

**Meeting of Sustainable Kirriemuir's Management Committee – 7 December 2022 @8pm,
Sustainable Kirriemuir Hub**

	Action
<p>1. Welcome and Apologies</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>2.&3. Minutes of last meetings and matters arising</p> <p><u>Minutes of 09.11.22 (MC only meeting)</u></p> <p>The minutes were agreed as an accurate record.</p> <p><u>Matters arising</u></p> <ul style="list-style-type: none"> • KM has emailed FOG re policies – await update • VAA no longer able to process PVG on behalf of other organisations. SK need to go directly to Volunteer Scotland. Need to identify lead person within SK. MC agree this should be role for new PM. • Salary uplift complete. • PLI/guidance for risk assessments – in progress. • KM updated annual accounts report – action complete • TD sent examples of annual reports to MC – action complete • TD reviewed requirements and timings for AGM and annual accounts, and emailed MC with details – action complete • KM checked terms of Lang funding – action complete • KM discussed temporary growing support with schools – action complete. • CL will discuss pay arrangements with VAA if required – action on hold. • MS will discuss advertising role for temporary school grower with FC if required – action on hold. • KM will discuss PVG with Northmuir when required • KM checked rolling over funding to 24/25 with TNL – action complete. • KM has sought external interview panel member – action complete. • MC to send draft objectives to TD by no later than 22 December – ongoing. <p>Action log updated.</p> <p>Additional actions generated from discussions during matters arising:</p> <ul style="list-style-type: none"> • ED to discuss with FC to promote living wage credentials on website. Also potential opportunity to have support of volunteer with website. MC supportive of this and ED to discuss with FC. 	<p>MS</p> <p>ALL</p> <p>ED</p>

<ul style="list-style-type: none"> • Temporary school grower: KM to speak to person who may be interested in role and discuss rates. KM to advise CL in order that CL can calculate no. of hours that could be worked until end of financial year/funding. 	KM KM/CL
4. Declaration of any conflict of interest None	
5. a. Finance Final version of annual report back with accountants. Will be returned to SK for signing. b. Fundraising Angus Rural Partnership and VAA Mental Health & Wellbeing extension application has been submitted by KM. Further rural fund from VAA which KM intends to apply to for SMF. Church to send SK updated lease. Noted that the church would be responsible for fixing wall that is collapsing at SMF. Volunteers and staff to be discouraged from going near the wall. c. Income generation Agree income generation is essential for the long-term viability of the organisation. Discussion held around income generation ideas which tie into SK's mission and aims e.g. food growing, consultancy, repair shops, skills training and tool library. Recognise the importance of considering other businesses when developing income generation plan. All MC to send income generation ideas to TD by 22.12.22 for discussion at strategy workshop (14.01.23).	ALL
6. Workforce Applications received for vacant PM post. Closing date Thursday 8 December at 5pm. Shortlisting Friday 9 December by all panel members using person spec – individually and reach agreement – then invitation to shortlisted applicants, and unsuccessful applicants advised on 9.12.22. Interviews on 16.12.22. MS to ask Parish Church if we can hire small hall for interviews.	MS
7. Hub Update Discussion held regarding SK Hub. Requirement with VAA funding. MC raised concern over reputational risk if we do not make the hub attractive and inviting. Concerns with speed of progress. However, recognised the issues the structural issues that have been flagged by staff e.g. concerns re fire safety measures, facilities. MC agree that hub has potential for community engagement as discussed at last MC meeting with staff. Recognise that there are limitations with current set up but need to work towards solutions, but acknowledge that as the organisations develops it may outgrow space.	

<p>Plan: continue to develop as opportunity for community engagement and to provide resources/information for the community on sustainability. Temporary storage solution reached. MC not opposed to sales from hub but that will be developed further within mission/strategy +/- business plan. Agree ensuring development of the hub should be the role for the new PM.</p> <p>KM to email landlord to apologise for appearance, and seek solutions to some of the issues e.g. smoke alarms, leak in toilet.</p> <p>MS to update staff</p>	<p>KM</p> <p>MS</p>
<p>8. Strategy</p> <p>Strategy development afternoon on Saturday 14 January, 2-5pm.</p>	
<p>9. AOB</p> <p>AGM: Agree that wish to continue work towards SCIO. ED to discuss with contacts options of being a SCIO plus co-op/social enterprise. AGM scheduled for 19 April. At AGM need to change constitution. TD to lead on changes to constitution for AGM. CL to produce accounts. Need engaging speaker for AGM – KM to consider and discuss with AT. Would like to attract new MC members. Use 5 year strategy to advertise, promote and approach potential board members.</p> <p>KM has been discussing with KSB re event to discuss net zero (by end March 2023)</p>	<p>TD</p> <p>CL</p> <p>KM</p>
<p>10. DONM</p> <p>11 January 2023 – at TD's. Meeting with Interest Groups at 7pm, followed by MC only at 8pm.</p> <p>MS has circulated meeting dates for 2023. Note change to February date. Now Wed 15 February.</p>	