

Kincardineshire Development Partnership
Board of Trustees Meeting – Thursday 9th December 2021 at 7.30 pm
Zoom Meeting

Minutes

Present:

Ron Sharp – Portlethen Town Association (Chair)
Andrew Newton – Stonehaven Tolbooth Association
Ian Hunter – Stonehaven & District Community Council
Karen Traill – Edzell Woods Community Trust
Sandra Davison – Mearns Area Partnership
George Cruickshank – Newtonhill, Muchalls & Cammachmore Community Council
Walter McMillan – Portlethen Men’s Shed (part of meeting)
Isabella Williamson – Arbuthnott Community Council

In Attendance:

Mairi Eddie – KDP Development Worker
Margo Titmuss – KDP Admin

Apologies:

Marion McNeil – Crathes, Drumoak & Durris Community Council
Bridget Scott – Bettridge Centre

1. Welcome

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

As Sandra Davison is no longer a member of MAP, she can not represent them on the KDP Board. She has been co-opted to the KDP Board until the AGM. This was agreed unanimously.

Apologies were given from Marion McNeil and Bridget Scott.

2. Approval of Previous Minutes

The minutes of the formal meeting of 4th November 2021 were approved as an accurate record of the meeting. They were proposed by George Cruickshank and seconded by Ian Hunter.

3. Matters Arising.

Many of the actions from the meeting of 4th November will be covered in the Agenda points. Other updates are as follows:

(3) Staffing:

Mairi has received the letter detailing the remit of the Development Officer, salary, and contract length.

(7) SLA Update

Ron has signed and returned the SLA to Reid Hutchison. The Q3 payment has been received.

(10) Mearns Area Partnership

Sandra was not present at this point of the meeting, so this should be deferred to the next meeting.

4. Monthly Reports

Finance

Finance report shared in advance.

Andrew is happy with the current financial status – stable situation, no alarm bells. There were no questions.

New Members

Membership applications were received from Laurencekirk Youth & Community Venture (The Venue) and Inverbervie Burgh Hall. These were unanimously accepted by the Trustees.

5. Sub-group / Committee Reports

Governance

Nothing to report

Windfarm Subgroup – update provided by Isabella

Meikle Carewe:

Further to the Decision Making Panel meeting on Thursday 28th October and the KDP Board meeting of 4th November, Margo contacted RES for clarification on the criteria to determine whether any of the outstanding applications could be considered.

Carey Green of RES advised that it is only items which are a statutory obligation of the Government, local authority or agencies thereof which cannot be funded, and therefore the outstanding applications could be reconsidered.

The Decision Making Panel reconvened on 18th November to consider the 7 applications which were not approved at the previous meeting. Of these 3 did not meet the criteria of the fund, and 4 were fully/partially approved.

A total fund of £43,795.97 was available, with £33,141,10 being awarded to 14 successful groups over the two DMP meetings.

The panel discussed whether the wording of the clause which raised debate should be revised, however the decision was made to leave it in the current format.

Ron advised the Trustees that he had attended the meeting as an Observer and felt that it went very well. He praised Isabella and Margo for their handling of the queries.

Draft Windfarm Governance Document:

The document, prepared by Mairi and Margo, was shared in advance of the meeting. Margo explained that the basis of the document had been taken from the recommendations provided by Bob McKinney earlier this year and the observations/comments provided by Peter Townsley.

The Trustees agreed that a document should be produced detailing what a 'declaration of interest' is, which can be shared with all those involved in the vetting and decision making process.

Action – Mairi & Margo create document and share for approval

It was agreed that the KDP trustee involved in the vetting process should not have an interest in the area of benefit of the fund. A trustee was requested to represent KDP for the St John's Hill Community Fund, as Isabella is from the area of benefit. This will include the vetting process as well as attending the Panel Meeting. Sandra Davison offered to fill this role.

It was agreed that the Windfarm SubGroup would not meet for the foreseeable future, and instead Windfarms will be discussed at the full Board meetings.

