

Kincardineshire Development Partnership
Board of Trustees Meeting (Formal) – Thursday 22 February 2018 at 7 pm
Dunnottar Lounge, Invercarron Resource Centre, Stonehaven

Minutes

Present:

Mairi Eddie – Benholm & Johnshaven Community Council
David Evans – Catterline, Kinneff & Dunnottar Community Council
Ian Hunter – Stonehaven & District Community Council
Walter McMillan – Portlethen Men’s Shed
Marion McNeil – Crathes, Drumoak & Durris Community Council
David Nelson – Mearns Community Council (Chair)
Andrew Newton – Stonehaven Town Partnership
Bridget Scott – Bettridge Centre
Jim Stuart – Mearns Area Partnership

In Attendance:

Lesley Carnegie – KDP Administrator (Minutes)
Reid Hutchison – Aberdeenshire Council
Jacky Niven – KDP Development Worker

Apologies:

Bob McKinney – North Kincardine Rural Community Council
Michael Morgan – Newtonhill, Muchalls & Cammachmore Community Council
Isabella Williamson – Arbuthnott Community Council

1. Welcome

The Chair, David Nelson, welcomed all those present.
David N intimated that Paul Melling formally resigned as a KDP Trustee on 4 February 2018. Portlethen Community Council will nominate an interim representative who KDP can co-opt onto the Board until the formal nomination at the next AGM. KDP will also need to replace Paul on the Windfarm Sub Group and on the Tullo Windfarm Panel. Walter Mc volunteered to sit on the Tullo Panel.

Action: Lesley to send Board papers to Ron Sharp and Mike Lloyd-Wiggins of Portlethen Community Council in the meantime.

Action: Lesley to inform Mearns Area Partnership of the new KDP representative.

Action: Lesley to email all Trustees to see if anyone wishes to sit on the Sub Group.

2. Approval of Previous Minutes

The minutes of the formal meeting of 25 January were approved as an accurate record of the meeting. The minutes were proposed by Walter Mc and seconded by Ian H.

3. Matters Arising.

Most of the identified actions from the January meeting have been completed, or are on the agenda, with the following updates:

Item 10 – KDP has now formally indicated its desire to take an office space in Stonehaven Court Building as and when it becomes available.

Item 11 – a pilot car share project proposed by Ian H will require further investigation. NESTRANS may have something similar in place.

Action: Jacky to pass details to Ian H.

4. Monthly Reports

Finance

The January 2018 spreadsheet had been circulated with the meeting papers. Ian H reported that KDP's accounts continue to look generally healthy and that KDP is operating well within its means. David N noted that there was no expenditure under the Insurance heading. Lesley C explained that it was an error and that the expenditure would be correctly identified in the February spreadsheet.

Action: Lesley C to correct spreadsheet.

New Members

There were no new membership applications.

5. Sub-group / Committee Reports

Governance

An email from OSCR to Andrew N had been circulated to all Trustees. This had come about as a result of the Oxfam scandal. OSCR wanted to reiterate to all charities that OSCR must be notified of any suspected wrongdoing and that every step should be taken to safeguard volunteers, Trustees and employees. The Board was satisfied that KDP has all the necessary policies and procedures in place and is fully compliant with OSCR's requirements.

Andrew N reminded the Board that the new General Data Protection Regulation (GDPR) is coming into force in May 2018 and that this will require all organisations to enhance their data protection procedures. While this may prove onerous for smaller organisations, various bodies are looking at ways to minimise the administrative impact, and training events are available through AVA, amongst others. Jacky N pointed out that KDP staff would be happy to offer individual support to any members with concerns.

Informal Board Meeting

No informal meetings held.

Staff Liaison

Jacky and Lesley continue to meet informally with Marion and a formal meeting will be organised soon.

Strategy

Michael M had investigated whether it was permissible for KDP to sell their services as an employer, consultant or fundholder (for example) to bring in additional funding. Lesley C had circulated an email from Michael with the

information that this is permissible within the current Constitution, but that the KDP Strategy might need to be amended by changing the current wording: *'KDP should not act on behalf of any individual member organisation, but assist and encourage its members to find their own solutions and to share those solutions with other members'*

To

'KDP should not act on behalf of any individual member organisation, unless specifically engaged to do so. KDP should assist and encourage its members to find their own solutions and to share those solutions with other members.'

The change was formally proposed by Jim S and agreed unanimously by the Board.

Action: Lesley C to amend the KDP Strategy document.

Windfarm Sub Group

The group's February meeting was postponed and will be rearranged shortly. Topics for discussion will include Lesley C's hours and Jim S's suggestion of a combined windfarm legacy fund.

