

**Sustainable Kirriemuir
Board of Trustees Meeting
26 July 2023 at 7pm
Terrill's Clinic**

	Action
Attendees Terrill Dobson (TD) Steve Gardner (SG) Antony Gifford (AG) Claire Little (CL) Kate Munro (Chair) (KM) Millie Stevenson (Minutes) (MS) Amandla Taylor (AT) Apologies: Erica Duncan	
1. Welcome and Introductions KM welcomed the group.	
2. Minutes of Previous Meeting The minutes of meetings of 14 June 2023 were confirmed as an accurate record of discussions.	
3. Matters Arising The action log was updated and agreed. Pertinent updates: <ul style="list-style-type: none"> CL to write Reserves Policy for next board meeting (Action 15). Ensure PPE is included as part of future funding bids (Action 16). 	CL ALL CL

<ul style="list-style-type: none"> • Agree that Chris Smith will review last year's accounts. Cost £560. CL will get in touch with Chris Smith (Action 17). • It was proposed that AT would do an extra day starting from August until October for Apple Day, and then end of October to Tattie Day. Paid at Community Engagement rate. Proposal agreed. 	
<p>4. Declaration of Conflicts of Interest</p> <p>The group recognised KM's role with TCCAN and this should be borne in mind and managed accordingly when discussing Angus Climate Hub application.</p>	
<p>5. Project Manager Update</p> <p><u>Active travel:</u> Large ebike has been out of action as needing replacement battery cover – should have this in August. Approx. 60 people have had bikes or on list for bikes. No progress in terms of storage with council. Pedal to produce event on 27.06.23. Bike mechanic sessions in November.</p> <p><u>eVan:</u> KM to speak to Julie Bell regarding charging points in Reform St car park (Action 18)</p> <p><u>Energy:</u> HES coming along to Apple Day</p> <p><u>Reduce, Reuse, Recycle:</u> S2E – subscriptions up in November. Consider group becoming stand-alone/part of another organisation at that stage. S2E had fundraising event to raise money for Kirrie Connections. JB will discuss options with S2E before her post ends.</p> <p>Intro to sewing classes have been very popular. Sewcials – not well attended so have now stopped.</p> <p><u>Biodiversity:</u> Pollinator Picnic – 150 people attended, good feedback on social media. Press release sent today.</p> <p>New project with Bug Life – 'Guardians of the River'. 8 people booked and also linking in with schools.</p>	KM

<p>Bug Life take booked for November.</p> <p>Restoring Nature continue to do counts. Bioblitz report to be done.</p> <p>Bird boxes – Agree that SK will arrange maintenance once a year.</p> <p><u>Growing:</u> Monthly garden meetings – next meeting 7 August at 10am. AT will attend and update Board as required. AT will check whether AW is attending these meetings. Volunteer numbers low, sales low.</p> <p>VAA have asked to run a session at the end of the holidays in the garden, ?will include music.</p> <p><u>General:</u> Disclosures for all staff complete, disclosure checking for trustees in progress. AT working on volunteer handbook, and separate handbook for garden. Handbooks to be reviewed at next Board meeting (Action 20). Also producing 'Exit Form' to get feedback from those leaving organisation.</p> <p>Operational plan – in place until March 2024.</p> <p>Refocus day on 18 Aug. Board to provide comments on spreadsheet by 7 August (Action 21)</p> <p>Discussing with ED whether any more support required for running of Tots group.</p> <p>Community Enterprise Scotland: Accelerate Programme – 6 days of free support. Can do organisational health check. Board agree for AT to pursue this.</p>	<p>AT</p> <p>AT MS</p> <p>ALL</p>
<p>6. Workforce/HR</p> <p>[redacted for website]</p>	
<p>7. St Mary's Field</p> <p>Approximately 12 regular volunteers.</p> <p>Forward Coupar Angus dissolving. SK has option to apply for transfer of some of FCA assets. Need to be a SCIO to apply but can put in note of interest.</p>	

<p>Lease: offered 5-year lease. Rent increasing by £150 per year.</p> <p>Can use church building but would need to lease room.</p> <p>Uncertainty in use of church/land beyond 5 years. If possible, sign lease after Refocus day.</p> <p>Rain garden/pond – progressing.</p> <p>SWOT analysis for SMF may be useful exercise for future.</p> <p>AT sent questions to Vestry with potential uses of land – has had response which will help as we discuss SK beyond March 2024.</p> <p>If want sign for SMF needs planning permission. Kirrie Community Council have kindly agreed to apply for planning permission on behalf of SK.</p>	
<p>8. SCIO update</p> <p>TD has drafted application which has been reviewed by Operational Group. MS to review H&W section asap (Action 22) after which SCIO application will be submitted.</p>	MS
<p>9. Finance update and allocation of current funding</p> <p>NL funding finishes end of March 2024.</p> <p>Can apply for £150k for new NL funding, over 2 or 3 years.</p> <p>FC/CL – have been undertaking mapping to see if successful what funding could potentially cover. Board agree to apply for NL funding. To be discussed further at Refocus Day.</p> <p>Angus Climate Hub funding is £200k, until March 2025. SK could be part of the application in collaboration with other similar groups in Angus e.g. Murton, Smart, Men's Shed Arbroath. KM writing application and will be meeting with different groups to shape the application. KM will let SK know meeting date (Action 23). KM not part of the decision panel for Scottish Climate Communities Action Network. To manage any potential conflict, board agree need another member of the board at meeting to discuss the application. Board will also need to agree</p>	<p>KM</p> <p>KM</p>

<p>application if SK are a part of it, and consider whether we have the capacity to support. KM to share application in advance of submission deadline (Action 24).</p>	MS
<p>Need fundraising protocol e.g. who applies, who approves. MS to discuss with SG/CL/AT (Action 25).</p> <p>ARP and Angus Council are hosting a community groups night on 1 August in the evening. Information session. Need to discuss with ARP around their funding objectives (Action 26).</p>	SG
<p>Fundraising – spreadsheet of potential funds to apply for on G Drive. For ALL to add to.</p>	AT
<p>Refocus day on 18 Aug. AT to borrow projector/screen from Jennifer Anderson (Action 27).</p>	
<p>Once have SCIO status: opens up more funds to apply for, donations, ?membership, fundraising e.g. marathons, appeals/crowdfunding for specific projects, landfill operators, gift aid eligibility. Plan to flesh out further in Fundraising/Operational Group and bring proposals back to board. Will exercise due diligence in the funds SK applies for and ensure the funders align with SK objectives</p>	
<p>Blueberry farm: Likely to be opening for charities/community groups to host again. Board agree that this should be pursued again this year for fundraising.</p>	
<p>10. Resource allocation and operational planning</p> <p>Meeting frequently. Operational plan written up to March 2024 – working document. Developing financial planning template for projects to ensure all costs are covered. Impact analysis template also being developed.</p>	

Funding and operational groups to merge. SG will lead group.	
11. Business development/income generation eVan: KFH has received written confirmation of discussions held to date. Await MoU. Aware that SK funding is until March 2024. Van due to arrive September. Awaiting plans re graphics and cost of graphics.	
12. Policy Adult protection – include in policy that imperative that volunteers do not work alone with a vulnerable person. SK has a duty to protect volunteers. MS to update policy to reflect this (Action 28). Child & Vulnerable Adult Policy, and H&S Policy – provisionally signed off but will be part of ‘Health Check’. Will need Fair Work Policy – SG will share version he has when available (Action 29). MS to bring Accidents and Near Misses procedure to next meeting.	MS SG MS
13. AOB Nil	
14. DONM 21 August at 7pm (later changed to 23 August at 7pm)	