

Kincardineshire Development Partnership
Board of Trustees Meeting (Formal) – Thursday 29 March 2018 at 7 pm
Dunnottar Lounge, Invercarron Resource Centre, Stonehaven

Minutes

Present:

Mairi Eddie – Benholm & Johnshaven Community Council
Walter McMillan – Portlethen Men’s Shed
David Nelson – Mearns Community Council (Chair)
Andrew Newton – Stonehaven Town Partnership
Jim Stuart – Mearns Area Partnership
Isabella Williamson – Arbuthnott Community Council

In Attendance:

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

Apologies:

David Evans – Catterline, Kinneff & Dunnottar Community Council
Reid Hutchison – Aberdeenshire Council
Marion McNeil – Crathes, Drumoak & Durris Community Council
Michael Morgan – Newtonhill, Muchalls & Cammachmore Community Council
Bridget Scott – Bettridge Centre

1. Welcome

The Chair, David Nelson, welcomed all those present and thanked them for attending.

2. Approval of Previous Minutes

Under Item 6, Development Officer Report, a figure of £200 was erroneously believed to be the amount KDP received for undertaking each CAP. Jacky N then believed that figure was to cover the design and print costs of each CAP. Jacky N further learned that, in actual fact, the arrangement is that we receive £300 to cover our engagement costs. There is no figure connected with the design and print, although the recommended print run is 50 or, in particular cases, 100 copies. Any further copies would be at the cost of the partnership. Jacky also explained that Aberdeenshire Council Community Planning had set aside a fund of around £9k to cover the CAP costs for all 6 Rural Partnerships, and that there are still funds remaining to cover future CAPs.

A spelling mistake was noted on page 2 where ‘mongst’ should read ‘amongst’. The minutes of the formal meeting of 25 January were otherwise approved as an accurate record of the meeting. The minutes were proposed by Andrew N and seconded by Walter Mc.

Action: Lesley C to amend the Minute of 22 February regarding the above points.

3. Matters Arising.

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

Item 6 – the CAP funds have now been received from Banffshire Partnership.
Item 9 – details of the proposed Informal discussion meeting will be progressed following the Easter break
Item 10 – Our Mearns Tourism Association has submitted an application to the Masons fund.

4. Monthly Reports

Finance

The corrected February 2018 spreadsheet had been circulated with the meeting papers. Lesley C noted that everything would be ready to go to the Accountant shortly.

Action: Trustees to send any expenses claims to Lesley C ASAP.

Action: Ian H and Lesley C to liaise with the Accountant and submit the financial accounts to him at their earliest convenience.

New Members

There were no new membership applications.

5. Sub-group / Committee Reports

Governance

Andrew N reminded the Board that the new General Data Protection Regulation (GDPR) is coming into force in May 2018. The impact on organisations should not be too onerous, but KDP will need to review its Data Protection policy and check that members and newsletter subscribers are still happy to remain on KDP distribution lists.

OSCR have been in touch with Andrew N about the requirements for the next OSCR Annual Report. Ian H and Lesley C will ensure the books are passed to the KDP Accountant as soon as possible as the deadline will be earlier this year.

Action: Andrew to forward the proforma to Jacky N and Lesley C.

Informal Board Meeting

No informal meetings held.

Staff Liaison

Jacky and Lesley met informally with Marion on 19 March.

Strategy

Nothing to report.

Windfarm Sub Group

The group is meeting on 3 April.

Isabella W gave an update on the Tullo & Twinshiels Windfarm Decision Making Panel meeting, and was thanked for attending on behalf of KDP in Walter's absence. It was noted that the Tullo Panel have rejected the idea of a joint Windfarm Legacy Fund.

The proposal that the Mid Hill Windfarm extend by a further 11 turbines was also noted. The Mid Hill funds are currently distributed through the relevant Community Councils, but this may be reviewed in future.

6. KDP Development Officer Report

A copy of the Development Officers' Activities Highlights was tabled.