6. KDP Development Officer Report

A copy of the Development Officers' Activities Highlights was circulated prior to the meeting.

Jacky noted that the Gourdon CAP has already borne fruit in that improvements have been made to street lighting. Further implementation activities have been planned and are under way. The CAP document will be launched at the Gourdon Community Cash event which will take place on Tuesday 6th March.

Funding of £300 is available from Banffshire Partnership towards costs incurred by KDP in developing and producing each CAP. This includes facilitation, design and printing.

Action: Lesley to raise an invoice for £300 to Banffshire Partnership.

Updates were received on the other Community Action Plans (CAPs), Grow Your Group Funding Fair, Our Mearns Tourism Association and the Living with Hope dissemination events.

7. SLA and Action Plan

David N informed the Board that he, Mairi E, Ian H, Lesley C and Jacky N had met with Reid H to discuss KDP's concerns about the proposed 2018 - 2020 SLA.

During the meeting, it had become apparent that the SLA used is in fact a standard document, used by all 6 Rural Partnerships in Aberdeenshire, and that the scope to make changes to the document was limited. Reid informed the Board that no substantial changes are anticipated, but he has considered all KDP's comments and will incorporate our suggestions where possible.

The Aberdeenshire Rural Partnerships Forum (ARPF) is giving a presentation to the Infrastructure Services Committee (IS) on 5 March, and ISC will be conducting a review of ARPF funding in Autumn 2018. Reid informed the Board that the first quarterly payment would be made to KDP on 1 April 2018.

Action: Reid to circulate the revised draft SLA as soon as it is available.

Reid also informed the Board that the SLA will be signed off by Aberdeenshire Council's Economic Development department, and not Area Committee or the Area Manager's Office. Economic Development recognises that KDP's capacity to deliver the SLA will decrease as the funding decreases, and that realistic priorities will need to be clarified. Any concerns or issues should be referred to Reid in the first instance.

David N informed the Board that KDP Office Bearers will be meeting with the Area Manager's Office and Reid on 21 March so that all parties are clear on the impact of KDP's resource limitations.

8. Website

Andrew N reported that the web 'skeleton' is now ready and will be passed to Jacky and Lesley for population early next week.

Action: Lesley and Jacky to upload content for the website.

Action: Lesley and Jacky to set up the new KDP email system as soon as possible.

9. Meeting Frequency

The Board considered a paper about the frequency and type of KDP Board meetings. Following much discussion, the following was agreed:

The Informal Board meetings are not serving their purpose and should be discontinued.

Formal Board meetings should continue to take place on the last Thursday of every month with the exception of December and either July or August, i.e. 10 meetings per year.

One of these meetings will be open and informal. The topic/s and format of this meeting will be set and the meeting organised by KDP Trustees, rather than staff.

Action: Trustees to organise one such meeting in 2018 on a pilot basis.

10. AOCB

Expenses Pre-approval Form

Lesley C circulated a draft form to be completed by any Trustee seeking expenses from costs incurred when representing KDP at conferences and other similar activities. The Board agreed that this form must be completed well in advance of the activity and that it should be signed by either the KDP Chair or Treasurer for costs under £200. Anything over £200 would have to come to a full Board meeting for approval.

Action: Lesley to update the form and circulate to all Trustees.

Trustee Updates

Jim S reported that the Masons have around £6k available to groups within K&M.

Action: KDP Trustees and staff to contact Jim direct with any suggestions.

Ian H reported that a 'Big Listen' event is taking place in Stonehaven Library on Friday 23rd February, and that all are welcome.

Walter Mc informed the Board that Portlethen Men's Shed will be opening on 5th March, with an official opening planned for later in the year.

Reid H informed the Board that a group in Buchan area have taken over the old Library building. They are planning to bulldoze it, then rebuild it as an extension to a sports centre, but incorporating a Library facility. The Board agreed that this is an interesting development with potential to be a model for future Community Asset Transfers.

Andrew N updated the Board on the Court House and the Board were pleased to hear that almost all the office spaces have now been taken.

Stonehaven Town Partnership's Development Officer Isobel Munn has now left and been replaced by Julie Lindeman on a part-time basis.

NESFLAG funds for the South Aberdeenshire area are still underspent.

11. Date of Next Meeting

The next Board meeting will be held on Thursday 29 March in the Dunnottar Lounge, Invercarron Resource Centre, Stonehaven.

The meeting closed at 8.45 pm.

Minutes taken by Lesley Carnegie

I, _____ hereby confirm these minutes reflect a true and accurate record of the meeting.

Signed: _____ Date: _____