Sustainable Kirriemuir Board of Trustees Meeting 8 November 2023 at 8pm Kinnordy Offices

		Action
Present		
Terrill Dobson (TD)		
Erica D		
Steve G		
Antony		
Clare Li		
Kate M		
Millie S	tevenson (MS)	
In attendance		
Amandla Taylor (AT)		
With thanks to Kinnordy Estate for hosting the meeting		
1.	Apologies:	
	Full Attendance	
2.	Minutes of previous meeting (October 2023)	
	The minutes of the October Board of Trustees meeting were agreed as an	
	accurate record of discussions.	
3.	Matters arising	
	The action log was updated.	
4.	Declaration of any conflict of interest	
	Two conflicts of interested were raised, acknowledged and discussed.	
	1. When SK negotiates with Kinnordy regarding land use (AG).	
	2. If Angus Climate Hub wishes to borrow the eVan (KM).	
	It was agreed these conflicts should be handled appropriately during discussions and where decisions are required.	
5.	Finance update	
	• ****	
	Annual report: Introduction needs to be updated to better reflect SK's	
	activities and to include photographs. CL to go back to Independent	
	Examiner, updated Annual report to be sent round board for agreement by email and final sign off by KM (Action 78).	CL/ALL/KM

	CL to look into possion contributions with VAA (Action 70)	CL
	CL to look into pension contributions with VAA (Action 79) Independent examiner audited 18 months. Next period will be a shorter period to audit. This annual report does not need to go to OSCR but	CL
	should be sent out to members. (Action 80)	TD/CL
6.	Fundraising and funding applications	
	ARP application – going to ARP board for consideration.	
	Have put in application for further funding to support tattie day. If ARP application is successful, funding would help us pay someone to lead on tattie day (freelance).	
	National Lottery Application	
	AT and FC posts secured to June. SG will speak with Eddie (NL) soon. Other boards members welcome to attend meeting. Lots of positive projects happening and planned. For NL application considering: Project Manager (4 days), Office Administrator (2 days), Communications (2 days), Learning and Development (2 days). Operational group met on 6 November and considered the project officers required for the different workstreams (for other funding applications). Finance function needs to be considered as part of funding applications — either outsourced or as part of one of the core roles — likely to become more complex with future planned projects (e.g. field, property).	
	Awards for All – going up to £20,000. Could apply and employ someone on a short-term basis to prepare corporate materials. Employ for 6 months. Materials go out of date rapidly, so successful applicant would need to produce templates that can be easily updated.	
	Supporting volunteers is another role that has been identified as important. Needs more time to explore what this would entail before bringing back to board.	
	Early 2024 – People's Postcode Trust application to be developed for one of the posts.	
	TD to send round notes from Operational Group discussion (Action 81).	TD
	SG will send round draft NL application (Action 82).	SG
7.	Project Development	
	Active Travel	
	MS sent round project plan for Active Travel work that will support strategic objectives. Board agreed to project plan and for MS and others to pursue further.	

Growing

AT explained Kinnordy Estate have offered up to 15 acres of land to rent as a long-term lease (?10 years). SK would work in partnership with Kinnordy to manage land. A variety of growing options to be explored as part of feasibility study. Feasibility study would contribute to a business plan which will include income generation/financial feasibility of potential options. Not for profit. All board of trustees agreed (due to conflict AG not included in decision) for the Kinnordy offered to be followed up as part of feasibility study and findings to be shared with Board for further decision. It was acknowledged AG potential conflict with this should be manage transparently and according to the constitution.

8. AOB

eVan charger being fitted this week at food hub. KFH will invoice SK for electricity based on mileage. Currently at 21p/mile for SK as a partner but that may decrease once hub has own charger in place. The board were supportive of Angus Climate Hub leasing the van for business purposes and pay for using it (due to conflict KM not included as part of decision). All the board agreed that 45p/mile would be a reasonable rate for Angus Climate Hub to pay for using the eVan. AG to feedback to KFH (Action 83). This income would be ringfenced for eVan running costs. Still awaiting graphics to approve.

AG

9. DONM:

Wednesday 13 December. Agreed main discussion at that meeting would be to review the governance structure and executive functions following development session with Community Enterprise Scotland.