

Meigle and Ardler Community Development Trust Board meeting minutes		
Date:	26/11/20	
Time:	7pm	
Location:	Online	
Present:	Kevin Stirling (KS), Caroline Ness (CN), Peter Menzies (PM), Alison McLure (AMcL), Steve Ebbitt (SE), Hannah Woods (HW)	
Apologies:	Alison Ebbitt (AE)	
Declaration of interest:	None	
Agenda items		Actions
3&4	Last meeting's minutes agreed by members to be an accurate representation of the meeting; actions to be discussed	
8	<p>Community Action Plan (Brought forward on the agenda as a key priority)</p> <p>CN: There have been two steering group meetings so far, and quick progress made. The survey questions are finished, the electronic version is online (can either use the URL or QR code to access) and we have already had one submission. Advertised on social media and with posters up at the school, the Spar and the bus stop in Ardler, and included in press release going to the Blairgowrie Ad. Colin Stewart is getting the paper versions printed, and arrangements are being made to distribute and collect door to door, but with no face-to-face contact. CN is happy to take survey answers by phone or print an easy-read version if required.</p> <p>As a stakeholder group, CN needs to interview at least some of the MACDT committee. Meeting scheduled for 10th December to be used for this purpose.</p> <p>Next step is to decide how to present the results and to let people vote on their priorities, as it is looking increasingly unlikely that we will be able to hold a physical drop-in event. KS suggested that CN work with AMcL and AdV, who both have ample experience of delivering remote presentations.</p>	<p>All to attend stakeholder interview (if possible)</p>

	<p>Round the (virtual) table are a good group with a lot of experience (KS referred to the 'Meigle and Ardler Power Players'): CN, KS representing Meigle and Ardler Community Council, Jackie Brierton (GrowBiz and local resident), Colin Stewart (local councillor), Colin Roxburgh and Mairi Speedie (Strathtay community worker and local resident) with HW for MACDT. Alan Bell from the Ardler Tavern will also be joining, though had technical issues at the last meeting.</p> <p>CN will use the CAP data to put together a 5-year plan for the whole community, not just MACDT.</p>	
5	<p>Operational Updates</p> <ul style="list-style-type: none"> • Some 'Meet the teams' forms still to be returned. SE to send CN an accompanying photo. Adv has his written, HW to do. • Everyone has now signed the trustee register, though new members are also required to complete an OSCR registration form. HW to send round a pdf of the form, and a link to the Google drive location. • CN has begun to compile an Operations Manual, essentially a 'How to' guide as to how the organisation works. The template for this is in the 'Items to Review' folder on the shared Google Drive. KS suggests the fundraising process is documented first, then work on defining other roles. • CN is starting to put together a disciplinary procedure, so some of the code of conduct could be revised to refer to specific and more detailed documents. HW and CN to liaise. • Jackie Brierton (GrowBiz), CN and KS met this week to discuss four key priorities for CN in this funding period: CAP, launch of Smart Village, and addressing isolation and physical inactivity through organised outdoor activities and the Winter Lockdown project with Mind. CN is dropping to 18-21 hours per week rather than 24, which means we can use additional hours between now and March. • Protecting Vulnerable Groups (PVG) scheme <ul style="list-style-type: none"> ○ Job descriptions required for positions/roles that MACDT are likely to recruit for that may need PVG checks. The descriptions need to be sufficiently open e.g. instructor/sports coach, parent volunteer helper etc. We would only be delivering services to children, not assisted adults (see AOB). 	<p>SE, Adv and HW to complete</p> <p>HW, SE, AE, Adv</p> <p>CN and HW</p>

	<ul style="list-style-type: none"> ○ Secure Handling Policy – As we do not currently have a base or office in which to store sensitive paperwork in a non-portable container, members agree it makes sense to receive the results of PVG checks by telephone (though a secure handling policy is still required for this) ○ MACDT could become an intermediary body to conduct PVG checks for other organisations. Members agreed with KS that there was not a need for us to do this currently. ○ Disclosure Scotland is currently only taking online payments via card. AdV unsure if a debit or credit card will come with the bank account but is confident we could manage an online payment e.g. using a virtual card. ○ One person (KS?) needed to sign off on CN's PVG form, check ID etc. ○ CN needs to explain management structure and funding of MACDT on Disclosure Scotland application. AdV suggested referring to the CAF application for some of the relevant information. CN to forward questions re funding to SE, KS and AdV. 	<p>KS?</p> <p>CN, SE, KS and AdV</p>
6	<p>Finance Update</p> <p>a) Funding for CN KS: Funding is in place for CN until the end of March. KS discussed with Jackie Brierton that going forward MACDT will take more ownership of the funds.</p> <p>b) Bank account AdV: Further to the application, CAF asked several questions (where funding is coming from, how is it being managed etc.); KS and AdV compiled and returned answers. 5 people are required to be listed on Companies House, currently only 3. Explained that Secretary and Treasurer have just come aboard; next action is to add AdV and HW on to the Charity listing at Companies House. AMcL: it's heartening that CAF are doing their due diligence.</p> <p>c) Funding update PM, SE and KS to meet and create a funding strategy once PM returns, prioritising where to find funding over the next 12-18 months. SE: Whilst 3-year funding would be preferable, such opportunities are rare these days. Funding especially important for CN's role.</p>	<p>AdV and HW to be added to Companies House register; HW to set in motion</p>

