

Kincardineshire Development Partnership  
Board of Trustees Meeting – Thursday 28 June 2018 at 7 pm  
Durriss Kirkton Hall, Kirkton of Durriss, Banchory

**Minutes**

**Present:**

Mairi Eddie – Benholm & Johnshaven Community Council  
Ian Hunter – Stonehaven and District Community Council  
Walter McMillan – Portlethen Men’s Shed  
Marion McNeil – Crathes, Drumoak & Durriss Community Council  
David Nelson – Mearns Community Council (Chair)  
Ron Sharp – Portlethen and District Community Council  
Jim Stuart – Mearns Area Partnership

**In Attendance:**

Lesley Carnegie – KDP Administrator (Minutes)  
Jacky Niven – KDP Development Worker

**Apologies:**

David Evans – Catterline, Kinneff & Dunnottar Community Council  
Bob McKinney – North Kincardine Rural Community Council  
Michael Morgan – Newtonhill, Muchalls & Cammachmore Community Council  
Andrew Newton – Stonehaven Town Partnership  
Isabella Williamson – Arbuthnott Community Council

**1. Welcome**

The Chair, David Nelson, welcomed all those present and thanked them for attending. Two items were submitted for inclusion under AOCB:  
KDP Email – Lesley C  
Catterline, Kinneff & Dunnottar representative – David N

**2. Approval of Previous Minutes**

The minutes of the formal meeting of 31 May were approved as an accurate record of the meeting. The minutes were proposed by Ron S and seconded by Ian H.

**3. Matters Arising.**

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

Item 4 – Finance: Lesley C reported that a revised version of the KDP Accounts had been received that morning and now incorporated reference to the windfarm funds.

**Action:** Ian H to check over the accounts and arrange for them to be signed off with the Accountant.

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Item 4 – Staff Liaison: Mairi E has drafted up a Staff Appraisal scheme to be trialled this year. It was agreed that both Mairi E and Marion Mc should carry out the appraisal interviews in the first year.

**Action:** Mairi E to circulate the paperwork to all KDP Trustees and staff for comment.

Item 6 – Additional Funding Source: Jacky N has met with Heather MacRae of Aberdeenshire Council. Heather has indicated she would be happy to work with Jacky to draft up a proposal.

Item 7 – Website: this is taking longer to populate than had been anticipated, but is well under way.

Item 8 – Open Meeting Proposal: Feedback from the James Hutton event has not yet been received so has not been circulated. Community Asset Transfers are still causing problems for some community groups who are losing out on funding as a result of delays, largely from Aberdeenshire Council’s legal department. Some of the issues were raised and discussed at the Community Empowerment Act event held on Monday 25<sup>th</sup> June. The Board will await the feedback from both events before progressing any further.

Item 8 – TraK: Ian H was happy to report that Aberdeenshire Council are going to attend the next TraK meeting which will be held on Tuesday 3<sup>rd</sup> July in Stonehaven Community Centre. All KDP Trustees are very welcome to attend.

Ian also brought along a copy of Aberdeenshire Community Planning Partnership’s guide to Community Engagement and Participation which he has found interesting and informative. This was the document mentioned in the May Minute, but it does not specifically relate to transport. The Board agreed it would be useful to circulate this more widely.

**Action:** Ian H to send the document to Lesley C for distribution to Trustees.

Item 8 - KDP Booklet: Jacky and Lesley confirmed that articles of 300 – 500 words are still very welcome.

#### **4. Monthly Reports**

##### Finance

As noted above, a revised set of accounts has just been received, and the windfarm funds are now included and identified as Reserved Funds. The monthly KDP spreadsheet had previously been circulated with the meeting papers.

##### New Members

There were no new membership applications which the Board agreed was disappointing.

**Action:** Jacky and Lesley to implement a ‘membership drive’ once the Summer holidays are over.

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## 5. Sub-group / Committee Reports

### Governance

Nothing to report.

### Informal Board Meeting

No informal meetings held.

### Staff Liaison

As noted above, the Staff Appraisal scheme has now been drafted and will be trialled later in the year.

### Strategy

Nothing to report.

