

WATIF Board Meeting Minutes 7 November 7pm Loanhead Farm

		Action Points
1)	<p>Welcome and apologies</p> <p>Present – Trustees: Tabatha McCree-Cox (chair), Geraldine Hamilton, Charlie Campbell, Myra Dick, Wendy Innes-Gray, Mandy Clement, Alistair Marshall, Patrick Baxter, Alison Bell</p> <p>Pat Mavor (CO), Helen Boath – Treasurer, Leanne Taylor (minute taker), Jules Riddell (Volunteer Coordinator)</p> <p>Apologies – none</p> <p>Tabatha welcomed everyone to the meeting and welcomed Wendy, Patrick and Alison as new trustees. Tabatha introduced Jules as new Volunteer Coordinator and Jules said a few words about being excited to be starting her new role and that she looked forward to getting to know everyone.</p>	
2)	<p>Minutes of Board meeting for approval 11 July & 1 August 2024 Approved</p>	<p>AP1 Trustees training - in progress</p> <p>AP2 Chair to set up subgroup post AGM on resilience plans for submission to the board, Charlie, Pat and Alistair happy to support the subgroup – in progress</p>
3)	<p>Finance</p> <ul style="list-style-type: none"> Budget v. Actual Report 1 Dec 23 to 31 Oct 24 <p>Pat explained budget vs actual and went through the report. Helen spoke about difference in income and expenditure of approx. £20k overspend. Helen said she is happy with where we are, and it was confirmed if we received all the grant income we had expected- we would have been in a credit position.</p> <p>Charlie asked where the difference in Community Benefit income for Harburnhead came from and Pat explained we still have a payment to come before the year end.</p> <p>Myra asked should we spend money before we have received it and Helen explained that with some grant bodies, you need to spend the funds before you receive the grant or on occasions, they agree an amount for a grant and you receive less for example Levensat Trust this year.</p>	

<p>Tabatha explained that we can cover this position because of our reserves but next year we need to have closer controls. Charlie said that we need to start looking at income generation to continue. Helen agreed and said that grant funding is getting much harder.</p> <p>Myra asked how the Cowbyre will work, and Helen explained it will more than likely be a separate entity,</p> <p>Jules asked were projections in business plan lower with it being a new venture and Helen confirmed prudence was used when considering figures. Pat confirmed that the business plan was extremely prudent and the next step would be to review the figures and to remind the Board that the Cowbyre is for community use as well as for income generation.</p> <ul style="list-style-type: none"> • Reserves <p>Helen explained that restricted funding can only be spent on what you get it for. We have 3 months funding ringfenced in reserves. Helen also advised that going forward that the Trustees will be getting more of this info and that she will be doing Finance training in the future for all.</p> <ul style="list-style-type: none"> • Financial Snapshot 1 Dec 23 to 31 Oct 24 <p>Pat went over financial snapshot, and no one had any questions.</p> <ul style="list-style-type: none"> • UK Budget Review <p>Tabatha discussed the impact of the national insurance increase which comes into effect from April 2025. In the proposed budget figures we have included this impact for next year. Tabatha also confirmed that from 1st of December that there would be a 5% wage increase for staff to cover cost of living as a responsible employer. Mandy said that is a fair increase and Charlie agreed we don't want to undervalue our staff.</p> <ul style="list-style-type: none"> • Draft Financial Forecast 24-25 <p>Pat ran through the figures.</p> <p>Pat went through the figures in detail. Pat advised that we would be changing the wording social enterprise to community enterprise as it resonated more with what we do, and some people don't understand what a social enterprise is. She confirmed that the tearoom will run until spring/summer until the Cowbyre then pricing will be some form of dual pricing.</p> <p>Mandy asked about us taking gift aid and it was explained that we can't take it for goods and services or ticketed events, but it is on the agenda for going forward.</p> <p>Alison asked about dual pricing and how that would work, Pat explained that we are still looking at the process and we may look at members cards.</p> <p>Myra asked if the tearoom was making money, Pat explained that it wasn't but that was never the intention as it was a warm space. Pat advised we have recently started looking at different priced items on the</p>	
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	<p>menu as market research with the Cowbyre in mind and Tabatha confirmed that by trialling different prices, it gives us data to understand for forecasting and modelling for next year.</p> <p>Alison asked if there was a demand for takeaway, Pat confirmed there was and that we're going to trial this but make sure we have the capacity and that we were also looking at speaking to 3 local businesses to trial a takeaway service. Also thinking about the farming community when it comes to their busy time in the spring.</p> <p>Myra asked can we get more volunteers to work in the tearoom, Pat confirmed that now Jules is in place yes will be looking at this further.</p> <p>Charlie asked are there any other community benefit funds, Pat confirmed there will be Heathland but not until 2026.</p> <p>Helen said that remember that this is only a budget so we can always look at delaying things or pairing back when we need to. Helen also advised she would like to split accounts between capital and revenue and have the Cowbyre as a separate entity.</p> <ul style="list-style-type: none"> • Charity Bank Update <p>The Board approved that Anne Gordon and Shivali Fifield are removed from the Charity Bank Account and that Tabatha and Charlie are added on as authorised payees. It was also unanimously agreed that we change the address to Loanhead Farm.</p>	
4)	<p>Work Programmes, Projects & Working Groups</p> <ul style="list-style-type: none"> • Ops Group <p>Tabatha covered slide and discussed that the new website went live today.</p> <ul style="list-style-type: none"> • Loanhead Advice & Support Services <p>Tabatha covered slide and Geraldine asked if the services had been well attended which Pat confirmed they had been some more than others and that we were looking to move to a twice yearly event with all services in attendance, but we were still in regular contact and could be booked where people needed them.</p> <ul style="list-style-type: none"> • Community Projects- Tearoom <p>Tabatha covered the slide confirming we were looking to have the EPOS system in for next year. We trialled 2 tier pricing initially at Biggar Little Festival and it was successful and is now ongoing for market research.</p> <p>Discussed that the tearoom has made a 3k loss, but it was never set up to make money, Mandy said to look at that as 3k invested into the community.</p>	

