

WATIF Board Meeting Minutes 11 July 7pm Loanhead

		Action Points
1)	<p>Welcome and apologies</p> <p>Present – Trustees: Tabatha McCree-Cox (chair), Geraldine Hamilton, Charlie Campbell, Cass Delaney, Myra Dick, Wendy Innes-Gray, Mandy Clement, Alistair Marshall</p> <p>Pat Mavor (CO), Helen Boath – Treasurer, Leanne Taylor (minute taker)</p> <p>Apologies – none</p> <p>Tabatha welcomed everyone to the meeting and introduced Wendy as co-opted trustee with no objections from the board. Tabatha also announced that Patricia Tucker has stood down with immediate effect.</p>	<p>AP1 Organise card/present for Patricia as a thank you.</p>
2)	<p>Minutes of Board meeting for approval 18 April 2024 Approved</p>	<p>AP2 Grants team to consider entrepreneur grant after business support day – will discuss at August grants meeting</p> <p>AP3 Trustees training after AGM</p> <p>AP4 Charlie to review the organisation risk register - Full review by next board meeting – Egress has been added to RR</p> <p>AP5 Consider signage for Paths for horse riders and H&S</p> <p>AP6 Chair to set up subgroup post AGM on resilience plans for submission to the board in Nov 2024 Charlie, Pat and Alistair happy to support the subgroup.</p>
3)	<p>Finance</p> <ul style="list-style-type: none"> Annual report and financial statements 2022-2023- for final approval - All happy and can now be put on OSCR Budget v. Actual Report 1 Dec 23 to 31 May 24 <p>Pat went over report and advised that we were comfortable with community benefit income.</p>	<p>AP7 Annual report and financial statements to be published on OSCR</p>

<p>When discussing tearoom donations and that there was no budget Geraldine asked if useful to take details of split of donations between people out with and locals, Pat confirmed already monitored.</p> <p>Discussed revenues grant line and that the difference was being unsuccessful Strengthening Communities Grant and that Pat was looking at other grants to create more financial support for roles in the team.</p> <p>Helen advised that there was nothing within the budget that was causing her any concerns.</p> <p>Geraldine asked about the livestock payment. Tabatha explained this had been made to Myra for the sheep she had sold to WATIF. Charlie suggested that for further details Geraldine and Myra could pick up on the details outside of this meeting.</p> <p>Tabatha discussed that driving lesson grant was down and community grant was up. Tabatha also advised that reserves were 55k and has been changed to 65k and that money has now been moved to charity account.</p> <ul style="list-style-type: none"> • Financial Snapshot 1 Dec 23 to 31 May 24 <p>Pat went over financial snapshot and no one had any questions.</p> <ul style="list-style-type: none"> • Financial Forecast 23-24 Review <p>Pat ran through financial reforecast and confirmed she had spoken with Helen and looked at halfway mark and getting realistic figures for year end. Will come back to the board in October with exactly where we are.</p> <p>Helen said she'd been through reforecast many times and thinks its good to get as near to figures as possible and has no concerns and if she did have, she would raise them with the board.</p> <ul style="list-style-type: none"> • Loanhead Farm Business Plan <p>Tabatha asked if anyone had any questions about the business plan.</p> <p>Charlie commented that it was a good plan.</p> <p>Myra asked what the purpose of it and Pat confirmed that reasons behind phase 2 are we are struggling for space in general for community projects. Which Myra asked could we not use Tarbrax Hall. Mandy said for her purpose of yoga Tarbrax was not a comfortable space and Cass said it was not suitable for singing group.</p> <p>Charlie said the development of the cowbyre was part of the overall Strategic Plan, that we would need to facilitate Loanhead as it grows.</p> <p>Myra commented that she didn't see the need for the development.</p> <p>Pat and Tabatha explained that it won't just be a hall but a café/restaurant also with the capability to hold various events, along with</p>	
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	<p>being a money making venue and we need to become self-funding to continue to support and become sustainable for the community.</p> <p>Geraldine said we need to look to support other community halls in the local area. Tabatha said we need to look at income so we can continue to support the community, but we can bring that to the Oct financial forecast meeting and review with the board at that stage</p> <p>Pat discussed the Finance and Funding section and went over how we are looking to be profitable in year 3 and that the figures used were hugely conservative which Cass agreed with.</p> <p>Pat discussed how phase 2 would provide skills development, training and local jobs and this was part of the aim of Loanhead.</p> <p>Funding applied for 130k from CLLD and 200k from SLC Renewable Energy fund – both are happy with the business plan and love the principle of what we are doing. Cares grant carried over from last year.</p> <p>Pat said that if funding doesn't get approved then it will be back to the drawing board.</p> <p>Mandy asked when it will go ahead and would be looking at approximately October. Helen advised that the funds would need spent by end of March.</p> <p>Tabatha asked the board are we happy to proceed with phase 2?</p> <p>In favour – Tabatha, Charlie, Cass, Mandy and Geraldine and Alistair said yes with the proviso that we are still able to support local halls.</p> <p>Against - Myra</p> <p>Alistair also commented that we need to look at a larger grant pot to support local halls. Helen said we can't give a guaranteed amount every year and we need to look at the legal aspect first of what we can and can't support. She also said we need to be clear in our accountability and possibly look at a grant scoring criteria.</p>	
4)	<p>Work Programmes, Projects & Working Groups</p> <ul style="list-style-type: none"> Facilities-Loanhead Farm <p>Discussed no questions</p> <ul style="list-style-type: none"> Services- Support services & Transport <p>Mandy said that not all people aware of EV service and look at advertising so non digital people are aware. Pat confirmed that Susan is on the case and with getting the word out there.</p> <ul style="list-style-type: none"> Community Projects- Tearoom <p>Discussed with no questions.</p> <ul style="list-style-type: none"> Environment- Paths 	

