

WATIF Draft Minutes Board Meeting 14 Dec 2023

		Action Points
1)	<p>Present and apologies</p> <p>Present- Trustees: Tabatha McCree-Cox (chair), Anne Gordon (treasurer), Cass Delaney, Geraldine Hamilton, Myra Dick, Charlie Campbell, Patricia Tucker, Alistair Marshall</p> <p>Present- Staff: Pat Mavor, Chief Officer (CO)</p> <p>Apologies- John Tucker</p>	
2)	<p>Minutes of Board meeting 5 Oct 2023 unanimously approved.</p>	<p>Actions carried forward: -</p> <p>AP3 – Oct 23 Staff handbook and HR policies to be updated with minor amendments – <i>TMC to complete Jan 24</i></p> <p>AP5 – Oct 23 John to provide role definitions amendments to Tabatha – <i>amendments received – updates to be added Jan 24 TMC</i></p> <p>AP6 – Oct 23 – Pat to update at next board meeting on APS with paths group as valuation required and APS to send on details – <i>Ongoing.</i></p> <p>AP10 – Oct 23 Pat to update on any progress with Heathland shared ownership at next meeting and Tabs to set up call with Islay team once direction confirmed - <i>Ongoing.</i></p>
3)	<p>Chief Officers Report</p> <p>Loanhead Development update to 30 Nov 23 by Cass as Lead Trustee for Loanhead. She reported on progress so far with infrastructure works as part of the Strategic Workplan as previously agreed at the Board. 3 Phase, septic tank all done and work in progress for solar panels, heat source pumps along with the toilets completion and kitchen snagging in Jan 24.</p> <p>Alistair gave an update on the Permit to Work process for external contractors. All risk assessments for work carried out on site will adhere to the new templates and be added to Loanhead risk register as required.</p>	

<p>Charlie as Lead Trustee Health and Safety, reported on the full Health and Safety Audit requirements and the requirement for the Loanhead Project Officer to undergo further Health and Safety training. SLC Environment Officer visit this week to review kitchen and look at H & S.</p> <p>Work on Site Induction process is complete and will be underpinned by the process Alistair has put in place and carried out by and signed off by James for all visitors. Weekly meetings to review activities and issues are taking place and assessment for Open days to be done in 2024. Organisation risk register to be updated with latest Loanhead risks.</p> <p>Grants review update, Geraldine now Lead Trustee with Patricia joining the team. Post review meeting in December Policy and procedure was reviewed and approval process updated. Terms of reference to be reworked into 2023 format and be approved in Jan 24 alongside review of submission and approval dates for funds to be allocated</p> <p>Discussion around potential for entrepreneur grant to be considered and also business support for new start up businesses in the community. Comments made that Scottish Enterprise and Business Gateway provide this service at present for South Lanarkshire, but consideration given to assess whether WATIF could provide further support. Review existing Grants to see if WATIF can provide advisory support either from the board and staff expertise or support via a financial grant with the aim of increasing local employment opportunities, beyond direct employment of local people by WATIF as sessional, fixed term contract or permanent staff, or through WATIF tendered local Contracts, and thereby improving the local economy.</p> <p>It was duly noted that Patricia declared a conflict of interest with Tarbrax Funday for future reference.</p> <p>The Strategic Workplan 1Dec23-30May25 (links to the Draft Financial Forecast 23-24 under Finance Section) was explained in detail by Pat highlighting the 6 work programmes and associated projects. Further discussion around different projects including Charlie as Lead Trustee Paths giving an update.</p> <p>The Strategic Workplan 1Dec23-30May25 was unanimously agreed.</p> <p>6 Work Programmes</p> <ul style="list-style-type: none"> - Facilities- Loanhead Lead Trustee Cass - Services - Community Projects - Environment- Lead Trustee Paths Charlie - Social Enterprises - Housing- Lead Trustee Cass 	<p>AP1 Health and Safety Training review for Loanhead Project Officer.</p> <p>AP2 Terms of reference to be completed for Grants team.</p> <p>AP3 Grants team to consider entrepreneur grant and report back to Board at next meeting.</p>
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	<p>It was highlighted that the Community Transport project was a priority for 2024 and that the 4 month fixed term community transport and project worker post had been filled and was working well so far but is still in the early stages. The evaluation of the transport project will be completed and brought to the Board at the next meeting which will include information on types of trips.</p> <p>Charlie noted, as Lead Trustee for Transport, that initial feedback is v positive and making contacts in the community and progress with utilisation will be key to understanding the requirements and usage in the future.</p> <p>The funding for the E Bike project has been approved and the planning in progress for a Spring launch.</p> <p>The Larder is due to close when Loanhead is ready to open with the launch of the Tearoom and Pantry as the new food project.</p> <p>Pat explained that the first social enterprise to be considered in 2024 was the tourism accommodation and that the Tourism Strategy is being finalised and will be brought to the Board for consideration at the next meeting.</p> <p>Pat advised the Board about the importance of kickstarting the derelict housing project with the first steps commencing in the Spring to include a Housing Demand and Need Survey for the WATIF area.</p>	<p>AP4 Evaluation of Community Transport Project for next Board meeting including usage stats and information on reduction of Taxibus usage</p> <p>AP5 Tourism Strategy report to be presented at the next meeting.</p>
4)	<p>Finance</p> <ul style="list-style-type: none"> Budget Variance Report 22-23 Financial Snapshot 22-23 <p>Anne presented the Budget Variance Report explaining about the variances due to the delayed purchase of Loanhead and explained that she had no concerns to report. The reserves, WATIF grants and reconciliations were also explained. Noting that Revenue categorisation has been changed as per request from accountants and assets had to be reclassified.</p> <p>Also presented by Anne was the Financial Snapshot 22-23 detailing the income, expenditure and the Loanhead costs for the Board.</p> <ul style="list-style-type: none"> Financial Forecast 23-26 <p>Patricia raised some questions related to shortfalls in the actuals and Anne explained the reasoning as to why these were present and a number of lines would be drawn down now in 2024 due to timing of when Loanhead was bought online in Sept vs the original date of May 2023.</p> <p>In addition - staff spending for shop role contract was completed early and grants will be budgeted in 2024.</p>	

