

Kincardineshire Development Partnership  
Board of Trustees Meeting – Thursday 3<sup>rd</sup> June 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  
Sandra Davison – Mearns Area Partnership  
Marion McNeil – Crathes, Drumoak & Durriss Community Council  
George Cruickshank – Newtonhill, Muchalls & Cammachmore Community Council  
Isabella Williamson – Arbuthnott Community Council  
Ian Hunter – Stonehaven & District Community Council

**In Attendance:**

Jacky Niven – KDP Development Worker  
Margo Titmuss – KDP Admin

**Apologies:**

Andrew Newton – Stonehaven Tolbooth Association  
Bob McKinney – North Kincardine Rural Community Council

**1. Welcome**

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

Apologies were given from Andrew Newton & Bob McKinney.

AOCB – Jacky & Margo will leave the meeting after Development Officer's Report to allow a salary review to take place.

**2. Approval of Previous Minutes**

The minutes of the formal meeting of 29<sup>th</sup> April 2021 were approved as an accurate record of the meeting. They were proposed by Bridget Scott and seconded by Sandra Davison.

**3. Matters Arising.**

Windfarms - further to the discussion on windfarm governance at the April meeting, a list of recommendations will be shared with the Windfarm Subgroup for discussion. The outcome will be shared with the full Board.

Funding/ARPF – Ron and Jacky attended an ARPF meeting this morning. Ron provided a brief history as follows:

- 18 months ago, the ARPF was focussing on providing a combined voice for the future of the rural partnerships

- In 2020 the bombshell of a significant funding cut was announced.
- Today there is no progress with the revised SLA, based on the reduced funding for the next 2 years.
- Reid Hutchison has committed to providing the SLA by July.

Discussion took place around prospective funding options and strategic focus for KDP. It was agreed that KDP must concentrate on their own future and advance dialogue with the Area Manager.

**Action** – Ron to request meeting with Bruce Stewart, Area Manager.

#### **4. Monthly Reports**

##### Finance

The April finance report was shared in advance of the meeting.

##### New Members

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

Ron advised that Portlethen & District Community Council has fallen into abeyance, and therefore there will be no representation on the KDP Board at this time.

**Action** – Margo to contact Karen Traill of Edzell Woods Community Trust to ascertain whether she is still wishing to become a KDP Trustee.

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

##### Governance

Nothing to report

##### Windfarm Subgroup

The Windfarm Report was shared in advance.

**Action** – Margo to contact MAP to ascertain the closing date of the Tullo Community Fund and to find out about KDP representation on the Decision Making Panel.

**Action** – Margo to provide dates for Windfarm Subgroup meeting.

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

The Development Officers' Activities Highlights were circulated in advance of the meeting.

The staff will await notification from the Board as to when face-to-face meetings can resume.

Ian Hunter advised that he had a draft copy of the Community Participation and Engagement Policy, which he passed to Margo for distribution to the rest of the Trustees.

## 7. HR/HSE

George Cruickshank gave an update.

As part of SCVO membership, KDP can receive free advice as needed with HR queries.

George is to rewrite the contracts of employment for both Jacky and Margo, who are both on annual contracts at present. He also advised that all policies must be read and signed.

Jacky requires an appraisal.

Important that there are regular updates between members of staff and Officebearers.

George will provide risk assessments for completion relating to home working. KDP still have an obligation to ensure the working environment is appropriate.

**Action** – Margo to arrange for KDP equipment in her home to be PAT tested.

## 8. Frequency of Meetings

It was agreed to move to a schedule of holding meetings every six weeks. If necessary, meetings can be called at short notice if there is an urgent matter to discuss.

There will now be a break for the summer.

**Ron thanked Jacky and Margo for their hard work, and they left the meeting to allow a salary review to be undertaken.**

## 9. AOCB - Salary Review

Ron proposed a pay rise of 3% backdated to April 1st in recognition of the hard work put in by Jacky and Margo over the past 18 months. Board agreed. Award letter to be written by George and signed by Ron.

The board agreed that we need to continue to stay in regular contact with staff and ensure they are protected from undue stress as far as practicable and be prepared to intervene where necessary. Working from home can lead to problems of isolation and stress and the board recognises this as an issue which we will be proactive in combating. We need to keep written records of any problems as they arise and ensure that staff take breaks when they need them.

## 10. Date of Next Meeting

The next Board meeting will be Thursday, August 12<sup>th</sup> at 7.30pm on Zoom.

The meeting closed at 8.40pm.

Minutes taken by Margo Titmuss and Bridget Scott.

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

Signed: R Sharp Date: 17/8/2021