	<p>Discussed with no questions</p> <p>Community Health and wellbeing</p> <ul style="list-style-type: none"> Discussed with no questions Tabatha noted that with Patricia stepping down as a trustee that we would need a new lead for the sub group. She asked if Mandy would kindly mind taking on that role – Mandy said she would happy to. Social Enterprises- refer to Loanhead Business Plan Housing <p>Tabatha confirmed we would be reviewing the housing survey and what next steps will be at the Oct board meeting</p> <p>Myra asked if 32 Woolfords will be bought, and Cass confirmed it is on our radar and that housing is needed in the area.</p> <ul style="list-style-type: none"> WATIF Grants <p>Alistair said we need to publicise more where grants are going and for what as some public animosity about where money is being spent.</p> <p>Mandy asked what the crisis grant was and Pat confirmed that if CAB identified anyone in need, they would approach us. Tabatha noted that with Patricia stepping down as a trustee we would need a new volunteer trustee for the Grants sub group – Mandy and Myra noted interest to join the grants team.</p> <ul style="list-style-type: none"> Ops Group <p>Discussed with no questions</p> <ul style="list-style-type: none"> Health & Safety <p>Tabatha asked if any actions still from NFU report and Charlie confirmed all initial actions have been completed and it is now just an ongoing document.</p>	<p>AP8 Pat to update board in October re next steps after housing survey.</p>
5)	<p>Governance</p> <ul style="list-style-type: none"> OSCR requirements – no changes. Tabatha confirmed that trustees name, DOB and address will be supplied to OSCR as of Oct 2024 as part of the new regulations. Trustees Conflict of Interest - Tabatha confirmed appointed to new board and would send details over to Ilka to update Risk Register – Pick up in October Board Meeting for a full review Board Performance Review – Board to look over Good Governance Check and fill in by August 1st. Tabatha will be looking at performance review for Pat in August and will send round to all to feedback on as part of a fully transparent process. 	<p>AP9 Tabatha to update conflict of Interest register.</p>

6)	<p>Organisational Development</p> <ul style="list-style-type: none"> Staffing update- organisational review to be presented at October Board meeting Training and development plan - look at where there are any gaps by October and agree T&D 	
7)	<p>AOCB</p> <ul style="list-style-type: none"> Mandy advised there is a new couple moving into Tarbrax who are interested in becoming involved. Charlie will look at getting involved with veterans. Alistair said the Community Council are desperately looking for a secretary. Pat said if Alistair gets us the wording for what is needed, we can share on social media and put a poster up at Loanhead 	
8)	<p>Date of next meetings</p> <ul style="list-style-type: none"> Values and Diversity and Inclusion session- Thursday 1st August 7pm Quarterly Grants meeting 15th August – 12:30pm Ops meeting- Thursday 12th September 7pm Trustees meeting- Thursday 10th October 7pm 	