

Kincardineshire Development Partnership
Board of Trustees Meeting – Thursday 12th August 2021 at 7.30 pm
Zoom Meeting

Minutes

Present:

Ron Sharp – Portlethen Town Association (Chair)
Mairi Eddie – Benholm & Johnshaven Community Council
Bridget Scott – Bettridge Centre
Andrew Newton – Stonehaven Tolbooth Association
Marion McNeil – Crathes, Drumoak & Durris Community Council
George Cruickshank – Newtonhill, Muchalls & Cammachmore Community Council
Isabella Williamson – Arbuthnott Community Council
Ian Hunter – Stonehaven & District Community Council
Karen Traill – Edzell Woods Community Trust (co-opted during meeting)

In Attendance:

Jacky Niven – KDP Development Worker
Margo Titmuss – KDP Admin

Apologies:

Bob McKinney – North Kincardine Rural Community Council
Sandra Davison – Mearns Area Partnership
Walter McMillan – Portlethen Men’s Shed

1. Welcome

The Chair, Ron Sharp, welcomed all those present and thanked them for attending.

Apologies were given from Sandra Davison, Bob McKinney & Walter McMillan.

2. Approval of Previous Minutes

The minutes of the formal meeting of 3rd June 2021 were approved as an accurate record of the meeting. They were proposed by Isabella Williamson and seconded by George Cruickshank.

3. Co-Opting New Trustee

Karen Traill, the Chair of Edzell Woods Community Trust was co-opted as a Trustee of KDP. She was proposed by Ron Sharp and seconded by Ian Hunter.

Action – Margo to provide Karen with the KDP Welcome Pack.

4. Matters Arising.

Windfarms - see Windfarm Report

Funding/ARPF – see AOCB – Future Funding

HR/HSE – PAT Testing complete of KDP equipment in Margo’s home

5. Monthly Reports

Finance

The KDP 2020-2021 Accounts are complete and have been sent to OSCR.

New Members

There have been no member applications received since the last meeting.

6. Sub-group / Committee Reports

Governance

Charlie Sands, our accountant, is retiring and is selling CS Corporate Solutions to ARH Accountants Limited. Prior to the next audit, we must ask ARH for a quote to ensure the cost does not increase for the auditing service.

Discussion took place on the fact that KDPs income is below the threshold to require a full audit, and instead could be independently examined instead. This could afford cost savings to KDP.

Action – George to check with a retired accountant to establish whether he could perform this service for KDP. Ron also knows of someone who may be able to assist.

Windfarm Subgroup

Isabella advised that there was a meeting of the Windfarm SubGroup, where the concerns raised on Governance by Bob McKinney were discussed. It was agreed at said meeting, that the concerns would be parked until Bob had an opportunity to observe the vetting process and subsequent Decision-Making Panel (DMP) meeting. Unfortunately, Bob was unable to participate in the most recent Windfarm Fund vetting process but did join the DMP meeting as an Observer. No feedback has been received from Bob to date.

The Hillhead of Auquhirie Community Fund closed at the end of June, and the DMP met in July. £12,759.83 was awarded to 10 groups in the Mearns and Stonehaven & District Community Council areas.

The Meikle Carewe Community Fund is currently open until 30th September. Ron enquired who can represent Portlethen on this DMP since the Portlethen Community Council has fallen into abeyance.

Action – Isabella to check guidelines and advise.

The Tullo Community Fund DMP meeting was scheduled for 12th August, but due to availability issues had been postponed until end August. Bob will be representing KDP and Isabella will be there for Arbutnott Community Council.

Isabella and Margo held a meeting with RES, who are taking over as Asset Managers of Hillhead of Auquhirie Community Fund. RES already has responsibility for Meikle Carewe. They have requested additional information to be provided with the Annual Report, so future applications will be amended to ask for these details.

7. KDP Development Officer Report

Jacky provided an update on her activities since the last meeting, although she has been on annual leave for four weeks, only returning on Monday 9th August.

- The Catterline Community Action Plan (CAP) has been completed. It has taken the form of a Covid-19 Impact Recovery CAP.
- The Stonehaven CAP is underway. There will be an Open Day at Hyve in September.
- Community Action Plans are not included in the new SLA, so there will be no new CAPs undertaken.
- Aberdeenshire Council will undertake a Monitoring Visit in September. This will be carried out by Douglas Rennie. Two Board members will be required to attend also.
- There is an obligation to meet with the Area Committee.
- Involved in various SCIO set-ups.
- Involved in lots of discussions regarding future KDP funding.

8. HR/HSE

George Cruickshank gave an update.

- Salary review letters have been written and are ready to give to the employees.
- Contracts of work and Jacky's appraisal to be completed.
- Home working assessments completed and PAT testing at Margo's home has been done.
- A Communication Schedule between KDP Trustees and staff is still to be formalised. It was agreed that the meetings between staff and Chair and Vice Chair would be scheduled for the Monday before each Board meeting.

Action – Jacky/Margo to provide George with Appraisal Form.

Ron passed on the thanks of the Board and staff to George for taking on the HR/HSE role.

9. AOCB

2021 AGM

Ron advised that he will be standing down as Chair at the AGM, and that a new Chair will be needed. Mairi will be happy to remain as Vice Chair but will not be standing as Chair.

The AGM was set for Thursday 28th October.

Action – Jacky/Margo to consider potential venues.

Future Funding

Ron provided a summary of the current financial situation with regards to the cut in Council funding, and how KDP is to be financed in the next 18 months. Although a new Challenge Fund has been introduced, this must be for new projects, and not for current work. The Board does not think this is a viable option without compromising on the service KDP provides their members and adding a new burden on the existing staff.

Aberdeenshire Council have committed to revisiting the funding situation.

Action – Mairi Eddie to contact Reid Hutchison

Action – Margo to send Karen Traill Challenge Fund information, draft SLA, original SLA, ISC paper.

Jacky Niven advised that given the current circumstances, the uncertainty on what the future holds and the effect on her health, she is looking for alternative employment.

10. Date of Next Meeting

TBC

The meeting closed at 8.50pm.

Minutes taken by Margo Titmuss.

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

Signed: R Sharp Date: 13/09/2021