

Kincardineshire Development Partnership  
Board of Trustees Meeting – Thursday 24<sup>th</sup> February 2022 at 7.30 pm  
Zoom Meeting

**Minutes**

**Present:**

Ron Sharp – Portlethen Town Association (Chair)  
Andrew Newton – Stonehaven Tolbooth Association  
Bridget Scott – Bettridge Centre  
George Cruickshank – Newtonhill, Muchalls & Cammachmore Community Council  
Ian Hunter – Stonehaven & District Community Council  
Walter McMillan – Portlethen Men’s Shed (part of meeting)

**In Attendance:**

Mairi Eddie – KDP Development Worker  
Margo Titmuss – KDP Admin  
Robyn Campbell

**Apologies:**

Isabella Williamson – Arbuthnott Community Council  
Sandra Davison – Mearns Area Partnership

**1. Welcome**

The Chair, Ron Sharp, welcomed all those present. He commented on the good attendance at the Strategy Day on Friday 18<sup>th</sup> February and advised that it would be discussed further during the meeting.

He welcomed Robyn Campbell to the meeting, who is to be the replacement representative for Crathes, Drumoak & Durris when Marion stands down at the AGM.

Apologies were given from Isabella Williamson & Sandra Davison.

No AOCB was noted.

**2. Approval of Previous Minutes**

The minutes of the formal meeting of 27<sup>th</sup> January 2022 were approved as an accurate record of the meeting. They were proposed by Bridget Scott and seconded by George Cruickshank.

**3. Matters Arising.**

All matters arising were covered under the individual agenda items.

**4. Monthly Reports**

Finance

Finance report shared in advance.

Grant from the Challenge Fund is still to be received. Was due before Christmas.

**Action – Mairi to chase this with Reid and advise Ron/Andrew.**

### New Members

A Membership application was received from Auchenblae Pre School Group. This was unanimously accepted by the Trustees.

## **5. Sub-group / Committee Reports**

### Governance

Nothing to report

### Windfarm Subgroup

St John's Hill Community Fund is now open.

Sandra Davison is to represent KDP on the Tullo & Twinsheil Decision Making Panel.

## **6. KDP Development Officer Report**

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

**Halls Project** –Communities Recovery Fund project continues. Setting up networking/training events for March (2 in-person events and one on-line). The events aim to offer networking opportunities as well as give training.

**Community Hubs Project** – Leading on from work supporting Halls and previous involvement with the network of community larders, we are proposing setting up “Community Hubs” – community café’s with additional support on offer, throughout K&M.

Trustees have been sent a project overview and a draft of the funding application for AVA’s Community Mental Health and Wellbeing Fund.

Application is for £4760 to cover an initial 20 week period where KDP would project manage the setting up/development of 2 hubs as a trial project, the funding would allow for some additional staff hours, equipment (notice board/leaflet display etc.), hall hire and cost of basic refreshments.

Two provisional venues for the trial have been chosen, based on already established community desire to set up something of this nature in the location.

**Platinum Jubilee Coastal Path** – Continue to assist with the planning of the launch event on Thursday 19<sup>th</sup> May, 6-9pm at Macphies of Glenbervie. Currently identifying community groups, organisations and landowners that should be invited to the event. KDP staff will assist on the evening.

**Action – Trustees to advise Mairi of any groups that may want to get involved.**

**Challenge Fund Project** – A ‘Strategy Day’ was held for staff and trustees on Friday 18<sup>th</sup> February. The day was a chance for the consultants to get to know KDP. A range of issues were discussed, including future aspirations, potential challenges, opportunities and governance. This is just the start of a 6 month project where the consultant will facilitate a full assessment of the future

opportunities available, looking at potential business models and funding streams, resulting in a practical plan for our future. Those who attended the Strategy Day commented on the positivity of the event.

### **Funding/Future Projects**

It was agreed that the abundance of acronyms used is very confusing, and that a glossary of terms would be beneficial.

#### **Action – Mairi to produce glossary of acronyms to share with Trustees.**

An application was submitted to AVA’s Communities Mental Health and Wellbeing Fund, for a “Community Hub” trial project.

An initial, informal conversation was had with Jamie Wilkinson re the NESFLAG Coastal Communities Challenge Funding, to discuss a potential community transport scheme. There is the potential for KDP to run such a scheme but significant research is needed before an application could be made.

The trustees felt that if KDP were to move forward with such a project, that a feasibility study should be undertaken first, and that an application to NESFLAG should be kept until next year. The possibility of applying to NESFLAG this year, but for funding for a feasibility study only was also discussed.

Mairi recommended that a small funding group be set up.

**General** – Work continues supporting a range of local groups with constitutions, advice on becoming a SCIO, identifying sources of funding and governance issues etc.

**Board** – Margo and Mairi have both provided a breakdown of how many hours they work and how long they spend on each project/ activity. If the new CP SLA is accepted there will be an additional 2 days of work a week to be completed from April.

Emails sent to Community Councils encouraging them to identify someone local that could join. North Kincardine Rural, Mearns and, Catterline / Kinneff / Dunnottar have responded. None have identified a candidate but have asked for more information on what is required/time commitments, and the point was made that many community councils are finding it hard to recruit for their own committees at present.

A replacement for Marion (CDDCC) has been found.

The Dickson Hall in Laurencekirk has been booked for the AGM, on Thursday 31<sup>st</sup> March.

### **7. Funding**

Covered in Development Officer’s Report

### **8. Challenge Fund**

Covered in Development Officer’s Report

### **9. SLA – Community Planning**

Ron & Mairi met Bruce Stewart and Lesley Robertson of Aberdeenshire Council to discuss the amended, proposed SLA. All comments provided by the KDP Board were shared and the majority agreed.

Trustees agreed unanimously to accept the SLA, which will be effective from 6<sup>th</sup> April 2022.

### **10. Staffing**

As a result of the successful funding bids, Ron Sharp proposed employing Mairi Eddie as a staff member, effective 1<sup>st</sup> April. He commented on the excellent work she has done over the last five months.

#### **Action - George & Bridget to put together job offer for ME.**

Mairi broached the subject of how KDP accommodates the extra hours, the role of Margo and employing a third person.

Bridget highlighted that it is important to keep Mairi & Margo together as a team, and ideally to bring in a third person to provide admin support.

#### **Action – Mairi and Margo to provide breakdown of who would complete each role, and what would be left for a third person. Trustees asked that income and costs be included.**

It was noted that there may be the opportunity to employ more people in the future but that this will be dependent on KDP attracting further funding.

### **11. AGM**

AGM to be held at the Dickson Hall on Thursday 31<sup>st</sup> March 2022. It was agreed that a Community Cash event would be incorporated into the evening to encourage more members to attend, and therefore assist in meeting the numbers necessary to be quorate.

Discussion took place on amending the constitution with regards to necessary numbers to achieve a quorum at Board meetings. It was agreed this should be amended from six to five.

It was agreed that clause 76 should be removed which would allow office bearers to stand for more than three years.

Light refreshments will be provided at AGM.

#### **Action – Mairi to look at required changes to constitution.**

**Action – Margo to provide information on how AVA used proxy voting.**

**Action – Margo to share membership database with Trustees.**

**Action – Trustees to examine membership database and provide update on any groups that they know are no longer in existence or have different contact details.**

**Action – Margo to advertise AGM/Community Cash event and send invitations.**

### **10. AOCB**

No AOCB

### **11. Date of Next Meeting**

AGM – 31<sup>st</sup> March 2022 at 7.00pm

Dickson Hall, Station Road, Laurencekirk, AB30 1BE

The meeting closed at 9.15pm.

---

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: 28/8/2022