

Kincardineshire Development Partnership
Board of Trustees Meeting – Thursday 27th January 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
Isabella Williamson – Arbuthnott Community Council
Marion McNeil – Crathes, Drumoak & Durriss Community Council
Sandra Davison – Mearns Area Partnership

In Attendance:

Mairi Eddie – KDP Development Worker
Margo Titmuss – KDP Admin

Apologies:

Karen Traill – Edzell Woods Community Trust
Walter McMillan – Portlethen Men’s Shed (part of meeting)
Ian Hunter – Stonehaven & District Community Council

1. Welcome

The Chair, Ron Sharp, welcomed all those present to the first meeting of 2022 and thanked them for attending.

He commented that the start of 2021 had given rise to much concern over the future of KDP, and a year later there are now great prospects.

He also advised that he had taken Mairi and Margo for Christmas lunch. This was limited to three people to meet the Covid restrictions at the time.

Apologies were given from Karen Traill, Walter McMillan and Ian Hunter.

2. Approval of Previous Minutes

The minutes of the formal meeting of 9th December 2021 were approved as an accurate record of the meeting. They were proposed by George Cruickshank and seconded by Ian Hunter.

3. Matters Arising.

All matters arising will be covered under the individual agenda items.

4. Monthly Reports

Finance

Finance report shared in advance.

Nothing to report.

New Members

Membership applications were received from Johnshaven Village Hall Committee, Durris Kirkton Hall, Crathes Public Hall Trust and Muchalls Village Association. These were 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.

6. KDP Development Officer Report

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

- **Big Halls Tour** - Tour of K&M Halls continued - now visited 17 halls and have posted about each on Facebook. Information requested on becoming a SCIO; air source heating; insurance and first aid training. Will look to offer further support on these topics. 3 networking /training events are planned for the halls in March. The topics to be covered are use of social media/ marketing and risk assessments. Margo is looking into KDP arranging suitable first aid training for hall committees. Looking to extend project to support emergency response groups who have used village halls throughout Covid.
- **Platinum Jubilee Coastal Path Launch Event** –Involved in a small group looking at launching this legacy project which aims to encourage communities to get involved with developing their local stretch of the coastal path. It is hoped the path will eventually be complete from St Cyrus to Cullen. The successful path project from St Cyrus to Johnshaven has been carried out by community group MERCHAT and it is hoped this can provide a template for other groups. The launch event for the St Cyrus – Portlethen stretch will be held at Macphies of Glenbervie in May and KDP are involved in identifying groups that could take part in the project and assisting at the launch event.
- **Challenge Fund Project** – The funding for this has been secured and we are planning a Strategy Day for trustees and staff with the consultant, in February. This will be the start of a 6-month project aimed at mapping out the potential future opportunities for KDP. There will also be one-to-one session between the consultant and board members.
- **General** – Assistance given on constitutions, becoming SCIOs and dissolving a private trust. Mairi attended a Greener K&M meeting to see what environmental issues were being discussed and whether they needed any support. The group is currently discussing its role and remit. Letters sent to Community Councils requesting Trustee representatives for the Board. No responses yet, although a potential rep has been found for Crathes, Drumoak & Durris.

- **Funding/Future Plans** - Continued research into future funding opportunities and potential projects for KDP. There are significant funding opportunities in the near future, but further discussion is needed on the potential of KDP starting to actively manage community projects. To be discussed further at the Strategy Day. A few ideas for future initiatives:
 - Social Enterprise Workshop
 - Community Hub (Trial Project)
 - SCIO Workshop
 - Community Transport Research
 - “Made in the Mearns” showcase.

George applauded Mairi’s enthusiasm and requested more information on the proposed projects so trustees have a greater knowledge in advance of Strategy Day. Ron commented that it was good to have open discussion on the possibilities and that this will help with agreeing the future direction.

Action – Mairi to provide the trustees with further information on the proposed projects

7. Funding

Covered in Development Officer’s Report

8. Challenge Fund

The initial session, on Friday 18th February, will be an opportunity for open and honest discussion on the future of KDP. This project is fully funded. The session is to be held at the Station Hotel in Stonehaven between 10.30am – 3pm and will include lunch. It is hoped that most Trustees will be available to attend at least part of the event.

8. SLA – Community Planning

Aberdeenshire Council’s Community Planning Dept has produced a draft SLA for discussion.

Mairi clarified that the hours of work are based on 7.25 hours per day, and an hourly staff rate of £20.60. Discussion centred around a proposed annual rate increase to cover inflation.

It was also discussed that clarity was required on other areas of the SLA and that Ron would feedback the comments to the Area Manager, Bruce Stewart.

Action – Ron to amend SLA and share with trustees for comment before returning to Bruce Stewart

9. Staffing

It was agreed that staffing levels must be considered, especially if the SLA is accepted.

Mairi is happy to continue working approximately 20-25 hours a week with additional hours when necessary. Margo is happy to regularly work 20 hours a week, with the option for more hours on an occasional basis. It is necessary to look at roles and responsibilities of a potential third person.

Action - Mairi and Margo to share list of current roles

Mairi was asked if she would be interested in fulfilling a staff role, to which she responded stating that she would be very keen.

Action - George & Bridget to work with Mairi and Margo to move this forward.

10. AGM

It was agreed to hold the AGM on Thursday 31st March 2022, and that this should be a face-to-face meeting.

It was agreed that there is need to look for new office bearers, and that although Ron is prepared to remain as Chair during the Challenge Fund project, he will be looking to stand down in 3-6 months after the AGM.

Ron asked all trustees to consider whether they are to remain standing at the AGM, and it will be discussed at the next meeting.

Jacky will create a video for the AGM, and more footage may be required. Jacky also to assist with the first 6 months of the Annual Report.

Action - Mairi to ask Jacky to requote for work that is needed.

Mairi asked trustees to provide suggestions of content for the Annual Report. The intention is make the report more streamlined.

Action - Margo to book room at Stonehaven Community Centre for the AGM

10. AOCB

No AOCB

Ron requested that all trustees respond quickly to emails sent out by Mairi and Margo as they often require a tight turnaround.

11. Date of Next Meeting

24th February 2022 at 7.30pm

Venue to be confirmed, possibly Stonehaven Community Centre.

The meeting closed at 9.30pm.

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: 9/3/2022