

Minutes of the Meeting of Lucky Ewe Trustees held on Monday, 10th May 2021 at 19:00 via Zoom

Present: Joan Brown (Chair), Jill Dawson (Treasurer), Alana Paterson-Brown, Libby Elliot, Richard Young and Mary Gibbon (Sec)

Matters Arising

Libby has contacted the Planning Department, but has had no response at present. Joan has already met with architect Gary Paterson and ascertained that the only change of use which would need planning permission would be the former mortuary.

Libby agreed to contact Gary Paterson for further information.

The previous Minutes were approved.

Agenda

Item 1: Lucky Ewe Policies

Policy Number 1: Equality, Diversity and Inclusion Policy

The policy was approved with the proviso that “volunteer” be added after “staff”
(4. *Policy Statement/ bullet points 2, 3 and 4*)

Policy Number 2: Privacy and Data Collection Policy

It was agreed that the two separate policies dealing with 1) Privacy and 2) Data Collection be merged into Policy Number 2 as above.

Policy Number 3: Volunteering Policy

The policy was approved with the proviso that

- The sentence, “Supporting interns to move into employment, education or training, for example by mentoring or delivering our courses” be changed to “Helping interns to move towards employment or learning, for example, by mentoring or delivering our courses.” (4. *Policy Statement/ first bullet point*)
- the sentence in the second bullet point should now read, “Partnering with colleagues, for example, by providing administrative support in our office, helping to deliver strategic projects , coaching our colleagues and working on the farm to gain skills in animal husbandry.” (4. *Policy Statement/ second bullet point*)

Policy Number 4: Health and Safety Policy

The policy was approved with the proviso that in the section under “Lucky Ewe Trustees” the first two sentences be removed. This will leave the sentence “Trustees will take an active role in the governance of H&S and will ensure adequate resources are in place to comply with all relevant health and safety legislation.” (4. *Policy Statement /Lucky Ewe Trustees*)

Policy Number 5: Child and Vulnerable Persons Policy

The above policy was approved.

Subject to the changes outlined above, the five policies are adopted by the Trustees.

A number of points arose from discussion regarding the policies:

- all PVGs for Policy Number 5 must be updated regularly; this is done through Lucky Ewe.
- a designated person will be named to deal with any disclosures and disclosures will be recorded on a readily available form which will then be received by the designated person only.
- there should be a nominated first-aider with provision for volunteers and paid staff to train. Risk assessment should be ongoing and should be carried out by all staff and volunteers: this may not necessarily be a recorded incident, but something as simple as pointing out, for example, the correct way to open a gate.
- There will be a Health and Safety Audit: Graham Dawson has agreed to do this.

Actions: Mary to edit policies and Alyssa to standardise policies in Lucky Ewe format.

Completed policies will then go on Lucky Ewe website.

Item 2: Co-op Funding

Jill agreed to go ahead and apply for funding available from the Co-op Local Community Fund. The end date is 30th May, 2021.

Any Other Business

A revised Constitution has been sent to OSCR and once we have approval, the amended Constitution will be presented for adoption at a Special General Meeting to be held on Monday, 21st June 2021. A notice of the meeting will be sent out to members on 4th June, 2021.

The lucky winner of the Name the Lamb competition will cut the ribbon at the opening ceremony of our new stock tunnel. (Date yet to be decided)

Jill will be updating the Accounts for OSCR: it is hoped that our new volunteer Martin Gorrie and Roddy Greig will assist.

There were no other matters arising and the meeting closed at 20:40.

The next Trustee Meeting will be held on Monday, 7th June 2021. (Time and venue to be arranged)