

**Kincardineshire Development Partnership
Board of Trustees Meeting – Thursday 29 November 2018 at 7 pm
Dunnottar Lounge, Invercarron Resource Centre, Stonehaven**

Minutes

Present:

Mairi Eddie – Benholm & Johnshaven Community Council
Ian Hunter – Stonehaven and District Community Council
Walter McMillan – Portlethen Men’s Shed
David Nelson – Mearns Community Council (Chair)
Andrew Newton – Stonehaven Town Partnership
Bridget Scott – Bettridge Centre
Ron Sharp – Portlethen and District Community Council

In Attendance:

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

Apologies:

Bill Dargie – Catterline, Kinneff & Dunnottar Community Council
Sandra Davison – Mearns Area Partnership
Bob McKinney – North Kincardine Rural Community Council
Marion McNeil – Crathes, Drumoak & Durris Community Council
Michael Morgan – Newtonhill, Muchalls & Cammachmore Community Council
Isabella Williamson – Arbuthnott Community Council

1. Welcome

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

2. Confirmation of Office Bearers

Mairi E reported on the meeting held following the AGM which was officiated by Councillor Carr.

David Nelson was re-elected as Chair, proposed by Ron S and seconded by Mairi E.

Ron Sharp was elected Vice Chair, proposed by David N and seconded by Walter Mc.

Ian Hunter was re-elected Treasurer, proposed by Isabella W and seconded by Mairi E.

Mairi E stood down as Secretary and there were no nominees for the post. Mairi is happy to provide information and a handover to the new Secretary when appointed. Mairi was thanked for all her work as Secretary to date and for her additional involvement in staff liaison, appraisal and recruitment.

Marion Mc has agreed to continue her staff liaison role.

Action: Any Trustee interested in the Secretary role should contact the KDP office.

3. Approval of Previous Minutes

The minutes of the formal meeting of 4 October were approved as an accurate record of the meeting. The minutes were proposed by Ron S and seconded by Ian H.

4. Matters Arising.

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

Item 4 – the OSCR Report has now been submitted by Andrew N.

Item 7 – the AGM was well-received and well attended by Councillors. Feedback from the Democracy Matters session had been very positive. Macphie were thanked for their hospitality and for the presentation by Joanna Fraser.

Item 10 – the Area Manager meeting was cancelled as Willie Munro is off sick. Given that KDP presented to the Area Committee meeting, there may be no further need to meet with Willie in the near future.

Item 11 – Ron Sharp, Sandra Davison and Bill Dargie were confirmed as new Trustees at the AGM. Bill's nomination form is still outstanding.

Action: Lesley C to chase this up

5. Monthly Reports

Finance

Ian H had noticed an error in the September spreadsheet and circulated a revised version. KDP continues to be in a healthy position financially.

Action: Lesley and Ian to double check the spreadsheet formulae and rectify where needed.

New Members

Three new membership applications were received from The Haven, Stonehaven & Area Riding Club and Stonehaven Horticultural Society. The Board were happy to approve all three.

Action: Lesley C to send welcome letters and update the members database. The benefits of membership were discussed. Jacky N is always happy to provide support and advice to groups whether they are members or not, but the Board may wish to consider prioritising requests from members in future. Other incentives could also be considered. TrAK and other groups affiliated to KDP should be encouraged to join as members.

6. Sub-group / Committee Reports

Governance

Following the Democracy Matters event aimed at young people, a Youth Committee has been proposed. As such, the Board agreed that KDP should adopt a suitable Child & Vulnerable Person's Policy, and that Jacky N should join the PVG scheme. A draft policy had been circulated. While comprehensive, the Board

agreed that a shorter, more manageable document would be preferred. The Board also agreed that Trustees should not have to undergo PVG checks as they would not be working alone with young people.

Action: Governance Sub Group to draft a Policy tailored to KDP.

In the process of renewing KDP's office insurance, it has become apparent that most insurance companies now ask organisations to confirm that those involved in the management of the organisation can comply with a series of conditions relating to insurance, finance and criminal activity. This was felt to be invasive and may deter prospective staff and Trustees. There is also a lack of clarity around such issues as spent convictions and the timescales involved in previous insurance claims. The Board agreed that only Office Bearers should be asked to make such a declaration at this stage.

Action: Jacky N to raise with ARPF to discover how others are dealing with this.

Action: Andrew N to seek advice from an insurance consultant

Action: All Office Bearers to sign the declaration and forward to David N.

Staff Liaison

David N read out the following statement provided by Marion McN, following a meeting in Arduthie House on 27 November: 'This was the last formal meeting of Jacky, Lesley and myself before Lesley moves on to the next stage of her working life. As you will note from the venue, it was treated as a special occasion. Neither Lesley nor Jacky had any issues which they wished to raise with me or the Board. So there really is nothing for me to report, other than to wish Lesley much happiness and success in her new venture. I am sorry to have missed her last Board meeting but I have to be somewhere else. Jacky and I will of course continue to meet on a regular basis and I look forward to meeting KDP's new employee/s.'

Strategy

Nothing to report.

Action: David will contact Michael M to find out if there are any specific reasons for recent non-attendance.

