

**Meigle and Ardler Community Development Trust
Board meeting minutes**

Date:	23/03/21	
Time:	7pm	
Location:	Online	
Present:	Kevin Stirling (KS), Caroline Ness (CN), Alison McLure (AMcL), Andy de Vale (AdV) Steve Ebbitt (SE), Hannah Woods (HW)	
Apologies:	Peter Menzies (PM)	
Declaration of interest:	None declared; KS reminded team that any potential conflicts can also be flagged as we discuss items on the agenda.	
Agenda items		Actions
3&4	<p>Last meeting's minutes agreed by CN to be an accurate representation of the meeting.</p> <p>Most actions to be discussed as part of items on the agenda.</p> <ul style="list-style-type: none"> No response from Colin Stewart re business/farming liaison role. KS to instead reach out to NFU. <p>Prior to the official beginning of the meeting, effusive and well-deserved thanks were given to CN for all her hard work over the past 8 months.</p>	KS
5	<p>Project updates</p> <p>a) Community Development Worker - handover</p> <ul style="list-style-type: none"> CN has assembled a comprehensive handover document available in GDrive (here). Additional points: Facebook and Twitter both have reasonable engagement (approx. 65 and 50 followers, respectively), so regular posts would be beneficial. No clear volunteer to take over this role, but CN has approached Wanda, at least for the duration of Flame of Fusion. AdV suggests using Buffer, a social media management tool. AdV to set up (though not to write content). HW and CN to meet (virtually) to introduce the contributors to the Smart Village thus far, in particular regarding the historical content, enabling a continued working relationship. SOEC Belmont are running an Easter programme, but did not contact the Trust to help promote the event. Costs likely to be prohibitive for most local children. 	<p>AdV</p> <p>CN and HW</p>

	<ul style="list-style-type: none"> – Flame of Fusion members need a way to recoup their costs. Anyone who has spent either personal money or Trust money to forward receipts to AdV. – Child Protection Officer: KS and AMcL suggest hesitancy in pursuing CPO training until CAP has been reviewed. CN to forward draft email intended for Cally to KS and AMcL. – The interviewee CN interviewed for the podcast is getting his book published, so CN will edit (add intro, music etc) and upload the podcast. – Owing to personal circumstances CN will not quite have finish her hours by 31st March; all agreed she could work past that date to complete her time. <p>b) Smart Village</p> <ul style="list-style-type: none"> – Digital champion: Rae Taylor from Meigle & District Historical Society a potential digital champion. KS to speak to Rae and Alan Bell (Ardler Tavern) about the role. <p>c) CAP</p> <ul style="list-style-type: none"> – CN has been sharing menitmeter survey results and household and stakeholder reports with the steering group, and is working on the final report. PK LEADER are funding CN for an extra 5 days as extending survey deadlines, creating videos etc. to maximise engagement during the pandemic has had a knock-on effect (a common theme across CAPs), and CN has also been chairing the steering group; altogether a monumental undertaking. <p>d) Flame of Fusion</p> <ul style="list-style-type: none"> – KS has been liaising with Jackie Brierton (GrowBiz) and Wanda McGregor to formalise Wanda's role leading Flame of Fusion. – AMcL: Wanda has recruited volunteers for the participatory video being produced on behalf of Support in Mind Scotland on the Flame of Fusion process – AMcL: Orienteering route with QR codes also being planned for Ardler. <p>e) Meigle Bowling Club</p> <ul style="list-style-type: none"> – The legal process regarding the lease is ongoing, with PM reaching out to DTAS legal team for advice. PM has continued to clear the scrub at Hospital Corner, opposite the Bowling Club. 	KS
6	Financial updates	

	<p>a) Banking</p> <ul style="list-style-type: none"> – AdV provided CAF with HW date of birth; account should now be fully active and we are in a position to issue invoices. – New finance email address now active for the Trust: macdt.finance@gmail.com. – Any receipts for expenses incurred thus far to be sent to AdV. – AdV proposes using Dext, a receipt management software that would cost £10 pcm (including a 50% discount for charity status) when paid annually and enable us to keep track of various project spending. Will be discussed further. <p>b) Fundraising</p> <ul style="list-style-type: none"> – SE and PM have met to discuss funding priorities, with resilience being top of the list. Next step is to approach the Local Resilience Partnership, as a lottery funding application would expect this. – Application for 2K submitted to The Robertson Trust last week. – Applications need to be targeted and with clear aims. KS and SE to put together funding overview following the extraordinary meeting to review the CAP. 	<p>All</p> <p>AdV</p> <p>KS and SE</p>
7	<p>Operational update</p> <p>Development Trust Association Scotland</p> <ul style="list-style-type: none"> – As provisional members we now have access to their expertise and resources. KS to set up a spreadsheet on GDrive to document our use of these resources. 	KS
8	<p>Any other business</p> <p>a) If a clear use for the space in Ardler isn't apparent in the CAP report, AmCI to speak to Chris Dingwall re the previous survey on how the area should be utilised, potentially (but not solely) for resilience.</p> <p>b) HW asked for availability in the week of the 12th April for an extraordinary meeting to discuss the contents of the CAP report. Meeting agreed for 15th April, 7pm. HW to ask CN for CAP report as it stands for distribution by the 8th April.</p> <p>c) With the departure of CN, we no longer have an upgraded Zoom account. AdV suggested the use of Google Meet, which will be trialled at the meeting on the 12th. HW to send invites.</p> <p>d) KS to forward email from Ali Napier with preliminary information on setting up the Man Shed</p>	<p>HW</p> <p>HW</p> <p>KS</p>

	<p>e) AMcL: The Trust requires membership in order to be quorate by the AGM; recruiting membership to be discussed at the next meeting.</p> <p>f) AdV: The current security around passwords etc. for various accounts needs reviewing, particularly as we now have funds that make us a potential target. To be discussed further at the next regular meeting.</p> <p>g) Wanda McGregor to be invited to the next meeting, to meet the team.</p>	
9	Next meeting 15 th April 2021, 7pm online to discuss CAP report. Regular meeting on the 27 th April 2021.	
Signed:		Date: