

Sustainable Kirriemuir

Board of Trustees Meeting

13 September 2023 at 7pm

Kinnordy Offices

	Action
Attendees Terrill Dobson (TD) Erica Duncan (ED) Steve Gardner (SG) Antony Gifford (AG) Clare Little (CL) Kate Munro (KM) Millie Stevenson (MS) Amandla Taylor (AT)	
1. Apologies Full attendance, no apologies.	
2. Minutes of previous meeting (August 2023) The minutes of the previous meeting were agreed as an accurate record of discussions.	
3. Matters Arising The action log was updated.	
4. Declaration of any conflict of interest KM's involvement with the Angus Climate Hub Application was noted and it was agreed this conflict would be managed in accordance with Sustainable Kirriemuir's constitution.	
5. Project Manager Update SMF: Meeting with vestry has happened. Vestry aware of the period SK has funding for. Lease received. All board members to read and agree lease. A board trustee to sign (Action 54). Use of church building would be £10/hour.	ALL

<p>Emailed Scottish Government regarding asset transfer from Forward Coupar Angus – awaiting reply.</p> <p>Pond workshops over next 3 weeks as SMF pond is established.</p> <p>Spoon carver interested in doing workshop on SMF. No additional staff time would be required. The person holding the workshop has their own public liability insurance.</p> <p>Ridge Clean Energy have contacted AT. This company are doing work in Rottal. Invitation for SK team to visit Rottal. The board were keen to hear from Ridge Clean Energy and visit Rottal. AT will liaise with Ridge Clean Energy (Action 55).</p>	
<p>Community Enterprise Scotland have offered 6 days free consultancy including Board training session on Good Governance. Board keen to accept the offer of this training. Evenings and in person meetings generally preferred. AT to liaise with Margaret around dates (Action 56).</p>	<p>AT</p> <p>AT</p>
<p>ARP: KM has spoken with Scott at ARP. AT working up application for feasibility study and community engagement for expanding SK growing space. Approx. 16-20 days plus 4-6 study visits. SK keen for AT to do this work one day/week. However, would need to backfill AT post, and outsource staff resource for tattie day.</p> <p>School grower: one of the local schools has secured funding to support a school grower. School would like SK to employ grower. Would be one day/week. There would be some class contact but SK's experience is that this should be no more than 10 children at a time. AT/CL are meeting and will produce a proposal relating to</p>	<p>CL/AT</p>

<p>school growing (Action 57). Would need MoU between school and SK (Action 58).</p>	
<p>6. Workforce/HR</p> <p>Board agree that staff can have 3 weeks of annual leave in a row providing it's agreed by the PM or for the PM the board/chair, providing it does not conflict with periods of high activity/events the staff member will need to attend.</p> <p>Staff are accruing additional time due to TOIL and leave not taken. The board agree that TOIL should be taken back as soon as possible after it has been accrued. Advanced operational planning going forward will allow holiday to be factored in to ensure staff are able to take holiday regularly. More volunteers at events will help reduce accrued staff time. Consider quarterly reviews on board agenda to ensure staff are able to take holiday (Action 59).</p> <p>Volunteer handbook – FC working on graphics</p>	
<p>7. SCIO update</p> <p>The board commended TD for all her hard work in Sustainable Kirriemuir's successful SCIO application.</p> <p>We should communicate to relevant stakeholders e.g. members that SK is now a SCIO.</p> <p>AT to ask FC to do a specific letter to members (Action 60).</p> <p>Charities Aid Foundation have been in touch. They have asked we create a short profile to explain what SK is (Action 61).</p> <p>Gift Aid – FC to speak with Arlene Anderson (Food Hub and Scouts)</p>	<p>AT</p> <p>CL</p>

