

**Kincardineshire Development Partnership
Board of Trustees Meeting – Thursday 30 August 2018 at 7 pm
Community Room, Stonehaven Community Centre, Stonehaven**

Minutes

Present:

Mairi Eddie – Benholm & Johnshaven Community Council
Ian Hunter – Stonehaven and District Community Council
Bob McKinney – North Kincardine Rural Community Council
Marion McNeil – Crathes, Drumoak & Durris Community Council
Michael Morgan – Newtonhill, Muchalls & Cammachmore Community Council
David Nelson – Mearns Community Council (Chair)
Andrew Newton – Stonehaven Town Partnership
Bridget Scott – Bettridge Centre
Ron Sharp – Portlethen and District Community Council
Isabella Williamson – Arbuthnott Community Council

In Attendance:

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

Apologies:

Walter McMillan – Portlethen Men’s Shed
Jim Stuart – Mearns Area Partnership

1. Welcome

The Chair, David Nelson, welcomed all those present and thanked them for attending. Two items were submitted for inclusion under AOCB:
Clochandichter Woods Community Asset Transfer – Ron Sharp
OMTA Funding – Michael Morgan

2. Approval of Previous Minutes

The minutes of the formal meeting of 28 June were approved as an accurate record of the meeting. The minutes were proposed by Ron S and seconded by Mairi E .

3. Matters Arising.

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

Item 3 - Open Meeting Proposal: The feedback from the James Hutton event is still outstanding. Furthermore, the member of staff dealing with Aberdeenshire Council’s Community Asset Transfer leases has now retired, so his Line Manager is dealing with leases until a replacement is appointed. This is likely to cause further difficulties for the numerous community groups who have been waiting many months and are losing funds as a result.

Item 5 – Windfarm Dub Group. Jim Stuart had declined membership of the Vattenfall Advisory Panel due to work commitments. Even though the deadline had passed, it was agreed that KDP should offer a further nominee for the Panel in the shape of Isabella W, with Bob McK as a substitute.

Action: Lesley C to check with Vattenfall then forward the details to Isabella W.

Item 9 – Environment Group Proposal. Only a few names have been received for this Group to date. It was agreed that Ian H and Lesley should go ahead and organise the meeting to gauge interest.

Action: Ian H and Lesley C to set a meeting date and place and circulate invitations via the KDP Bulletin and through Community Councils.

Item 10 – AOCB. No Trustee nominations have been received from Catterline, Kinneff & Dunnottar, Inverbervie or Gourdon Community Councils. There may be a further opportunity with the forthcoming KDP AGM.

Action: Lesley C to circulate nomination forms via the KDP Bulletin and direct emails to the relevant Community Councils.

4. Monthly Reports

Finance

Ian H reported that he has now signed off the final version of the KDP accounts for 2017/2018. This is the same document that forms the OSCR Report (see below).

Internet banking has now been set up and seems to be working well.

The July KDP spreadsheet had previously been circulated with the meeting papers and the finances are looking healthy.

Michael M asked if the font on the spreadsheet could be larger. Lesley explained that it was as big as she could get it on one sheet since incorporating the windfarm funds and distributing it as a PDF.

Action: Lesley to circulate the full Excel spreadsheet file from now on.

New Members

A membership application was received from Inverbervie Pre-school Group. The Board approved the application.

Action: Lesley C to update the Members Database and send welcome letters to the new member.

5. Sub-group / Committee Reports

Governance

The Board were happy to approve the draft 2017/18 OSCR Report as prepared by the KDP Accountant.

Action: Ian H to insert this evening's date on the accounts and ask Charles Sands to send a PDF of the signed and dated copy to the KDP office.

Action: Lesley C to send the PDF to Andrew N for submission to OSCR.

Staff Liaison

Marion Mc spoke to the notes of a staff meeting held on 21 August.

There are ongoing problems with KDP's new email system and numerous messages are being blocked and returned as Spam. KDP's external IT advisor, George Baird, has recommended a move back to Gmail to partially resolve the situation. This will cost an additional £6.60 per month which the Board approved. It is likely that the issues with the Bulletin will recur, and the use of a newsletter provider such as Mail Chimp has again been recommended.

Action: Lesley C to work with George Baird to change back to Gmail and trial MailChimp with Trustees.

The forthcoming office move is likely to take place in October / November this year and needs some thought. The Board agreed that a removal firm should be used to shift the office furniture and equipment. A1 will need to move the copier/printer. Ownership of the current office furniture is unknown, but Isabella W thought KMAP had taken an inventory at some point. There are a number of local companies and social enterprises offering recycled office equipment and it was agreed this would be preferable to buying new where possible. The Board agreed an outline budget of £2000 to cover the office move and associated expenses.

Action: Isabella W to check KMAP files for any previous office furniture inventory.

Action: Lesley C to seek estimates from removal firms

Action: Lesley C to investigate the purchase of new / recycled office furniture.

Ian H asked if it might be possible for all the groups using the 1st floor offices in the Court House to share internet access. This may have security implications but the Board agreed it was worth further investigation.

Action: Ian H to contact Stonehaven Town Partnership Operations to explore their proposed broadband service.

There are still issues around populating the new KDP website which is proving more difficult and time-consuming than anticipated. It would be useful to employ a Web Master, possibly a student or project worker, to upload the information under Jacky N's guidance. Further images are also being sought, ideally, a montage of pictures and photographs from each of the 12 Community Council areas within the K&M area. It was noted that any individuals featured would have to give permission for their photograph to be used.

Action: Andrew N and Jacky N to meet to establish the amount of additional work required.

Action: Trustees to send any photographs or pictures they would like included on the website to Jacky.