### Windfarm Sub Group

The Windfarm Sub-group met on 5<sup>th</sup> June.

The Hillhead of Auquhirie fund closes at the end of July. The Meikle Carewe fund will open on 1 July and close on 30 September.

Lesley C today received an email from Vattenfall asking for nominees for the Offshore Windfarm Fund Advisory Panel by 5 July. This Fund covers the whole of Aberdeen City and Aberdeenshire and is estimated at around £3m. The Board agreed that Jim S should be put forward for the Panel.

**Action:** Lesley C to send details to Jim S.

## 6. KDP Development Officer Report

The Development Officers' Activities Highlights had been previously circulated.

Jacky reported that an 'Autumn of Engagement' is planned for Stonehaven, primarily to move the CAP forward.

David N and Jacky met with the OMTA Chair to clarify OMTA's original aims and objectives. There is still some work to do to ensure all OMTA Board members share the same vision.

Walter Mc would be keen for Portlethen to link with OMTA. OMTA is not yet in a position to expand, but Jacky would be very happy to work with groups in Portlethen to look at establishing a sister organisation.

The Community Empowerment Event held on 25 June had received positive feedback and Jacky will produce a Report shortly. Many issues relating to Aberdeenshire Council had been raised around both Participation requests and Community Asset Transfers and the Board agreed it would be useful for the Report to be shared with Jim Savege, the Chief Executive.

Ron S observed that Jacky N had had to physically set up and then clear the Hall for the event. It was agreed that KDP should ensure that support is in place to help with this at future events.

## 7. Website

As noted above, it is now mainly a case of reviewing and populating the new website.

## 8. KDP Annual General Meeting

The KDP AGM will be held on Thursday 25 October. It was agreed that it would be useful to incorporate more time for informal networking and focus less on formal presentations. Last year's short post-AGM meeting to elect KDP office bearers will be repeated. Various formats for the evening were discussed and it was agreed to try and find one main speaker focusing on community involvement.

Macphie's of Glenbervie was suggested as both a venue and a topic in the first instance.

**Action:** Lesley C to investigate further.

## 9. Environment Group Proposal

Ian H reported that he was keen to replicate the success of TraK and had noticed some interest in environmental issues locally. Ian asked if the KDP Board would consider supporting the establishment of such a group by organising and facilitating an initial meeting to gauge interest. Trustees agreed that KDP could support the establishment of such a group, on the understanding that it became self-reliant.

**Action:** Trustees to ask their own Community Councils or community groups to identify those who might be interested and pass their details to Lesley C.

**Action:** Lesley C to additionally seek names through the KDP Bulletin and set up an initial meeting

## 10. AOCB

### Email Issues

Lesley C reported on ongoing problems with the new email account, where many messages were being wrongly identified as Spam and bounced back to her. This was a particular problem for the weekly Bulletin. The use of a commercial email newsletter provider had been suggested. The Board was not keen to use such a service and felt that KDP should consider all available alternatives more fully.

**Action:** Lesley to work with George Baird and Andrew N to identify alternative solutions

### Catterline, Kinneff and Dunnottar Community Council

David Evans has tendered his resignation to KDP and CKDCC for personal reasons.

**Action:** Lesley C to liaise with CKDCC to identify a replacement Trustee

### Stonehaven Court House

The Court House is now fully let, although earlier delays with the legalities have meant that some funding bid deadlines have been missed. The major thrust of the work will be on readying the ground floor for the Citizens Advice Bureau. It is anticipated that the Courthouse will start operation in August or September this year.

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KDP Barbecue

David N is having a barbecue at Mill of Barnes for KDP Trustees and staff on Sunday 5<sup>th</sup> August from 3 – 6pm. Partners and family members are all warmly invited to attend.

**Action:** Lesley to email all Trustees with details.

Jacky N Annual Leave

Jacky will be on annual leave for most of July to allow her to take time off due to her hours having been exceeded over the past few very busy months.

**11. Date of Next Meeting**

The next Board meeting will be held at 7pm on Thursday 30<sup>th</sup> August. The location is TBC, but Inverbervie or Stonehaven are preferred.

The meeting closed at 8.55 pm.

Minutes taken by Lesley Carnegie

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_