Jacky circulated the finalised Gourdon Community Action Plan. Further copies are available on request from the KDP office. Updates were given on progress with all the CAPs.

The Grow Your Group Funding Fair was extremely successful and the organising partners are keen to repeat the programme later in 2018.

KDP will organise a Community Empowerment / Asset Transfer event for its members later in the year.

Jacky and Lesley will deliver a short session on GDPR at the start of the next Board meeting.

The ARPF presentation to the Infrastructure Services Committee was well-received and the ISC Chair sent a letter of thanks.

Jacky N tabled details about an MSP event organised by the ARPF. 3 places have been reserved for each of the 6 partnerships. Jacky will be attending, so KDP has a further 2 places available.

Action: Lesley to circulate the information to Trustees, Jacky N to co-ordinate attendance.

Action: Lesley C to circulate electronic copies of the Highlights to all Trustees.

7. SLA and Action Plan

David N informed the Board that the finalised SLA for 2018 – 2020 has been signed by KDP and is currently with Economic Development for their signature. The Board wished to acknowledge their appreciation of Reid H for his input and involvement in amending the document.

Andrew N expressed concern that there was no reference to the reduction of KDP workload aligned to the reduction in funding. Jacky advised that this had been incorporated into the accompanying KDP Action Plan 2018-2019.

Action: Lesley C to circulate the finalised SLA and Action Plan to all Trustees.

8. Area Manager Meeting

David N reported that he, Mairi E, Ian H, Jacky N, Lesley C and Reid H met with the Area Manager, Willie Munro, on 21 March. The meeting had been largely positive and it was agreed that similar meetings should be arranged every 6 months. The 'Ways of Working' joint meetings should also be reinstated as they have recently been focused on the Grow Your Group programme.

The Community Action Plans were seen as a high priority for the Area Office. Jacky noted that all the Rural Partnerships were committed to the current CAP development process and printed product and that it was not necessarily possible to produce them quickly. During the meeting, Reid had pointed out that even the longer-established Partnerships did not have CAPs in place for each community. The shared administration and facilitation of the Council's Community Engagement events on Laurencekirk and Portlethen last year had been

challenging. The ARPF has now agreed that no one Partnership will be able to take decisions on behalf of the others, so this situation should not arise again in future.

The Area Manager had expressed disappointment that a particular LEADER bid had been unsuccessful, and considered that the decision reflected badly on the Council which had supported the project. It was noted that KDP was one of 9 organisations that rejected the bid. The KDP Trustees were confident that the decision-making process had been applied rigorously and fairly on this occasion and that no further discussion was required.

9. Website

Andrew N reported that the web 'skeleton' has now been 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.

10. Staff Remuneration

The Board had a confidential discussion about staff remuneration.

Action: David N to advise the staff concerned of the Board's decision.

11. AOCB

Banking

Lesley C is now a Limited Access signatory for the main KDP bank account. Internet Banking is being set up, and transactions will still need the approval of 2 signatories.

Action: Ian H to progress Internet Banking approval.

Court House

Andrew N reported that Stonehaven Town Partnership hope to open the Court House offices at the beginning of September 2018.

NESFLAG

Andrew N reported that there is a new Chair of NESFLAG. Although South Aberdeenshire was allotted £330k, only £23k has been committed. Unless there is considerable uptake of the fund over the rest of 2018, the unspent funds may end up being reallocated to North Aberdeenshire.

Community Asset Transfers

Jim S reported that there have been some issues with CATs where land or buildings are not owned by the Council, but have been leased in perpetuity by a landowner for a specific purpose. This has caused considerable confusion and will need to be monitored in future.

12. Date of Next Meeting

The next Board meeting will be held at 7pm on Thursday 26 April in the Dunnottar Lounge, Invercarron Resource Centre, Stonehaven.

The meeting closed at 9 pm.

Minutes taken by Lesley Carnegie

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

Signed: _____ Date: _____