<p>As a SCIO we can now take part in The Big Green Give in 2024 (applications open in November 2023)</p> <p>As a SCIO, the accounts and constitution need to be readily available. MS to check final versions are on website.</p> <p>TD happy to lead on the annual reporting requirements as a SCIO.</p> <p>Need a register of trustees.</p>	<p>MS</p> <p>TD</p>
<p>8. Finance update and allocation of current funding</p> <p>Rent for 3.75 years of SMF will be paid in November 2023. SMF aware.</p> <p>Money to cover liabilities until March 2023.</p> <p>Reserves policy – aim to review policy regularly. Longer term view would be 6 months. Review at the start of each financial year and/or when significant changes in circumstances. MS to find template and send to CL (Action 62). Board agreed policy.</p> <p>Board not keen to charge membership fees but could ask for donations in newsletters.</p> <p>Big Green Week – money pledged during that week would be matched (register in November, week in April for fundraising).</p> <p>Proposal to open second bank account so cash can be paid into the bank. Best to be a bank that is linked to Post Office. Consider ethical credentials as well as practicalities.</p>	<p>MS</p>

<p>Independent review of accounts being undertaken by Chris Smith, Independent Examiner and Charity Advisor. Glascairn Cottage, Aytounhill, Cupar, Fife, KY14 6JH.</p> <p>Need signed accounts for some of the funding applications. CL to speak to Chris and advise that we need them asap (Action 63).</p> <p>Need resource for analytics of online engagement. £500 from Nourish Project for Annabelle's time (approx. 20 hours). Board agree to proceed with this. CL to review accounts to identify monies (Action 64).</p>	CL
<p>9. Updates on Project Developments and Funding Applications</p> <p>Angus Climate Hub – application being submitted in next couple of days. KM has spoken to Peter Davidson (Chief Exec at Montrose Community Trust). He is happy for the governance to sit under the Montrose Community Trust. Board agree that this approach would be best.</p> <p>ARP: submitting application for feasibility study of more growing space. Due 30.09.23.</p> <p>Property – School Wynd. The property is a good space for SK although would need some work doing to it if we successfully purchased it. Scottish Land Fund is not really designed for purchasing private property from the market. However, could still apply to SLF but it can take some time and it depends on how motivated the seller is to sell to SK. Scottish Land Fund provides 95% of the funds. Therefore would need additional funding for remaining 5% plus the work required on the building after purchase. For SLF – constitution should specify that members need to live in the area. Board agree for AG to speak to SLF and the agent/seller (Action 65).</p>	AG

<p>Lottery application in progress.</p> <p>Board agreed for SG to do application for core funding (Action 66).</p>	SG
<p>10. Business development and Income Generation</p> <p>eVan has arrived. KFH to draft MoU. SK will pay half running costs until March 2024 (current period of SK funding). Graphic design is due, quote to be provided. SK will get to approve design.</p> <p>Suggestion <i>"In partnership with Sustainable Kirriemuir"</i>. SK are able to book it whenever we want – email KFH generic account.</p> <p>SK usage more likely to be planned. Mileage book. Insurance will cover anyone >25 years with permission of Kirrie Food Hub. SK will pay electricity based on our own usage of the eVan. Running costs should be minimal for first couple of years. After 3 years the eVan can be sold. Potentially getting grant for charging eVan behind KFH.</p>	
<p>11. Policy review and development</p> <p>Tots volunteer policy – Board agreed current version</p> <p>Reserves policy – See above. Board agreed current version</p>	
<p>12. AOB</p> <p>Communicating with interest group leads. MS discussed with AW. Feels that has good frequent engagement with board even without formal meetings. However, would like to understand better funding application process. CL and SG meeting with AW this week and will discuss funding application process (Action 67). Quarterly checks in with interest group leads – MS to ensure this happens (Action 68).</p> <p>Dream Fest – Tesco Token Fund – SK has been successful. Starts beginning of October. Will need to promote on social media.</p> <p>Consider climate hub to host Dream Fest with Tesco money put towards it.</p>	SG/CL MS

Donation from Co-op of £250. The co-op team was thanked for their donation.	
13. DONM 11 October 2023 at 7pm – only MS cannot make this time due to school October holidays. Agreed to continue with this time.	