

WATIF Board Meeting Minutes-7 Sept 2023 7pm Tarbrax Hall

		Action Points
1)	<p>Welcome and apologies</p> <p>Present- Trustees: Tabatha McCree-Cox (chair) John Tucker, Anne Gordon, Cass Delaney, Geraldine Hamilton, Myra Dick, Charlie Campbell, Patricia Tucker</p> <p>Present- Staff: Pat Mavor, Chief Officer (CO)</p> <p>Apologies- Alistair Marshall.</p> <p>Tabatha introduced herself as interim chair as approved at the last Board meeting on 16th August. She explained that she is happy to remain as chair until the next AGM in May and has capacity to help and support Pat and the staff team until then- there were no objections and Tabatha was approved as chair.</p>	
2)	<p>Minutes of Board meetings for approval</p> <p>25th May 2023 minutes approved unanimously</p> <p>16 August 2023 minutes approved unanimously</p>	All action points completed
3)	<p>Chief Officers Report</p> <p>Loanhead purchase update Pat talked through a paper sent to all trustees by email for information, outlining the monies involved in the purchase of Loanhead and previous Board approvals. It also detailed the total WAT IF contribution towards purchase costs at the proposed settlement date of 13 Sept 23. A question was asked by Patricia regarding the contribution and acres sold. There were no further questions.</p> <p>Proposal for future for shop and larder at Woolfords Pat talked though the paper outlining the proposal for the new food project at Loanhead for information. It was agreed to close the shop and commence a new project at Loanhead incorporating the larder, all agreed with the proposals and thanked Pat for the update.</p>	AP1- Pat to advise Aleks regarding this approval and contract end date
4)	<p>Finance Pat explained that the Ops Group had approved the Budget Variance report to 31st July 2023 and that the report for 31st August had been completed and sent to Anne as treasurer, for consideration. The report to the 30th September will be presented at the next Board meeting along with the 3 year financial forecast and the phase 1 plans for Loanhead.</p>	

5)	<p>Governance</p> <p>Trustees Conflict of Interest and Declaration of Personal Interest Form- approved and signed by all trustees</p> <p>Trustees Code of Conduct and Declaration Form- approved and signed by all trustees</p> <p>Trustee Information and Induction Pack- approved and completed by Patricia as a new trustee. Patricia had no feedback on the new Induction checklist and thought it was comprehensive in its current state.</p> <p>Pat asked all trustees to sign the Confidentiality Policy which is included in the approved trustee information and induction pack.</p> <p>Risk Register Tabatha presented the new WATIF risk register. Highlighting key areas e.g. Red and Amber risks. Suggested to the board that this will become a standard agenda item. A number of questions were raised – GDPR risk and action plans, how risks move to green and processes for reviewing at each board meeting any key changes. Each working group will own their own risks and feed into the overall register and maintain the plans and details to support these risks. John to email questions regarding the RR to Tabatha once had a chance to review in more detail.</p> <p>Safeguarding Policy Pat talked about the policy in general, explaining the process and that staff training had taken place with more planned for October and all trustees to be invited to the training. The Safeguarding Policy was unanimously approved.</p> <p>Staff Handbook including HR policies- approved with some minor typos/grammar which will be amended after John/Patricia have advised of their amendments.</p>	<p>AP2- all completed forms (conflict of interest and code of conduct) to be scanned and saved sharepoint</p> <p>AP3- All trustees to be sent Confidentiality Policy for signing</p> <p>AP4- John to email Tabatha questions on the RR and Pat to add to all working group agendas for monitoring</p> <p>AP5- Safeguarding training for staff and trustees in October</p> <p>AP6- Staff Handbook and HR policies to include minor amendments</p>
6)	<p>Organisational Development</p> <p>Full staffing and trustee skills review to be discussed at October Board. Role profiles for key roles, Chair, Vice chair and Treasurer completed. Treasurer signed off – Chair/Vice chair to be confirmed post review by John</p>	<p>AP7- Skills matrix to be circulated to trustees to feed back before the Oct Board for review</p> <p>AP8- John to send any amends to role definitions</p>

	<p>Scottish Government Strengthening Communities Programme Pat explained about applying for the SCP and that it has to be submitted by 29th September for a 3 year new position of business development manager. The trustees approved the submission of the application, with Anne advising that she is the lead trustee signing off the proposal.</p>	
7)	<p>AOCB Heathland opportunity for shared ownership of windfarm. Pat explained that she had attended a meeting with EDF and Local Energy Scotland and proposed that the Ops Group become the working group to explore this opportunity further and to consider the financial opportunities and risk.</p> <p>Publicising the purchase of Loanhead Pat explained that there is a draft Community Matters newsletter ready to go to print and also a monthly bulletin to be sent by email to update everyone on the purchase date. Charlie asked about further publicity options and Pat advised that this is being considered. Loanhead Past & Present day being planned for 28th October.</p> <p>Land to the rear of Auchengray Primary School – review with Paths working group as an opportunity to provide path to Loanhead</p>	<p>AP9- Ops Group become working group for Heathland windfarm opportunity</p> <p>AP10- to publicise the entry date for Loanhead</p> <p>AP11- review opportunity at rear of APS with Paths group</p>
8)	<p>Date of next meetings Board meeting Thurs 5th October 7pm at Loanhead</p>	