

## WATIF Draft Minutes Board Meeting 18<sup>th</sup> April 2024

		Action Points
1)	<p>Welcome and apologies</p> <p><b>Present-</b> Trustees: Tabatha McCree-Cox (chair), Cass Delaney, Geraldine Hamilton, Myra Dick, Charlie Campbell, Patricia Tucker, John Tucker, Alistair Marshall, Mandy Clement</p> <p>Pat Mavor (CO), Louise Watson IA Stewart Accountants</p> <p><b>Apologies-</b> none</p> <p>Tabatha welcomed everyone to the meeting especially Mandy as our new trustee and Louise our accountant from IA Stewart. Tabatha noted that Anne Gordon has stood down as a trustee and treasurer and thanked her for all her hard work.</p> <p>Chair carried out first action to appoint Mandy as a coopted trustee till the AGM in May – unanimous vote of yes by the board.</p> <p>Mandy duly elected to the board</p>	
2)	<p>Minutes of Board meeting 7<sup>th</sup> March 2023 (Paper 1) approved</p>	<p><b>AP1</b> Risk assessment training for all staff.</p> <p><b>AP2</b> Revised business plan to be completed.</p> <p><b>AP3</b> Grants team to consider entrepreneur grant after business support day.</p> <p><b>AP4</b> Review contractual obligations and future investment programme figures in reserves.</p> <p><b>AP5</b> Review of financial forecast to be completed.</p> <p><b>AP6</b> Trustees training after AGM.</p>
3)	<p><b>Finance</b></p> <ul style="list-style-type: none"> <li>• Annual report and financial statements 22-23 Paper 2</li> </ul> <p>Louise reported on the Annual report and financial statements 22-23 explaining that because of the audit taking this year more information needed to be added as part of our statutory charitable requirements. She stated that she was very impressed with the annual report (thanks to Ilka's hard work) and the feeling of community that came out of the report.</p> <p>She ran through the format of the accountant and the SORP reporting regulations and OSCR requirements for the content of the report. She drew the trustee's attention to the difference on</p>	

<p>page 9 between the wind farm income in the annual report and the financial statements and this was due to timing.</p> <p>Louise highlighted the following:</p> <ul style="list-style-type: none"> <li>• £913, 551 was the total amount invested in the charity page 24</li> <li>• £68, 562 was the external grant figure that was promised but was still to be received, shows as debtors page 24</li> <li>• £498, 245 was the SLF and the National Lottery grant page 29</li> </ul> <p>Question from John - was there a need for audited accounts next year, Louise replied that this was unlikely due to our level of income not reaching the threshold of £500k in 23-24.</p> <p>Louise then walked through each of the pages and columns explaining the highlights and the features of the accounts and suggested the reserves may need to be reviewed as we go through 2024 with Loanhead needing more support that may entail contracts to be put in place.</p> <p>The audit is nearly completed, and a member of staff will be in touch to visit and finalise the audit, but there were no concerns to date. The Chair and Auditor will sign off the report after the AGM and the CO will submit the full report to OSCR.</p> <p>Louise explained that she wouldn't be able to attend the AGM but that her colleague (Russell Watson) would attend and talk though the Summary Financial statements and the audit which will be completed by then.</p> <p>Louise left the meeting and thanked everyone.</p> <ul style="list-style-type: none"> <li>• Budget Variance Report 23-24 Paper 3</li> <li>• Financial Snapshot 23-24 Paper 4</li> </ul> <p>Pat, in the absence of a treasurer, went through the following reports presented on the projector and reported no concerns.</p> <p>Question raised by Myra on costs for the tearoom vs income from the charges and donations – Pat confirmed core costs covered but not staff costs. It was noted with the increase in staff costs the reserves may need review.</p> <p>Question asked by Charlie regarding business interruption and insurance – Pat to review with NFU to understand the current position.</p> <ul style="list-style-type: none"> <li>• Financial Forecast 23-24</li> </ul>	<p><b>AP7</b> Pat to review NFU insurance re business interruption</p>
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	<p>Pat reported that she would provide an update on the Financial Forecast at the next meeting and that she was working on the Business Plan for the Social Enterprises as part of this.</p>	
4)	<p><b>Work Programmes and Projects (Paper 5)</b></p> <p><b>Facilities</b> Loanhead Farm</p> <ul style="list-style-type: none"> <li>• Pat ran through cases of positive feedback from visitors to the tearoom.</li> <li>• It was noted that the Pantry uptake is limited and would be moved to the front of the building to make it more accessible.</li> </ul> <p><b>Facilities</b> Health and Safety – refer to Paper 5A</p> <ul style="list-style-type: none"> <li>• Charlie reported on H&amp;S</li> <li>• Charlie is to review the risk register</li> </ul> <p><b>Services</b></p> <p>Pat reported on the services with various partner organisations providing drop-in sessions on a regular basis and both the organisations and the attendees reporting positive feedback.</p> <p>The tearoom as a community project is growing with regularly over 30 people attending and on one occasion there being over 50. There is a good mix of locals and visitors to the area with visitors donating more than the actual charge for their food, hence paying a near market price.</p> <p><b>Community Projects</b></p> <ul style="list-style-type: none"> <li>• Community Health and wellbeing subgroup launched</li> <li>• Kids activities – planned dates being proposed for younger population and older children as well. Purchase of goal posts for football pitch.</li> <li>• Village Planters being prepared in June.</li> </ul> <p><b>Environment- Paths</b></p> <p>Charlie raised a risk again that misuse of the paths with horses has been happening again.</p> <p><b>Social Enterprises- Café, Tourism</b></p> <p>Pat commented that the Business Plan for the social enterprises was being worked on at present and that she hoped to have it available soon.</p> <ul style="list-style-type: none"> <li>• It was noted that 1<sup>st</sup> Aid risk assessment needs to understand who will be required onsite for events and asset log and checklist and admin process as part of H&amp;S review.</li> <li>• Incident report template review as well, currently have incident book where all incidents are recorded.</li> </ul>	<p><b>AP8</b> Charlie to review the organisation Risk register and add in any key additions post H &amp; S review</p> <p><b>AP9</b> Consider signage for Paths for horse riders &amp; H&amp;S</p> <p><b>AP10</b> Charlie to review 1<sup>st</sup> Aider requirements and asset log and checklist and admin process for events all as part of H &amp; S review, as well as incident recording process</p> <p><b>AP11</b> Mandy to check 1<sup>st</sup> Aid training to see if current and to be added to the list</p>

