

## WATIF Draft Minutes Board Meeting 7<sup>th</sup> March 2024

		Action Points
1)	<p>Present and apologies</p> <p><b>Present-</b> Trustees: Tabatha McCree-Cox (chair), Anne Gordon (treasurer), Cass Delaney, Geraldine Hamilton, Myra Dick, Charlie Campbell, Patricia Tucker, John Tucker</p> <p><b>Present-</b> Staff: Pat Mavor, Chief Officer (CO) Leanne Taylor, Finance &amp; Admin Worker (minute taker)</p> <p><b>Apologies-</b> Alistair Marshall</p>	
2)	Minutes of Board meeting 14 December 2023 unanimously approved.	No outstanding action points.
3)	<p>Chief Officers Report</p> <p>Cass discussed how recent events at LH had been successful with approximately 90 people at Christmas and then our opening event on the 2<sup>nd</sup> March having approximately 160 people/70 cars. Also, that the difference in LH is huge since the last meeting.</p> <p>The volunteer day for the community workshop was hugely successful and allowed the workshop to be cleared, machines cleaned and they will look at an action plan going forward.</p> <p>March/April plan has been set for events/volunteer days.</p> <p>We are hosting the singing group and yoga and will be looking at possibly a 2<sup>nd</sup> night for yoga after April as there is a waiting list already.</p> <p>Snagging list is currently being dealt with for any outstanding issues.</p> <p><b>Health and Safety</b></p> <p>Charlie conducted a site visit before opening to go over procedures and signage which went extremely well and risk assessment updated. Most major issues ticked off or procedures in place to mitigate.</p> <p>James is doing an outstanding job at inductions.</p> <p>Pat &amp; James to go on H &amp; S training and become IOSH qualified.</p>	

<p>All staff to be trained in risk assessments.</p> <p>Charlie will conduct 6 monthly meetings covering training &amp; environment.</p> <p><b>GDPR training</b> Happening on 28/3/24 at 10am via zoom for all staff and trustees can attend.</p> <p><b>Services</b> Pat spoke about services and that the tearoom and pantry are now open with voiceability, remploy, citizens advice and business gateway being services that will attend on a regular basis and from the people that have already attended feedback is very positive.</p> <p>Community Energy shared ownership Pat is still pushing to get discussions started.</p> <p>Broadband no date from Open Reach as yet.</p> <p><b>Community Projects</b> 25/4 Ebike launch in partnership with Auchengray Primary School. Anna from Auchengray Primary running Outdoor Explorers with kids in Easter Holidays. Christine running Kids' Day on 2<sup>nd</sup> May which is an in-service day.</p> <p><b>Environment</b> Will pick up again once grass starts to grow. Charlie said that paths will continue to be maintained and will be looking at a machine that can be used for paths and LH.  Auchengray field/path now valued and Paths for All and landowner happy to work with us. Landowner just needs to confirm with adjoining owner that still happy so can get this moving. Timescales an issue as farmers busy with lambing.</p> <p><b>Social Enterprise</b> Pat and Cass have had an in-depth discussion after looking at the income generation part of business plan from 2021 and agree a review of the business plan including pods and café over a phased 3 year period. Looking to apply for planning later this year with view to build winter 24/spring 25.  Revised business plan to be produced with a draft ready for next board meeting in possible.  Pat attended the South Lanarkshire Council Rural Conference a good input around funding and verbally was told SLC and the Government would be keen to support.</p>	<p><b>AP1</b> IOSH Health and Safety training to be organised for Pat and James. Risk assessment training for all staff.</p> <p><b>AP2</b> Revised business plan to be completed.</p>
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	<p>Also, Pat met with accountants and Pamela Redpath, and both are happy to support.</p> <p><b>Housing Survey</b> Pat confirmed housing survey now launched with approximately 25 surveys complete and asked to get the word out about the survey. Charlie noted that Harry did a good job at the open day helping people with surveys. Pat confirmed the census will be out in May.</p> <p><b>Transport Project</b> Pat spoke about taxi bus and EV trips and that she'd had a good meeting with Susan and Ilka and that the usage was valid and good usage. This is an important project and Susan has a good relationship with older generation and has suggested possibly doing a prescription run. Myra noted that the chemist already does this.</p> <p>Flyers have been handed out in the church café with posters throughout the area.</p> <p>Susan has also been helping and supporting James with projects.</p> <p><b>Grants</b> Geraldine reminded board who grants team were and the grants budget. Meeting quarterly as a minimum. Geraldine gave an overview of the grants and what has been given refer to grant's meeting minutes for information. Tabatha noted the grant to Woolfords Hall was important since improves the hall now given back.</p> <p>Pat confirmed grants team will be looking further at entrepreneur grant in due course and a possible date in July for a business support day.</p>	<p><b>AP3</b> Grants team to consider entrepreneur grant in due course after business support day.</p>
4)	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Budget Variance Report 23-24</li> <li>• Financial Snapshot 23-24</li> </ul> <p>Q1 information discussed and Anne confirmed no concerns, we know the windfarms pay late which causes income variance.</p> <p>Costs – lot of underspends which are to do with timing. Transport – budget was set before direction of transport changed so no concerns.</p> <p>Discussed grants paper Anne confirmed difference is due to grants being awarded but not yet left account.</p> <p>Reserves – no concerns. Confirmed includes increase in salary costs. John asked should we review now LH open Pat confirmed will review other contractual obligations and future investment programme by next meeting.</p>	<p><b>AP4</b> Review contractual obligations and future investment programme figures in reserves.</p>

	<p><b>Draft Annual Report &amp; Financial Statements and Audit</b>  This will be available by next meeting; financial statements will look different as it's an audit year and the feedback so far with audit is no concerns.</p> <p>Interim meeting proposed 18<sup>th</sup> April at 7pm for Annual Report, Financial Statements and possible Business Plan.</p> <p><b>Financial Forecast</b>  To be reviewed and updated by Pat.</p>	
5)	<p><b>Governance</b>  <b>Ops</b> – Pat updated on most already.</p> <p><b>Conflict of interest</b> – none noted.</p> <p><b>Co-opted trustees &amp; Treasurer</b> – Tabatha and Pat have a few people in mind.</p> <p><b>Risk register</b> – Gone through most moving a lot to green mitigations in place for those that are not. Next full trustee meeting will focus on amber or any new points.</p> <p><b>Trustees training</b> – H&amp;S, risk assessment and first aid. First aid training at LH on 21<sup>st</sup> April if any trustees can attend let Leanne know. Board training including OSCR training-Tabatha and Pat will consider this for summer after the AGM.</p>	<p><b>AP5</b> Review of financial forecast to be completed.</p> <p><b>AP6</b> Trustees training after AGM.</p>
6)	<p><b>Organisational Development</b>  Pat reported that the team are working well. Initial view that LH would be a slow burn is not proving to be the case, numbers picking up and important to ensure that we have capacity.</p> <p>Business development officer not being considered at this stage will review in Q3 after seeing how it goes over the next few months.</p> <p>Look at ongoing review of what is working and what isn't at LH.</p>	
7)	<p><b>AOCB</b>  No other business noted. Thanks to Pat and the Team. Also noted that sorry that John will be standing down as a trustee at the AGM.</p>	
8)	<p><b>Date of next meetings</b></p> <ul style="list-style-type: none"> <li>• Ops meeting Thursday 28 March 12 noon (all welcome)</li> <li>• Trustees meeting (Annual Report and Financial Statements 22-23) 18 April 7pm</li> <li>• Loanhead opening and AGM Saturday 18 May 10am</li> </ul>	