Windfarm Sub Group

The Meikle Carewe spreadsheet had been circulated prior to the meeting. A very well-attended presentation event was held on Tuesday 27 November in the Porty Cabin, with the support of the Portlethen Men's Shed. There was a lot of positive feedback and plenty evidence of networking.

The St John's Hill fund will open in January 2019. The Board agreed that any additional windfarm administration should be discussed by the Windfarm Sub group once the new staff member is in post.

It was noted that the Admin fees associated with the windfarms only just cover their costs and that it might be worth quantifying such costs in future. This could avoid any perceptions that KDP is gaining financially from the windfarms. The Board agreed that the primary benefit of the windfarm funds is the contact with and links between a wide range of local community groups.

The issue of index linking was then discussed. If a fund is not index linked, then KDP's income from the Administration Fee will fall in real terms over time. It is believed that this currently only applies to the Hillhead of Auquhirie fund.

Action: Lesley C to check the contracts for each windfarm and advise the Board accordingly. Isabella to follow up where necessary.

7. KDP Development Officer Report

The Development Officers' Activities Highlights had been previously circulated.

Jacky reported that positive feedback had been received from all four Democracy Matters conversations and that a summary report had been sent to the Scottish Government. It was disappointing that negative feedback had been received from one event which had been rescheduled due to a lack of bookings. The Board agreed that advance booking for such events was essential, particularly where public money was being used for refreshments and/or where the event was aimed at a potentially vulnerable target group.

Positive feedback had been received from both the CED Partners and K&M Area Committee meetings. Reid H had prepared a review of the Rural Partnerships which was considered by the Infrastructure Services Sub Committee of Aberdeenshire Council. Reid will present more detailed feedback to the next Rural Partnerships Forum meeting, but it is believed that all his recommendations were accepted, and that ISC considers the Partnerships to represent good value for money.

Jacky now has 'good news' stories from 14 groups to go into the KDP Booklet, with one more to follow. This first booklet will be around 26 pages long and will not contain advertisements or sponsorship, although this may be considered for future editions. It is anticipated around 1,000 will be available for distribution before Christmas.

The Board was asked to consider funding a further two Community Cash events to the tune of £300 each. This was approved unanimously.

Action: Jacky to arrange 2 Community Cash events before the end of the financial year.

8. Social Enterprise Project Update

One consultant has responded to the tender document, Fiona Allan, who is associated with the Fly Cup and Garioch Partnership. Jacky and Fiona have met and refined the project brief to focus more tightly on graphic design and young people. The revised costings are now in the region of £7.5k. The Board was happy to approve the project in its revised format and agreed that Jacky should go ahead and submit the application to Aberdeenshire Council's Economic Development Social Enterprise Fund.

Action: Jacky to submit the application as soon as possible.

9. KDP Office

The office move has now been put back to January 2019. Andrew N reported that work in the Court House was progressing apace and that an entry date of 7 January was likely. Lesley C has been liaising with Economove who have quoted £45 per hour for removal. Economove have also offered KDP some office furniture which they have in storage. Both Aberdeenshire Council and Economove appear to have large stocks of used office furniture which may be of interest to member groups and other community organisations.

David N and Andrew N have sent some revisions to the lease to Stonehaven Town Partnership. The lease will be for 2 years in the first instance to tie in with the Aberdeenshire Council SLA funding. There have been some changes to the groups moving into the Court House, so KDP is likely to be sharing with STP and not Employability Services. This may mean extra space will be available to KDP, but that would have to be discussed with STP and revised costings obtained.

Jacky reported that 7 firm applications have been received for the two KDP Administrative posts. Jacky, Ron S and David N will sift the applications and draw up a shortlist. It is hoped that interviews will be held before Christmas with a view to new staff being in post early in the New Year.

10. KDP Website

Andrew N and Jacky N have now met and made some further changes to the website, with other changes discussed and agreed. It is hoped that these changes will mean that a large amount of content can be uploaded soon. Andrew is happy to assist with this if needed.

Action: Andrew to confirm that Jacky has full administrative access to the website.

11. AOCB

KDP Christmas Lunch

The Board were keen to try and arrange a KDP Christmas lunch, most likely to be held at Balmakewan.

Action: Jacky to circulate possible dates to all Trustees.

Environmental Interest Group

Ian H reported that the initial meeting on 5 November had been very positive and that a follow-up meeting had been arranged for the evening of 24 January. There was some discussion around the membership of the group and it was agreed that Trustees should be encouraged to forward information more widely around the K&M area.

Action: Lesley C to circulate notes of the first meeting to all Trustees.

Action: Trustees to pass notes on to any groups or individuals they think might be interested.

Jubilee Hall

Ron S and Jacky N have been looking into the possibility of the Hillside Developer Obligation funds being available to replace the heating in Portlethen's Jubilee Hall. This is likely to cost around £27k and feedback should be received by the end of December.

Community Radio

Ian H reported that discussions are underway to start up a Community Radio station for Portlethen.

Lesley Carnegie

Lesley C was thanked for all her work for KDP over the past 2 years and presented with a card and a voucher. Lesley thanked the Trustees for all their support and wished KDP the very best for the future.

12. Date of Next Meeting

The next Board meeting will be held at 7pm on Thursday 30 January 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: _____