

| | | Action Points |
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| 1) | <p>Welcome and apologies.</p> <p>Present – Trustees: Tabatha McCree-Cox (chair), Geraldine Hamilton, Charlie Campbell, Alistair Marshall, Patrick Baxter, Alison Bell, Mandy Clement</p> <p>Pat Mavor (CO), Helen Boath – Treasurer, Leanne Taylor (minute taker), Jules Riddell (Volunteer Coordinator), Steph Plot (Projects Officer)</p> <p>Apologies – Wendy Innes-Gray</p> <p>Tabatha welcomed everyone to the meeting and asked if anyone had any questions on the operational workstream updates papers sent out to the board, which there were none.</p> | |
| 2) | Minutes of Board meeting for approval 7 th November 2024 - Approved | |
| 3) | <p>Community Engagement and Social Impact Update - Steph</p> <ul style="list-style-type: none"> Community Survey results overview and discussion <p>Geraldine asked if we knew how many wheelchair users in area for transport, Mandy said that we need to look at general accessibility not just wheelchairs.</p> <p>All agreed further focus groups and community engagement in many areas to dig deeper into the results.</p> <ul style="list-style-type: none"> Steph spoke about Dinner and Chat being postponed but that we will still look at that and feedback the survey results and get the community involved. Mandy said not to postpone for too long so that we keep the ball rolling Steph discussed social impact and she was currently looking at transport and walking with Susan leaving. Also currently looking at systems to demonstrate and evidence our impact, one of these being Upshot. | |
| 4) | <p>Volunteer Update – Jules</p> <ul style="list-style-type: none"> Showed everyone the volunteer dashboard that she had created, discussing the number of volunteer hours and volunteer occasions and that this has been slowly increasing as the months go on. Positive feedback that 2 new residents to the area were very keen to be involved when they moved and are now fully involved in volunteering. | |

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| | <ul style="list-style-type: none"> • Updated everyone on the Pathways group we now have volunteering on a Tuesday and a Friday and that we have a qualified hairdresser Margaret who has been volunteering her time. • Edinburgh Airport are going to start advertising WATIF for their volunteer days, Mandy advised Scotrail do this as well so may be worth getting in touch with them. • Jules will be doing a Mailchimp soon for tearoom volunteers. • Currently looking at a befriending service, Mandy advised that Covey are a befriending group in South Lanarkshire who may be able to help. • Looking at possibly doing walking group leader training with Susan leaving. • Discussed the new volunteer handbook. • Tabs suggested a Dashboard report to be added to the papers for next month vs the spreadsheets | AP1: - TMC to send on dashboard report template |
| 5) | <p>Community Transport Update - Pat</p> <ul style="list-style-type: none"> • Susan will be leaving at the end of February to concentrate on her own business. • We will be looking at stats and booking for transport will be coming through office so we can track number of trips. • Volunteer drivers meeting went well, and they are happy to step up more with Susan leaving. • Currently no need for full time post and now Jules in post we have the capacity to break down role, managing with current staff and volunteers. • Pat is conscious of managing costs as Community Mental Health and Wellbeing grant was unsuccessful. <p>Mandy asked if the EV has a lifespan, which was confirmed to be the case and that we will need to look at something else in the future. Pat also said that this might be something that the Clydesdale Transport forum may be able to help with, although this is in its early days the aim is to work in partnership with other areas.</p> | |
| 6) | <p>Cowbyre update - Pat</p> <p>Last meeting with Architect and QS was 2 weeks ago. The building warrant has been applied for. Neighbours requested the plan to be changed to swap the outdoor decking and facilities to the other side of the building. This will protect neighbours so seating area is not next to their garden. More fencing and cattlegrid to be put in. Construction Tenders have gone out last week and until we get tenders back in and get actual costs we don't have final figures.</p> <p>Patrick asked how it works with funding getting spent in time, Pat advised until we have the bill of quantities we don't' know what we can purchase before the end of March.</p> <p>Pat also discussed First Port and the funding options they can offer.</p> <p>It was also discussed about changing the plans and what we build when and whether this may restrict the funding we may get.</p> | AP2: – Pat to consider options, rework the plans, discuss with funding bodies and timescales for 130k. |

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| 7) | <p>Community Project charges update - Pat</p> <ul style="list-style-type: none"> • Pat discussed how do we start charging and become more sustainable and then went over the charging table and the levels of charges. • Tabs and Pat noted that we need to look at more comms around the benefits as the consultation survey feedback on this area and mentioned that it would need to be handled carefully. | |
| 8) | <p>Resilience Update - Tabatha</p> <ul style="list-style-type: none"> • Pulled together resilience plan and added on a few areas after the storm that we had. The team will now look at it further and come back with it at the April board. • WhatsApp group set up with key individuals. <p>Charlie mentioned that we need to ensure that we keep staff/volunteers safe and to remember that we are not the council or the emergency services. Also said that it would be good to have a point of contact in each village.</p> | <p>AP3: – Resilience team to review plan and take back to board in April.</p> |
| 9) | <p>Finance</p> <ul style="list-style-type: none"> • Helen discussed budget v actual Dec 23 – Nov 24 and that there was not much change. There was a positive variance which was good. It is getting tighter and cashflow is where we are going to see issues. We will be doing more forecasting going forward. At the moment we're ok and we are not the only charity to be suffering. We have moved to Xero which will allow us to get more targeted information. • Pat advised that we are constantly looking at cashflow and reviewing the budget so we're clear where we are and understand where our peaks and troughs are. We also have a funding plan which Pat and Leanne review weekly. Recently had to take funds from reserves to cover cashflow and at present we only have reserves to cover approx. 6 weeks. Pat advised confidential as don't want people to worry. Further funding applications are being reviewed by Leanne and Pat to bring in additional income this year to help put money back into the reserves. Cowbyre and income generation is critical for the coming year. • Currently tearoom is making a loss of approx. £2k per month spend but starting to see this turn around since December, need to make it as efficient as possible to keep going. • Tabs spoke about as a board is the cow byre the right thing to do just now, need to try and build reserves over the next 9 months as we are no longer cash rich. <p>Board comments on Cowbyre were:</p> <ul style="list-style-type: none"> • Mandy – LH has a rustic charm that we don't want to lose. If a kitchen unit was added can still use as a venue. • Alison – Needs to be warm. • Patrick – If had a temp kitchen could it be used for other things – Tabs confirmed could use for outdoor events or sell it. • Charlie – remember there are other kitchens in the villages. | |

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| 10) | <p>Training</p> <ul style="list-style-type: none"> • Safeguarding training date tbc. • First aid training date tbc. • Neuro diverse training date tbc. • Cyber essentials accreditation- in progress • Consider further GDPR training. • Consider H&S training for volunteers and Jules. | <p>AP4: - Staff team to action training needs.</p> |
| 11) | <p>Governance</p> <ul style="list-style-type: none"> • Tabatha asked if any feedback on complaints process – all were happy. • Remember to regularly incorporate Panel Principles. • Checked if any new conflict of interest and there was none. • Asked if any questions on Strategy Day which there were none and Tabatha confirmed Doug would be joining us. • Asked if any comments on Risk register. <p>Pat confirmed we have already contacted the tree surgeon after the storm who will visit LH to carry out works needed.</p> <p>Tabs confirmed amber items had already been discussed.</p> <p>Confirmed that sheep shed is now out of bounds.</p> <ul style="list-style-type: none"> • It was noted that Mandy Clements would be stepping down from the Board, with immediate effect. | |