

WATIF Draft Minutes Board Meeting -Thursday 5 Oct 2023

		Action Points
1)	<p>Present and apologies</p> <p>Present- Trustees: Tabatha McCree-Cox (chair) John Tucker, Anne Gordon, Cass Delaney, Geraldine Hamilton, Myra Dick, Charlie Campbell, Patricia Tucker, Alistair Marshall</p> <p>Present- Staff: Pat Mavor, Chief Officer (CO)</p>	
2)	<p>Board 7 Sept 23 unanimously approval</p> <ul style="list-style-type: none"> refer to outstanding action points. 	<p>AP1 Tabatha, Charlie and John to review risk register and specific risks to be added to agenda for working groups.</p> <p>AP2 Safeguarding training for staff and trustees to be actioned for November.</p> <p>AP3 Staff handbook and HR policies to be updated with minor amendments.</p> <p>AP4 Trustees skills matrix to be completed by all trustees – John and Alistair.</p> <p>AP5 John to provide role definitions amendments to Tabatha.</p> <p>AP6 – Pat to update at next board meeting on APS with paths group as valuation required and APS to send on details.</p>
3)	<p>Chief Officers Report</p> <p>Pat presented the Work Plan including the Phase 1 Plan for Loanhead from 1 Oct 23 to 31 May 24. This was explained and discussed in detail and unanimously approved, subject to further discussion on the figures in the Budget variance report and the Financial Forecast until 30 Nov 23.</p> <p>There will be regular meetings of the Loanhead Development group with Cass as lead trustee for Loanhead, Alistair being involved in facilities and infrastructure and Charlie taking responsibility for health and safety.</p> <p>Heathland update – awaiting confirmation from EDF on route they would like to take and if community ownership will be possible.</p>	<p>AP7 Pat to update on tourism strategy at next board meeting.</p> <p>AP8 Charlie to draft H & S Induction briefing plan.</p> <p>AP9 Tabs to send on TDL HACCP document template to Charlie and Charlie to add H & S Risk to register.</p> <p>AP10 Pat to update on any progress with Heathland shared ownership at next meeting and Tabs to set up call with Islay team once direction confirmed.</p>

	<p>Loanhead community activities will begin with the Xmas events to be agreed in the next few weeks.</p> <p>250 Viewfield Road- rental all working well. Derelict housing strategy still being worked on,</p> <p>Community Shop closes 22nd Oct and larder will move to Loanhead when ready as part of the new food project. Steph has taken over the larder project and Woolfords Hall to be returned to WVA by 30 November.</p>	<p>AP11 Tabs to send on transition plan templates for Pat to review.</p>
4)	<p>Finance</p> <ul style="list-style-type: none"> Budget variance report to 30 Sept 23 <p>Anne presented the report explaining about the purchase costs of Loanhead and answered all relevant questions. Pat explained that there were still legal costs to be paid for the purchase of Loanhead and that David Vause at Peterkin and Kidd had been very reasonable in his fee considering the time and complications with the transaction.</p> <p>Anne explained that she had no concerns regarding Budget variance report to end Sept 23.</p> <p>It was agreed that the budget for 23/24 will be presented at the December meeting and that another separate budget meeting maybe required. The Ops Group will discuss the budget prior presenting it to the Board and all trustees were welcome to attend that meeting.</p> <ul style="list-style-type: none"> Financial forecast 1 Dec 22 to 30 Nov 25 <p>Pat presented the financial forecast and funding plan drawing attention to the year end 30 Nov 23 and how this tied in with the work plan detailed above. Questions asked regarding the funding and reserves requirement going forward. Trustees keen to understand the budget requirements for 2024 and if they can be included in the board meeting for December.</p> <p>The Financial forecast to 30 Nov 23 was unanimously approved.</p>	<p>AP12 Full budget for year 23/24 to be presented to the Board at the December meeting.</p> <p>AP13 - Pat to bring draft 2024 budget forecasts to board meeting in December.</p>
5)	<p>Governance</p> <ul style="list-style-type: none"> Risk register <p>Update on the risk register with the Board and feedback from John and Charlie still required. Loanhead risks to be added for the board meeting in December.</p> <ul style="list-style-type: none"> Trustees 	<p>AP14 - The updated risk register will be presented to the Board at the December meeting.</p> <p>AP15 - There will be a further discussion on identified gaps in skills on the Board at the December meeting to review the position and</p>

	<p>Skills Matrix update, two still outstanding. Once in place can review the breadth of skills and capacity of trustees to support especially with Loanhead development. Where the Board feels there is support required, it can investigate potential coopted trustees or elected trustees, as there are currently two vacancies.</p> <ul style="list-style-type: none"> • Policies and procedures <p>Review of NFU H&S Audit documents in progress and to be further updated and reported at December meeting.</p>	<p>agree actions for trustees' recruitment to be agreed.</p> <p>AP16 Health and safety review with Charlie as lead trustee with James and Pat on site. Terms of reference to be completed by the team.</p>
6)	<p>Organisational Development</p> <ul style="list-style-type: none"> • Staffing review <p>Pat discussed the new post of finance & admin worker on a part time basis with the staffing costs being included in the financial forecast, this was discussed in full, and the new post was unanimously approved subject to finalising the job description with Tabatha.</p> <p>The community transport project was discussed including the option for a transport coordinator for a trial 6-month period. We discussed the costs of the current process, its unreliability, using real radio and the shuttle bus vs the cost of employing a volunteer and trailing fulltime use of the EV. Questions were raised around the costs and spreadsheets to be sent on for review. Board agreed as the role for a trial period they were happy to go ahead. Review at end of 5 months to see how the costs vs usage have been utilised. JD to be created by staff team.</p> <ul style="list-style-type: none"> • Trustees working group review <p>Tabs introduced and discussed the working groups and lead trustees and how they may change with Loanhead development.</p> <ol style="list-style-type: none"> 1. Tabatha - Interim Chair and Ops group 2. Anne - Treasurer, Ops and Grant group 3. John - Vice-chair and Grant group 4. Cass - Loanhead lead 5. Alistair - Loanhead -facilities 6. Myra - Loanhead community projects & farming 7. Charlie - paths, transport and health & safety 8. Geraldine - Grant group 9. Patricia - new trustee, to be discussed as part of induction process. 	<p>AP17 Advertise the finance and admin post part time for a fixed term of 1 year.</p> <p>AP18 Advertise the transport coordinator post as a trial for 6 months post JD agreed.</p> <p>AP19 Terms of reference requirements for each working group to be developed by lead trustee.</p> <p>AP20 Pat to review with Patricia groups that might suit her skills at next catch up</p>

7)	AOCB	
8)	<p>Date of next meetings</p> <p>Ops Group meeting -Thursday 9th Nov 9:30am Loanhead and Thursday 7th December 7pm at Loanhead</p> <p>Board meeting – Thursday 14th December 7pm at Loanhead</p>	