Staff workloads were discussed and it was noted that Lesley C is currently unable to offer much support to Jacky N in her development work. It may make sense to employ an additional part-time member of staff to take on (for example) the bulk of the windfarm administration work. This will be reviewed following the staff appraisals which will be trialled on 18 September.

Action: Marion Mc and Mairi E to feed back to next Board meeting.

Strategy

Nothing to report.

Windfarm Sub Group

Isabella W tabled a paper summarising the status of the Hillhead of Auquhirie, Meikle Carewe and St John's Hill funds, all of which are administered by KDP. There was also an update on the Tullo fund – KDP has a representative on the Panel which is administered by Mearns Area Partnership.

Lesley C reported that an additional £8.8 k has just been received from RES in the form of underspends from the Local Electricity Discount Scheme of Meikle Carewe, meaning that the total fund this year is just over £33k.

Internet banking has now been set up for 2 out of the 3 windfarms. The third has been incorrectly added by the bank as a secondary account, which will need to be addressed.

Action: Lesley C to rectify the internet banking situation.

As noted above, there are issues with the Council's lease department and Stonehaven Men's Shed is in danger of losing a £23k award from Meikle Carewe last year. This will be discussed at the Windfarm Sub Group meeting on 2 October.

6. KDP Development Officer Report

The Development Officers' Activities Highlights had been previously circulated.

Jacky reported that the main focus of the CAPs would be on Johnshaven and Stonehaven.

KDP has written a letter of to OMTA to indicate broad support for a Mearns Coastal Path Improvement Project funding bid.

The Report from the Community Empowerment event held in June was circulated and Jacky was congratulated for her efforts in putting together such a substantial and informative document. Jacky proposed that a supplementary document should also be produced, containing examples and evidence from groups who have lost out on funding due to problems with issuing leases under the Community Asset Transfer process. This was agreed. Both the Mill of Benholm and Portlethen Men's Shed Sensory Garden may be able to contribute their experiences. It was noted that this is not just a Council issue; Stonehaven Town Partnership also had difficulties with the transfer of ownership of the Court Building.

Action: Trustees to send examples to Jacky for inclusion in the supplementary Report.

Action: Jacky to circulate the final Report widely to both local and national groups and individuals.

Heather MacRae was very supportive of KDP's work at the recent Economic Development Monitoring visit.

Jacky asked if Trustees would be interested in meeting with other Trustees from the other Rural Partnerships, to share ideas and discuss common issues. Tentative interest was expressed, but many Trustees have other commitments and were reluctant to attend meetings without a clear purpose. Trustees may also be interested in visiting other community organisations outwith Aberdeenshire to gain examples of good practice.

Action: Trustees to discuss this further following feedback from the staff appraisals.

Action: Trustees to consider and feed back on other organisations and activities they would like to learn more about.

The Board considered and agreed Jacky's proposal to run 4 short 'Democracy Matters' events, targeting Community Councils and the Wellbeing Network.

Action: Jacky and Lesley to apply for funding and organise the events.

Trustees are warmly invited to attend the 'Volunteering – A Way Forward' lunch to be held in Stonehaven Community Centre on 20 September.

Jacky has been asked to speak at a Scottish Community Development Networking event.

7. KDP Annual General Meeting

Macphie of Glenbervie have offered the use of their Boardroom or canteen or the AGM, plus cakes for the evening, and their Corporate Social Responsibility officer has agreed to give a short talk. The evening will also include:

- Formal business
- Presentation of KDP's Annual Report and highlights
- Election of KDP Office Bearers at the end of the evening
- Time for networking

It was agreed that the evening should be badged as a networking event for KDP members, Community Councils and other community Groups, and that a £250 incentive would be offered for attendance. One representative from each Community Council / KDP member should be nominated in advance of the meeting and will be entered in to a draw which will take place during the networking session.

Action: Lesley C to promote in the KDP newsletter

8. Social Enterprise Project Update

Jacky tabled a draft brief for the above project. As the meeting was already running over time, detailed consideration of this will take place at the next Board meeting.

9. KDP Office

All issues discussed and resolved under 'Staff Liaison' heading above.

10. Area Manager's Meeting

A meeting with Willie Munro's office is being arranged for late September / early November. It was agreed that Office Bearers would be invited, plus any other interested Trustees. Marion McN expressed an interest in attending. It was suggested that holding the meeting in early November, after the AGM, might be preferable so that any new Office Bearers could attend.

Action: Lesley C to contact Area Office and rearrange the date.

11. AOCB

OMTA

Michael M queried KDP's March 2017 and June 2017 decisions to allocate up to £500 pump-priming funds to OMTA and suggested that KDP request the funds be returned. Lesley C noted that £445 has been spent to date. Following some discussion, the Board agreed they were happy with the status quo and reiterated that KDP would offer full support to any groups wishing to set up a complementary tourism initiative covering other areas of K&M.

Clochandichter Woods

Ron S and Bob McK reported that their Community Councils had been approached by the Forestry Commission to see if there was any interest in a Community Asset Transfer for Clochandichter Woods. While neither Community Council is prepared to take the Woods on, there may be some interest in forming a new group. North Kincardine Rural Community Council will note an interest to buy some time.

Action: Ron S and Bob McK to report back to the next Board meeting.

TraK

Ian H reported that TraK have seen good attendance at recent meetings, and welcome regular input by Councillors and Council staff.

Nathan's Waste

Bob McK circulated information about a Ragbag scheme which can raise funds for community groups through the use of skips for textile recycling.

11. Date of Next Meeting

Due to staff leave, the next Board meeting will be rescheduled to Thursday 4th October at 7pm in the Dunnottar Lounge, Invercarron Resource Centre, Stonehaven.

Action: Lesley C to circulate all Trustees with the revised date.

The meeting closed at 9.35 pm.

Minutes taken by Lesley Carnegie



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

Signed: _____ Date: _____