

## **Sustainable Kirriemuir – Staff and MC Meeting**

**15 February 2023 at 7pm**

**Location: Terrill's**

	<b>Action</b>
<b>1. Welcome &amp; Apologies</b> Present – KM (chair), TD, EH, FC, AT, CL (minutes from agenda item 1-7), MS (joined at 8pm, minutes from agenda items 8-end) Apologies – ED	
<b>2. Minutes of previous meeting</b> The minutes from the staff/MC meeting on 9 November 2022 were agreed as an accurate record.	
<b>3. Matters arising</b> The action log was updated.	
<b>4. Declarations/conflicts of interest</b> No conflicts of interest identified.	
<b>5. Staff updates</b> Staff thanked for their reports prepared in advance of the meeting. No questions or comments arose from MC members.	
<b>6. Events for 2023</b> Feeling amongst staff that the volume of events booked in the next couple of months is overwhelming and stretching personal and organisational resources. Discussion regarding cancelling/postponing certain events and agreement that no further new events should be booked until an operational plan has been formulated which will detail priorities for the entire year 23/24. Acknowledged SK needs to be realistic in what we can achieve with resources available. Of the £10,000 lottery funding TFOP up to £1000 can be carried forward to	

<p>next financial year and some event leaders may be able to invoice in current financial year for events after April 1<sup>st</sup> to help balance the books.</p> <p><b>AT</b> to draft operational plan by end of April 2023 – focus needs to be on implementing the longer term strategy and any obligations as agreed with funders to be achieved by March 2024. <b>TD</b> to look out the ‘post-it’ document previously used to highlight funding objectives and forward it to AT.</p>	<p>AT</p> <p>TD</p>
<p><b>7. Staff roles and recruitment</b></p> <p>CE post has been advertised with closing date of 17/02/23. 2 applicants so far and 2 people have enquired about the possibility of job share. <b>AT</b> to contact these people and confirm any application on a job share basis will be considered.</p> <p><b>AT &amp; TD</b> to short list and interview week beginning 27/2/23.</p> <p>Acknowledgment that AT is currently still fulfilling two roles so has not yet had time to focus on PM role though her workload should ease in the next couple of months.</p> <p>Discussion required re. replacement for EH. <b>EH</b> to formulate a job description by mid March. <b>FC &amp; CL</b> to look at costings for a replacement and CL to bring budget implications to March MC meeting.</p> <p>Additional gardener to begin work in schools on a self employed basis and will invoice SK for his time.</p> <p>AT raised the possibility of SK taking on a further member of staff funded through Angus Council’s job seeker scheme. The council will fund an employee on the living wage for up to a year. Consideration will need to be given to the role someone could fulfil to add to SK’s current skill set and meet objectives detailed in the operational plan, and the management implications for AT of having to supervise another staff member. <b>AT</b> to follow up and consider the benefits of taking on another staff member when formulating the operational plan.</p>	<p>AT</p> <p>AT/TD</p> <p>EH</p> <p>FC/CL</p> <p>AT</p>

<p><i>[MS joined meeting at this point]</i></p>	
<p><b>8. SK Strategy</b></p> <p>Draft strategy to go to core groups and interested individuals. Comments and feedback to go to TD. Looking for feedback on content, tone, balance between accessibility and professionalism. Feedback by 11 March.</p> <p>AT will lead on operational plan. Aiming for end of April.</p>	
<p><b>9. Hub update</b></p> <p>Drop in sessions through January. Mixed success (min 1 person, max 47 people). High footfall in early January. Clothing hub was a draw and stimulated discussions. Rotary would like to continue to use space in February and March.</p> <p>Discussed whether SK should continue to use space. The group agreed that this had been a useful opportunity to explore SK's needs for a physical space but agreed that the current space was not what we currently need. Plan to thank landlord for patience and provide 2 months written notice. <b>AT</b> to speak to Rotary to advise. <i>As the MC was not quorate, a decision for the hub was scheduled for the next MC meeting.</i></p>	<p><b>AT</b> <b>MC</b></p>
<p><b>10.AGM</b></p> <p>Need to find speaker. <b>KM</b> to lead on finding speaker. <b>MS</b> to review requirements for AGM in current constitution. <b>TD</b> to present strategy and update constitution for AGM. <b>CL</b> and <b>FC</b> to arrange annual accounts for AGM. <b>KM</b> to lead on report of last year's activity for AGM.</p>	<p><b>KM</b> <b>MS</b> <b>TD</b> <b>CL/FC</b> <b>KM</b></p>
<p><b>11.Finance and funding</b></p> <p>CL has contacted several funding consultants.</p>	

<p>Next year's budget will be based on operational plan.</p> <p>Staff/MC members are undertaking lottery financial/budget training.</p> <p>Going forward need to put thought into the value of events/workshops.</p>	
<p><b>12.AOB</b></p> <p>Stitch to Enrich: AT and TD plan to catch up with group to get their feedback on the strategy and how the group can support SK in achieving its aims.</p> <p>Staff equipment: new laptops required for all staff. Need to build these types of costs into new funding bids. <b>KM</b> to ask Rhonda about funding for laptops. Some money available through Nourish project.</p> <p>Tandem: SK has received kind offer of tandem bike. SK would be delighted to receive this, ideally when we have secured safe storage.</p> <p>Owl boxes: need to have written agreement with landowners. <b>KM</b> will write letters to landowners. <b>AT</b> will counter sign risk assessment.</p>	<p><b>KM</b></p> <p><b>KM</b> <b>AT</b></p>
<p><b>13.DONM</b></p> <p>14 June at 7pm. Location TBC.</p>	