

**Meeting of Sustainable Kirriemuir's Management Committee – 11 January 2023 @8pm, The Barn
@Terrill's.**

	Action
<p>1. Welcome and Apologies</p> <p>Attendees: Terrill Dobson (TD) – Chair, Claire Little (CL), Erica Duncan (ED), Millie Stevenson (MS). Apologies – Kate Munro (KM).</p> <p><i>NB: As KM was not in attendance, the group was not quorate. KM joined meeting by telephone as indicated in minutes.</i></p>	
<p>2. Minutes of previous meeting</p> <p>The group were unable to approve the minutes of the previous meeting as the group was not quorate. Deferred to February meeting (Action 29).</p>	
<p>3. Matters arising</p> <p>The action log was updated.</p> <p>MS to request update from KM regarding gardening in schools and temporary paid help (Action 30).</p> <p>Still need dedicated website support. Consider commissioning person to do this or including in roles for community engagement officer.</p> <p>Comms/branding workshop for staff/volunteers – ED will arrange informal training on branding for when new community engagement officer in post (Action 31)</p> <p>MS to speak to fire safety officer for advice regarding fire safety measures in hub (Action 24 updated).</p>	<p>MS</p> <p>ED</p> <p>MS</p>
<p>4. Conflicts of Interest: None declared</p>	
<p>5. Finance</p> <p>Signed accounts have been sent for funding application. Did not include most up to date blurb. As report now signed, this will be adopted as final account report for FY 2021/22. CL to send to FC for website (Action 32).</p> <p><i>**KM joined meeting by telephone**</i></p> <p>Food hub e-van: SK MC have verbally agreed to provide 5% of costs from SK reserves and in exchange will be able to use vehicle. However, cost of vehicle has gone up. Can we cap SK's contribution for cost of vehicle? MC agree need written proposal for SK to agree to e.g. cost to SK including charging costs/insurance cost – whether this is based on proportion contributed to van or based on use, plan beyond 3 years, plan if issue within first 3 years. KM to request written proposal from food hub (Action 34).</p> <p>KM will provide contract for PM position. Start date 5.1.23</p>	<p>CL</p> <p>KM</p> <p>KM</p>

<p>Due to current workload, MC agree to offer AT 4 days a week as PM, 1 day week as Community Engagement. KM to speak to AT (Action 35). KM then to advise CL of decision (Action 36), CL to update VAA on salary (Action 33).</p> <p>Equipment: 3 laptops currently (refurbished). 1 needs servicing/?replacing. FC has arranged for it to be checked. CL to speak to FC regarding potential funding for new laptop/s. VAA funding if approved could include laptop for new Comm. Engagement officer. Need to remember to include equipment for staff when doing future funding applications for staff roles.</p> <p>Should hear whether VAA application successful this week.</p> <p><i>**KM left meeting***</i></p>	<p>KM/CL</p> <p>CL</p>
<p>6. Workforce</p> <p>[Redacted confidential discussion]</p> <p>Community Engagement Officer post – await decision re funding extension. If successful, advertise post asap.</p>	
<p>7. Hub Updates</p> <p>Staff making great progress with hub. Need to get sign sorted asap – issues with painting in cold weather. AT has agreed plan with painter.</p>	
<p>8. Strategy Update</p> <p>Strategy development day on Saturday for MC and staff who are available.</p>	
<p>9. AGM</p> <p>19 April 2023. MS to arrange venue (Action 42) Still to arrange speaker - ?presentation from rewilding project.</p>	<p>MS</p>
<p>10. AOB</p> <p>AT to be invited to all MC meetings and provide short written update in advance and decisions required from MC. Arrange agenda so AT update can be at the beginning of meeting, so does not require to stay for whole meeting if would prefer not to. KM to speak to AT.</p>	<p>KM</p>
<p>11. DONM: Wednesday 15 February @ 7pm. Staff followed by MC meeting.</p>	