	<p><b>Housing</b> Pat confirmed housing survey was completed with over 115 responses, the report was being finalised at present to show what the housing need is within our community. Pat also advised that the tenants at 250 Viewfield Road had given their notice.</p> <p><b>Transport Project</b> Susan working hard on getting the message out there regarding the community transport – we will need to look at a booking system for the future.</p> <p>Fleet vehicles – James identifying a pickup, trailer and sit on lawnmower for Loanhead as currently using his own vehicles. Budget already approved and Pat will keep the board posted on potential purchases.</p> <p><b>WATIF Grants</b> No change till next board meeting post next Grant Meeting</p> <p><b>Ops Group</b> See additional board paper for details – no questions raised on the back of the paper circulated</p>	
5)	<p><b>Governance</b></p> <ul style="list-style-type: none"> <li>• OSCR Charity Law changes – Chair updated board on the changes being proposed especially the details around Trustees details becoming more public on the register and changes to the obligations for charities around proving financial stability and longevity.</li> <li>• OSCR now have powers to investigate the charity if there is a complaint, and a change in constitution no notice needs to be given, was previously 42 days</li> <li>• Trustees Conflict of Interest - no changes this meeting</li> <li>• Trustees-Coopted Trustees and Treasurer Plans</li> <li>• Mandy was elected at the beginning of the meeting as a coopted trustee until the AGM</li> <li>• Chair updated that a new treasurer role – interviews taking place and she would update the board by email if the candidate was successful.</li> <li>• Risk Register – no new updates to the register – review post Charlie's updates.</li> </ul>	
6)	<p><b>Organisational Development</b></p> <ul style="list-style-type: none"> <li>• Staffing update – no changes to organisation budgets post Karen email</li> <li>• Training and Development Plan – Chair investigating board training in the summer once new trustees are all on board post AGM</li> <li>• Chair noted that Pat and she were keen to run an Organisation Values session in the summer with the board and staff team jointly.</li> </ul>	<p><b>AP12</b> Chair to organise a date for a Values session</p>

7)	<p><b>AOCB</b></p> <ul style="list-style-type: none"> <li>Chair raised the point that WATIF could review its resilience planning – post chair being on another charity meeting flagging this to be an issue – Chair to set up subgroup to review possible options available to support the community- e.g. flooding and use of Village Halls and Loanhead to create a WATIF Community resilience plan</li> </ul>	<p><b>AP13</b> Chair to set up subgroup post AGM on resilience plans for submission to the board in Nov 24. Charlie, Pat and Alistair happy to support the subgroup</p>
8)	<p><b>Date of next meetings</b></p>	<p>To be confirmed as 11th July 2024 – focus on draft business plan</p>