	<p>KS confirmed that the funding application to Outdoor Eastern Perthshire had been received, with the committee meeting on the 9th December. SE and CN both felt it was a very solid application.</p> <p>SE: Feedback on the Gannochy Trust was interesting, with opportunity to join the future meetings. Delegate list sent round to attendees, which CN can share with SE.</p>	
7	<p>Project updates</p> <p>a) Winter Lockdown Project/Support in Mind CN has sent the information out for everyone to read – making the Meigle and Ardler 50 years on video would require everyone’s agreement and support to make it a success. Mind would fund and offer support and expertise between December and March, and although the project would not be complete by then we could get a lot done. The intern, Adam, has been in contact with CN and is very enthusiastic for the project, he will join the first MACDT zoom call in Jan. KS is viewing this as our first sustainability project, focussing on community and mental wellbeing. Natural remit of AMcL and AE. AMcL: The Institute of Physics has started a ‘knit the universe’ project – this could also be a community project.</p> <p>b) Meigle Bowling Club PM has a rough outline of work required at the bowling club, which he will pass to SE to work on funding. PM to rewrite the lease, as one presented by the solicitors does not accurately reflect the current condition.</p> <p>c) Smart Village Getting the Smart Village live is especially important as it will be one way of communicating the CAP results.</p> <p>d) Clype Collective KS met with Meigle resident Wanda McGregor, a mental health nurse and writer who volunteered in the first lockdown. She is keen to set up a Writing Circle in the Meigle, Ardler & Strathmore area, to capture and preserve the history and nature of the local people through creative writing, initially for the 125th anniversary celebrations of Meigle Bowling</p>	<p>PM to re-write lease</p> <p>CN to chase for progress with Jackie</p>

	<p>Club and on a longer term basis as a means of engaging with the older population and addressing loneliness and isolation. KS has many ideas of where this could lead: stories could form an anthology, excerpts published in reflective booths in cleared land on hospital corner and in Ardler, maybe even a book festival. KS suggested that Wanda heads a sub-committee of literature and arts, with support (e.g. funding, admin) from the development trust. PM knows a local artist, Rowan, who may also like to be involved. KS to discuss further with Wanda.</p> <p>e) Ceteran eco-museum KS: Eco-museum fully support the virtual walk idea. KS to talk to Perth and Kinross Wildlife Trust as a funding partner of the eco-museum. PM is included in the representatives from various local development trusts that is meeting on the 9th December; as the virtual walk will go through several trust areas it will be important not to tread on anyone's toes with this project.</p> <p>f) SOEC Belmont Jonny from Belmont asked CN for assistance with a joint funding application to bring pupils from Fairview school to Belmont, though the centre is not equipped to accommodate visitors with additional support needs. Jonny also contacted KS regarding resuming some form of joint project, with little detail. KS has responded that we are looking at creating a community hub, rather than just the purchasing services. AMcL reiterated that the business model of SOEC conflates the three sites, whereas as a local trust we would be seeking to invest in Belmont.</p>	<p>KS to discuss further with Wanda</p> <p>KS, PM</p>
9	<p>AOB</p> <ul style="list-style-type: none"> • KS has compiled our first press release, detailing the role of MACDT, who we are working with, and our partnership with GrowBiz. Opportunity to explain all that we have done and all that we have achieved. Waiting for Colin and Jackie's response/input before submission. • Protecting Vulnerable Groups (PVG) scheme AMcL reminded the group we need to write the job descriptions for positions/roles that MACDT are likely to recruit for that may need PVG's; 'trust worker' for example is too vague. 	<p>KS waiting for response before submission</p>

	<p>AMcL: Child protection procedures a corollary to PVG roles – how much training do we give to people employed by the trust to work with children (e.g. read through and sign policy, an hour's training)? Due diligence in that regard to be part of the recruitment process. CN to continue to work on job roles and child protection documentation.</p> <ul style="list-style-type: none"> • CN has created an icon for the Betherings podcast, available in the 'To review' folder on shared Google Drive • CN asked PM if he could write a short piece on resilience 	<p>CN</p> <p>PM</p>
10	Next meeting 10 th December 2020, 7pm, online for the MACDT CAP stakeholder interview; further meeting of MACDT to be discussed.	
Signed:		<p>Date:</p>