

**Sustainable Kirriemuir**  
**Board of Trustees Meeting**  
**14 June 2023 8pm**  
**Airlie Arms Hotel**

	Action
<p><b>Attendees</b></p> <p>Terrill Dobson (TD)</p> <p>Erica Duncan (ED)</p> <p>Steve Gardner (SG)</p> <p>Antony Gifford (AG)</p> <p>Claire Little (CL)</p> <p>Kate Munro (Chair) (KM)</p> <p>Millie Stevenson (Minutes) (MS)</p> <p>Amandla Taylor (AT)</p> <p><b>Apologies</b></p> <p>None</p> <p>With thanks to the Airlie Arms for the use of the Breakfast Room for the meeting.</p>	
<p><b>1. Welcome and Introductions</b></p> <p>KM welcomed the group.</p>	
<p><b>2. Minutes of Previous Meeting</b></p> <p>The minutes of meetings: 24.02.23, 16.03.23 and 18.05.23 were confirmed as an accurate record of discussions.</p>	
<p><b>3. Matters Arising</b></p> <p>The action log was agreed.</p> <p>Pertinent updates not covered within agenda:</p> <ul style="list-style-type: none"> <li>(Action 16) KM to ask Rotary and Jennifer Anderson regarding accountant to undertake independent review of accounts. If not successful, AT will put post on social</li> </ul>	

media. When SK is a SCIO will be more of a time pressure for the account review to take place.	KM/AT
<b>4. Declaration of any conflict of interest</b> None declared.	
<b>5. Project Manager Update</b> Update provided at staff/board meeting. No further updates.	
<b>6. eVan</b> eVan now arriving in September, cost not increased. AG and AT met with food hub rep this week. Still exploring how van will be used. But SK/KFH will not need to use it all the time therefore exploring how it can be shared with the community and generate income at least to cover running costs. Needs written MoU between KFH and SK to agree cover of running costs, ownership at end of 3-year reporting period – KFH drafting. KFH and SK equally contributed to the cost of eVan (plus grant from ARP), 50:50 partners for next 3 years. Van will be co-branded (KFH and SK) – SK will need to contribute to these costs.  CoMo presentation recently. KM to send link to resources to AG (Action 17).  AG/AT meeting with KFH again in a month.	KM
<b>7. SCIO application</b> TD in process of completing application. SG will check draft application. May also ask SCVO to review application. Aiming to be submitting in next few weeks. Once submitted will take approximately 6-8 weeks to progress.	
<b>8. Finance and Funding including allocation of upcoming lottery fund uplift</b> Still require independent review of accounts (see matters arising). Once we become SCIO have deadline for submitting	

<p>accounts so best to establish ongoing relationship with an accountant.</p> <p>Discussion had in terms of extension of short-term contracts. Board agree that need to maintain and build SK presence in the town, and big events like Apple Day and Tattie Day will support this. Priority is continuing to inspire the community rather than small numbers.</p> <p>Underspend (£18,000) in NL funding which could support existing/new posts if NL agreeable. Underspend needs to be spent by March 2024 and needs agreeing with lottery how it will be spent.</p> <p>Also received £3750 uplift from NL – no specifications on how this should be spent and timescales.</p> <p>Board agree, use underspend to:</p> <ol style="list-style-type: none"> <li>1. Freelance contract for Apple Day and Tattie Day 23/24</li> <li>2. Extension of maternity cover beyond October for SMF (2 days/week for additional 4 months).</li> <li>3. Additional surplus to cover initial eVan running costs/branding.</li> </ol> <p>Needs clearing with NL. AT to bring plan re freelance events coordinator for Apple Day and Tattie Day to next board meeting (Action 18).</p> <p>Fundraising group has met for first time. Several board members met with Eddie Baines (NL) at start of June.</p> <p>Opportunity to reapply to NL in advance of current funding cycle finishing. There was insufficient time to fully discuss fundraising opportunities. Agree to spend next hour at start of next two board meetings to discuss future vision of SK beyond March 2024 and funding opportunities/applications. MS to add to agenda (Action 19).</p>	<p></p> <p>AT</p> <p>MS</p>
---	-----------------------------

<p>Brief discussion on future vision: need to inspire more, get back into schools, educate community (beyond schools). NL Big ideas fund – could Kirrie be test site for Feeding Tayside programme?</p> <p>Asset transfer: Opportunity of asset transfer from Forward Coupar Angus – lean to/eco classroom, packing area etc. Need agreement from vestry. SK would need to cover transport costs. Await meeting with Vestry.</p> <p>SMF: KM to review new lease – length, notice of termination etc. (Action 20)</p>	KM
<p><b>9. Business development/income generation</b></p> <p>First project will be exploring options around eVan. Plan to have first meeting in next few weeks.</p>	
<p><b>10. Resource allocation and operational planning</b></p> <p>Updates as above and staff/board meeting held earlier.</p>	
<p><b>11. Policy review and development (Policy Tracker, Child Protection and Adults at Risk Policy, and H&amp;S Policy attached)</b></p> <p>Policy tracker which FC has created circulated in advance. MS plans to bring 2 policies per meeting for review and will update tracker.</p> <p>Drafts of Child Protection and Adults at Risk Policy and Health &amp; Safety Policy circulated in advance of the meeting. Comments back to MS by 23 June (Action 21). MS to then email board of trustees for agreement of final version (Action 22).</p> <p>AT to ask volunteer if they would be able to be SK's Child Protection Officer (Action 23).</p>	<p>ALL</p> <p>MS</p> <p>AT</p>

<b>12. Workforce and HR</b> As above.	
<b>13. AOB</b> Nil	
<b>14. DONM</b> 26 July 2023, 7-9pm	