Sustainable Kirriemuir
Board of Trustees meeting minutes
8 July 2025 at 7pm
Kinnordy Offices

	Action
1. Welcome, Apologies and Introductions **Present** Ally Taylor (AT) Kieran Sherry (KC) Antony Gifford (AG) Clare Little (CL) Steve Gardner (SG) Wolf Rossman (WR) Kate Munro (KM) – Chair **Apologies** Rhiannon McIntyre (RM) Millie Stevenson (MS) With thanks to Kinnordy Estate for hosting.	
2. Minutes of previous meeting The minutes of the board meeting on 13.05.25 were agreed as an accurate record of discussions.	
3. Matters arising The action log was updated.	
4. Declaration of any conflict of interest It was acknowledged that AG has an ongoing conflict of interest in relation to discussions and negotiations concerning the community farm and due to his connection to 19 Bank Street. The Board recognised that this conflict must be managed with transparency and care. Where appropriate, AG will be excluded from discussions and decisions to ensure impartiality and maintain the integrity of the process.	

5. Nature advocacy AT thanked for her report. Board agreed to recommendation to appoint a trustee to act for Nature – KM and AT to undertake this jointly and to meet to consider potential further actions arising from AT's report **(action point 8)**.	KM/AT
6. Sustainable Living No further updates since last minutes, to be progressed.	
7. Risk Register Discussion on risk register with number of points to be followed up: KM to add nature/climate related risks to SK (**action point 9**), detailed mitigations need to be reviewed in some instances as the actions listed are not happening/realistic therefore we are not mitigating the risks, all trustees (**action point 10**), other risks need to be considered and added, in particular IT security (security of data including personal data of staff and volunteers) and monitoring of social media postings – KS to review the document and consider new additions (**action point 11**). Reminder that the risk register is a working document and all trustees can add information/make comment for discussion.	KM ALL KS
8. Property update Bank Street property currently has no power for reason unknown. Work has begun stripping it out, AG suggested handover to SK likely to be late September. [redacted content]	
9. Workforce/HR updates Staff thanked for their updates. The board acknowledged that all staff are clearly busy and fulfilling their roles very successfully. Discussion held on H&S policies as presented by AT and RM. Updates following board discussion to be incorporated and policies re-presented for approval asap, potentially via board WhatsApp prior to next meeting to enable policies to be shared with staff and volunteers. (**action point 12**)	AT/RM
10. Finance, funding and fundraising CS, accountant, has retired, WR currently requesting quotes for examination of SK's annual accounts from other companies. Costs likely to be considerably	

higher than the fee charged by CS, in part because the income this financial year will be higher than £250,000.

[redacted content]
Recent income generation meeting update: [redacted content]. SK website now has donate facility and ability for individuals to make regular donations via CAF.

Fundraising update: all grant applications and their progress are listed in Monday.com. RM to provide board members with access to the document (**action point 13**).

SG hosted a successful visit to SMF, the Farm and Bank Street premises with EB and DD, new Scotland lottery committee member, on 30th June. [redacted content]

[redacted content]

KM has submitted a bid to Bioregioning Tayside for £8,000 to promote partnership working/building networks between SK and Food Hub.

11. Reports from Committees/Groups (if not covered above)

Executive committee – no additional comments.

Finance committee – no additional update.

Health and Safety committee– AT to run a short course for staff on leadership to assist them to manage groups of volunteers, deal with difficult situations. Course to be offered to lead volunteers in the organisation in future. Volunteer induction policy/procedure now in place and has been used successfully for a new volunteer to SMF.

Community Farm Development – access to water supply is the biggest issue currently. [redacted content] Use of supply via Kinnordy spring to be retried, drinking water quality at The Bothy to be tested for lead (already UV treated).

Farm committee debating how much of the field SK should rent next year. To be eligible for Basic Payment Subsidy SK would need to be renting at least 5 ha but in addition to land would also need to obtain an 'entitlement' to the subsidy. Advice needed on how to obtain a free entitlement. Subsidy payment would likely only cover the cost of sowing and managing a cover crop on the land.
[redacted content]
The board wished to thank all those involved in organising the very successful Solstice Event at the farm. SG noted that all the funders invited attended and were impressed with the work completed on the site to date.

12. Upcoming events Kinnordy open garden – planning and preparations in place. Ride the North – no update Apple Day – the board agreed with RM's suggested changes to the format of events around apple harvest. CL to ask RM to confirm SK will attend Pathhead on Saturday 18th October (**action point 14**)	CL/RM
13. AOCB The board agreed that SMF volunteers should be able to purchase produce from the garden at a 20% discount but further discussion and a consistent policy is required regarding any discount on produce/event costs which could be offered in future to volunteers/supporters/members. Copies of the Coronation Gardens report on community food growing are available in SMF, the Farm and for trustees.	
14. DONM DONM: 16 September, 7pm.	