6. KDP Development Officer Report

This report was shared in advance of the meeting. In summary this included:

- Funding – The RP Challenge Fund application was completed and submitted, which would allow for a 6 month project to assess the various options open to KDP and look at alternative income streams that could improve our sustainability. This work would be led by the third sector consultancy “Community Enterprise” and would involve significant input from trustees. The application will go before a panel next week.
- Big Halls Tour – Our successful Communities Recovery Fund application has allowed us to undertake a tour of halls in K&M. So far more than a dozen halls have been visited, giving the opportunity to meet those that run the halls, hear what issues they face and learn about the wide range of uses our halls have. In the new year we hope to run networking/training events for the halls. (George has produced a Risk Assessment presentation which could be used in one of the Halls events scheduled for the New Year.)
- SLA Community Planning – Ron and Mairi met with Bruce Stewart and Lesley Robertson to discuss the possibility of KDP taking on an SLA for Community Planning work. The suggestion was for 2 days work a week and for a period of 2 years. The work would be largely project based and would focus on Community Action Plans, Place Plans etc. This would have implications for staffing as Mairi and Margo are already working near to full capacity. We hope to have a draft proposal soon.
- General queries/requests for help – worked with a local amateur football club on their constitution so that they can apply for funding. This has taken several drafts but they now have a workable constitution and they have also put in place a membership form and list. Met with a potential Social Enterprise start-up looking to develop a business idea within K&M. They are currently looking for premises and are researching the market locally. Coastal Path Meeting involving MERCHAT and Council to discuss potential Jubilee Coastal Path project to replicate work done by the community on Johnshaven – St Cyrus coastal path section.
- Trustees – We currently have 5 trustees representing Community Councils (Arbuthnott; Catterline, Kinneff & Dunnottar; Crathes, Drumoak & Durriss; Stonehaven and Newtonhill, Muchalls & Cammachmore). No reps from the other 7 CC areas. 6 reps from Community Groups – Tolbooth Assoc; Bettridge Centre; Portlethen Town Assoc; MAP/OMTA; Portlethen Men's Shed and Edzell Woods. New trustees needed from many Community

Council areas. Will wait until new year and then contact CC's to try and find new reps.

- CED Partners Meeting – Ron provided a summary of the event which was attended by the rural partnerships and senior Council officials/officers. The two questions to be addressed were – How will the Council fill the void of the rural partnerships when funding ceases? What support will the Council give to the rural partnerships? Paul Macari, Head of Service - Planning & Economy, advised that he wanted to work with the rural partnerships to find ways that they could support them and enable them to keep going. He spoke about offering training and support, looking for funding and alternative business models, etc. He promised to meet with the partnerships to discuss further.
- Bulletin – Margo has updated the bulletin format adding more colour and photos. The bulletin will now go out on a fortnightly basis.
- Mairi urged all trustees who use Facebook to like & share the KDP posts to increase traffic to the page and the visibility of KDP.
- Social Enterprise – potential workshop in 2022 using examples such as Montrose Playhouse and The Haven.

7. Funding

Covered in Development Officer's Report

8. SLA – Community Planning

Covered in Development Officer's Report.

Mairi advised that with her current workload she would not be able to cover both additional days that the new SLA would require.

New member of staff would be required to work alongside Mairi and Margo.

Trustees to look at proposed SLA and consider response.

9. Staffing

Mairi's contract to be extended by 3 months.

Action – George to provide letter advising extension to contract.

10. AGM

It was agreed to hold the AGM until March 2022. A date will be set at the January meeting. It was agreed in the meantime to review membership.

Action – Andrew to check governance of delaying AGM.

10. AOCB

Andrew provided the following update:

In December 2021, KDP chaired a meeting of NESFLAG which reviewed 17 applications to the segment of the Coastal Community Fund administered by that organisation. 17 applications were assessed and grants totalling £51,940 were offered to the 7 successful applicants in Aberdeenshire. By and large the unsuccessful applicants failed due to a lack of planning permission for their

project or failed to demonstrate that they either owned the land or had a long term lease or did not match the criteria laid down for disbursing these funds.

At the meeting it was also announced that Scottish Crown Estates had awarded a further £712K to Aberdeenshire Council for disbursement as Coastal Community funds in 2020/2021. 50% (£356K) will be passed to NESFLAG for disbursement and the other 50% will be split equally among the 4 coastal areas within Aberdeenshire and these funds will be awarded by the relevant local Area Committee. It is believed that Aberdeenshire Council will strongly recommend that these 'Area Budgets' will focus on projects involved in coastal path developments/maintenance. The 'NESFLAG money' will have a broader remit but will still be constrained to projects with a significant coastal element. The preferred deadline set by the Scottish Government is that all projects should be completed by 31st March 2022, but this is considered unrealistic, and representations are being made to extend the deadline to March 2023.

Ron thanked everyone for attending and commented on the successful coming together of the Board. He believes that there are a lot of positives, and huge developments have been made in the last 3 months. He thanked Mairi and Margo for their hard work.

11. Date of Next Meeting

27th January 2022 at 7.30pm

The meeting closed at 9.08pm.

Minutes taken by Margo Titmuss

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

Signed: R Sharp Date: 3/2/22