constitution at specified time period. Need to update quorate wording.</li> </ul>	<p>KM</p> <p>CL</p> <p>CL</p>

<ul style="list-style-type: none"> <li>• PLI/guidance for risk assessments – action rolled over</li> <li>• Staff reports – action complete</li> </ul> <p><u>Minute of 30.10.22</u></p> <p>The minute was agreed as an accurate record.</p> <ul style="list-style-type: none"> <li>• Changes to job description – action complete.</li> <li>• MC agreement with job description – action complete</li> <li>• Interview date – to be discussed at this evening’s meeting.</li> <li>• Advertising – FC to look into this, as per meeting with staff.</li> </ul>	<p><b>MS</b></p>
<p><b>4. Declaration of any conflict of interest</b></p> <p>None</p>	
<p><b>5. a. Finance</b></p> <p>CL presented the annual accounts.</p> <p>KM to update introductory blurb.</p> <p>TD to provide examples of annual reports submitted to OSCR</p> <p>Final version is signed off by KM (Chair) and accountant.</p> <p>MC agreed that the report should then be published on SK website and shared with lead volunteers.</p> <p>Going forward would hope to produce report earlier, but difficulties in timings between production of annual accounts and timing of AGM.</p> <p>TD and CL to look into requirements for timing of annual accounts and AGM.</p> <p>Kirrie Garden Association donated £1000 for developing school gardens further. ?an additional £750 from another successful application that could be used towards this. KM to check the terms of the use of this funding. SK could employ someone on a temporary contract. KM has already spoken with Northmuir School and they would be keen for support. KM to discuss with Southmuir and Websters. Once we have clarity of funding available, CL to discuss pay with VAA. Local person may be interested, and role will be advertised on website and social media (MS to discuss with FC). Once have identified funding, updated schools, and have successful applicant, PVG through Angus Council would require completing. KM to discuss with schools regarding PVG.</p>	<p><b>KM</b></p> <p><b>TD</b></p> <p><b>TD/CL</b></p> <p><b>KM</b></p> <p><b>KM</b></p> <p><b>CL</b></p> <p><b>MS</b></p> <p><b>KM</b></p>

<p>Salary for Project Manager post based on 18-month contract but less than 18 month contract available with current funding. KM to discuss with TNL about potential of rolling over some of the funding into 24/25 so that we can offer at least an 18 month contract.</p> <p><b>b. Fundraising</b></p> <p>VAA funding: possibility to apply for funding extension. KM to get feedback from AT as to how we can develop post further. Deadline for application is 1<sup>st</sup> week in December.</p>	<b>KM</b>
<p><b>6. Workforce</b></p> <p>Staff vacancy: once heard from TNL, job advert ready to be published. Leave open for 4 weeks. Closing date 9 December. Interviews either 15 or 16 December. KM and MS to interview. TD as back up. KM to enquire about external interview panel member.</p>	<b>KM</b>
<p><b>7. Strategy</b></p> <p>Strategy afternoon organised for MC on 14<sup>th</sup> January, 2-5pm at TD's. Focused time to bring together an initial draft. MC to send 3-5 high level objectives for the sections they are leading on to Terrill before Thursday 22 December.</p>	<b>ALL</b>
<p><b>8. Kirriemuir Development Trust</b></p> <p>Still in 'storming' phase. Still uncertainty as to SK's role in trust. Steering group has been formed. Meeting on Monday 14 November – TD/ED and KM will try to attend.</p>	
<p><b>9. AOB</b></p> <p>MS has taken on MC secretary role. TD thanked MS for taking this on.</p>	
<p><b>10. DONM</b></p> <p>Wednesday 7 December at 8pm, Sustainable Kirriemuir Hub.</p>	