	<p>Fleet added to accounts as addition due to need for vehicle and trailer needed for WATIF as staff using own vehicles. Board unanimously agreed to go ahead with purchase early in Jan 24 to alleviate personal vehicle usage.</p> <p>Pat presented the financial forecast and funding plan drawing attention to the year end 30 Nov 24 and how this linked in with the Strategic Workplan detailed above.</p> <p>Patricia raised a question regarding funding and what if grants where not forthcoming due to funds being restricted– Anne and Pat confirmed that if funding grants not secured options would be documented to be brought back to the board for approval for the use of WATIF funds and the priority confirmation.</p> <p>Comments made around Café income and tourism aspects of the budgets which depend to some extent on the grants being secured to get the development of the cowbyre and barn completed. The board noted that income generation in agreement with Anne, would be key going forward and this would be reviewed once Grant position confirmed in 2024.</p> <p>Car parking – what was the plan for the current car park – Pat explained that quotes has been collated from suppliers and Mark Wang had offered to extend the current site for a reduced price. He has already carried out wood clearing for free. It was noted that this needed to be managed closely to ensure delivery to our requirements with contracts and H & S permits through Charlie and Alistair to ensure work was completed correctly.</p> <p>The Financial Forecast to 23-26 which includes the Budget for 23-24 was unanimously approved.</p> <p>Pat updated the Board on the Annual accounts and Audit preparation.</p>	
5)	<p>Governance</p> <ul style="list-style-type: none"> Ops Group Update: - Tabatha updated that the ops groups focus was to run through the annual budget papers and financial forecasts as per discussions today. Trustees Conflict of Interest update: - None to declare from general board members only Chair to update Declaration form. Board Skills Matrix Assessment: - It was noted that a broad cross section of skills existed across the board. Two key areas that are low was social enterprise and commercial farming with risk areas around performance management and 3rd sector. It was noted that also 3 key trustees 	<p>AP6 Tabatha to update her declaration of roles.</p>

	<p>are up for term renewal in March and their loss would have significant impact on the board and the subgroups.</p> <p>Cass and Charlie verbally agreed that they would re stand for another term of office. Tabatha spoke to John before the meeting, and he is considering his options to confirm at the end of Jan 24.</p> <p>Need to review in 2024 Board succession plans. Anne confirmed she would be standing down at the 2024 AGM and we would need a new trustee with desired financial expertise, elected as Treasurer to start working with her in early 2024 for handover activities. Tabatha and Pat are looking at options for this role and other possible Coopted Trustees to the board to fill the gaps we have identified as a Board. Update at next meeting.</p> <ul style="list-style-type: none"> • Risk Register update including policy reviews: - The Board reviewed red and amber risk lines and agreed updates with new dates and closure as appropriate. • Safeguarding training update: - Pat updated the Board on the Safeguarding requirements, and that Pat is undertaking further detailed training as the Safeguarding Officer, and this will be added to the Training and Development Plan. 	<p>AP7 John to confirm to Tabatha if re standing for Board</p> <p>AP8 Tabatha and Pat to report on Coopted Trustees and Treasurer Plans</p> <p>AP9 Tabatha and Pat to review at next Ops meeting and update accordingly</p>
6)	<p>Organisational Development</p> <p>Staffing review update (linked to Staff Forecast 23-24 in Paper 5) All salary uplifts were agreed by the board to be backdated to Dec to align to the financial year and paid in January.</p> <p>The additional Community Project Worker role – Pat working with Steph in the new year to develop role definitions and understand the requirements for longer term.</p> <p>Business Development Officer role – looking to get grant funding for this role - Job Description to be circulated once agreed at the Feb Board meeting.</p> <p>It was agreed to review the org staffing structure in Q3/Q4 24 post Loanhead going live to review what positions needed to come online.</p> <p>Staff roles and pay unanimously approved by the Board.</p>	<p>AP10 JD for Business Development Officer to be reviewed at next Board meeting</p>
7)	<p>AOCB</p>	

8)	<p>Date of next meetings</p> <p>Ops Group meeting -Thurs 25th Jan 9:30am & Thurs 15th Feb 9.30am</p> <p>Board meeting – Thurs 29th Feb 7pm & Sat 18th May</p> <ul style="list-style-type: none"> • Board agreed WATIF AGM would be held on the same day as the Loanhead Open day – 18th May 2024. <p>Other dates to note: –</p> <ul style="list-style-type: none"> • 27th Jan Burns Night at Tarbrax Village Hall • 23rd March – Loanhead Event 	
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