	<p>Alison asked would volunteers be involved in Cowbyre work, Pat confirmed would be contractors for major work, but the community will be involved as we have a lot of skills but also need to be mindful of the balance.</p> <ul style="list-style-type: none"> Community Activities <p>Discussed with no questions</p> <ul style="list-style-type: none"> Community Health and wellbeing <p>Tabatha covered the slide and then Mandy spoke about ensuring we record the impact that activities are having on people. Pat confirmed Steph will be looking at this further and that a lot of background work has already been done on social impact.</p> <ul style="list-style-type: none"> Housing <p>Discussed slide and no questions asked.</p> <ul style="list-style-type: none"> Transport <p>Discussed slide and no questions asked.</p> <ul style="list-style-type: none"> Paths/Environment <p>Discussed slide and no questions asked.</p> <ul style="list-style-type: none"> Health & Safety <p>Slide discussed action points noted.</p> <ul style="list-style-type: none"> Grants <p>Discussed slide and was confirmed since slide produced £2000 grant approved. No questions.</p>	<p>AP3 Accident register to be presented to board at next meeting in Feb</p> <p>AP4 Outside lighting to cabin needs reviewed – in progress</p>
5)	<p>Governance</p> <ul style="list-style-type: none"> No changes in conflicts of interest. Risk register – discussed and Mandy commented looking good and no critical points. Went over item 70 about use of Community Workshop and was agreed for use solely as storage and no work to be carried out in there. Charlie commented that the sheep byre is more risk than community workshop and to put that on risk register. Pat also advised we were going to go through the process over winter of a general tidy up across Loanhead Farm. OSCR update – New act for 2025 where trustees’ declaration is updating with new items so will need to be signed again. New fine of £10k for trustees not following declaration, best practice may be that criminal checks will be conducted although there will be a waiver process available this will include senior management function as well as trustees. Will now need to load name, date of birth & address to OSCR although only names 	<p>AP5 Tabatha to update Risk Register</p> <p>AP6 Sheep byre to be taped off with warning signs</p> <p>AP7 Asset register to be updated with Cabin and Workshop</p> <p>AP8 Tabatha to organise updated trustee declaration form for signing</p> <p>AP9 Review OSCR reserve policy guidelines once these have been confirmed by OSCR, Tabatha to send to Ilka/Pat for reviewing WATIF reserve policy</p>

	<p>show on website. OSCR have updated their reserves policy guidelines so this will be reviewed.</p> <ul style="list-style-type: none"> • SCVO Board Performance Review – Tabatha went over results and improvement areas. • Training – Tabatha went over upcoming dates. 	<p>AP10 Helen to provide dates for trustee finance training</p> <p>AP11 Tabatha to provide updated Trustees Job Description for review</p> <p>AP12 Tabatha & Pat to review WATIF complaints policy and Tabatha to complete a new Board complaint policy</p>
6)	<p>Organisational Development</p> <ul style="list-style-type: none"> • Staffing update- organisational structure now updated including Jules. Mandy asked will we move from sessional staff to permanent staff for Cowbyre which Tabatha confirmed will happen. • Training and development plan – up to date with more dates in the diary. • Strategy Session discussed and that this will include using survey feedback, reviewing plans post Cowbyre and workstream areas to be agreed. 	<p>AP13 Tabatha to send on link to National Cyber Security training site</p> <p>AP14 Tabatha to send on proposed dates for the Board for the strategy session</p> <p>AP15 review current WATIF constitution to ensure still fit for purpose in Summer 2025</p>
7)	<p>AOCB</p> <ul style="list-style-type: none"> • Charlie asked do we plan to bring community in regarding strategy session, Tabatha confirmed that we will be using community survey results and Pat advised we will also be having focus groups and community meetings. • Geraldine said that she didn't like the wording Death Café, it was confirmed that this was a term used in the wider community but her comments will be passed on. 	
8)	<p>Date of next meetings</p> <ul style="list-style-type: none"> • Trustees meeting – Thursday 6th Feb 7pm • Trustees Meeting – Thursday 10th April 7pm • AGM Friday May 16th time to be confirmed (evening) • Trustees meeting – Thursday 17th July 7pm 	