

**Minutes of the General Meeting of Sustainable Kirriemuir Management Committee and Staff on Thursday 27th January 2022 at 8pm on Zoom**

1. Present: Kate Munro, Florence Benoy, Terrill Dobson, Erica Duncan, Aylwin Pillai, Ruth Watson, Fiona Cameron, Lauren Urquhart
2. Apologies: Ian Whyte, Malcolm Rooney, Emily Hutchison
3. Minutes of the previous meeting were approved by KM and seconded by ED.
  - a. It was noted by FC that the St. Mary's Field rent has now been paid up until 30<sup>th</sup> November 2022.
  - b. KM is posting the Triodos Bank form to add FC as a signatory and remove Shirley Peshterski after her resignation by email on 7<sup>th</sup> January 2022.
4. FC requested that 'Conflict of Interest' become a standing item on the agenda going forward and this was agreed unanimously by the committee. RW asked that the policy for this be given priority during our Good Governance review in the coming months.
5. All committee members present noted their satisfaction with the proposed new project reporting format as presented by FC for the Nourish report for December 2021. It was agreed that all projects going forward would use this as a template. TD requested that the following 3 questions be added to the report format:
  - a. Have there been any changes to the expected outcomes of the project? Please explain.
  - b. Has there been any unexpected spending? Please explain.
  - c. Please summarise any upcoming events or campaigns. How can MC members help support your upcoming work?
6. It was agreed that KM will speak to Kirrie Food Hub committee regarding our partnership agreement going forward after the Nourish Project comes to an end in March 2022.
7. RW expressed concern at the current procedure for purchasing items which can't be invoiced for. It was agreed that FC should re-send the Financial Policy with amendments made from MC feedback, to be approved at the first MC meeting after the AGM. Any further feedback to go to FC before then.

8. KM asked the members present if they had received and read the proposed restructure document that had been prepared and distributed by TD earlier in the week. ED noted that she hadn't seen it but subsequently found it, and it was agreed that everyone should ensure they read it ahead of the AGM to ensure they understand what will be expected of MC members over the next year.
9. It was agreed that as Chairperson, KM would prepare a Chairperson's Report ahead of the AGM and Chair the meeting. It was agreed that the Financial Report which FC sent out earlier in the week was suitable to present at the AGM and FC agreed to speak on financial matters at the AGM, summarising our financial position. FC noted that Ian Whyte had expressed that he would not be standing as an MC member at this AGM but would continue to support the work of the Active Travel group as part of the Future Kirrie project.
10. Date of next meeting: 24<sup>th</sup> February 2022 at 8pm on Zoom.