



**Kincardineshire Development Partnership
Board of Trustees Meeting – Thursday 30th March 2023 at 7pm
Stonehaven Community Centre, Robert Street, Stonehaven, AB39 2DH**

Minutes

Present:

Bridget Scott – Bettridge Centre
Sandra Davison – Mearns & Coastal Healthy Living Network
Ian Hunter – Stonehaven & District Community Council
Andrew Newton – Stonehaven Tolbooth Association
George Cruickshank – Newtonhill, Muchalls & Cammachmore Community Council
Walter McMillan – Portlethen Men's Shed
Robyn Campbell – Crathes, Drumoak & Durriss Community Council – **VIA TEAMS**

In Attendance:

Mairi Eddie – KDP Development Worker
Margo Titmuss – KDP Windfarm & Funding Officer

Apologies:

Eeva-Kaisa Arter – Catterline, Kinneff & Dunnottar Community Council

1. Welcome

The Chair, Bridget Scott, welcomed all those present.
Condolences were shared with Andrew Newton, who thanked everyone for the sympathy flowers.
Apologies were given by Eeva-Kaisa Arter.
Staff remuneration to be discussed in AOCB, after staff have left the meeting

2. Approval of Previous Minutes

The minutes of the formal meeting of 1st December 2022 were approved as an accurate record of the meeting. They were proposed by Ian Hunter and seconded by George Cruickshank.

3. Matters Arising.

None.

4. Finance Update

Finance report shared in advance, along with a projected Cash Flow; which demonstrated that there are sufficient funds to support KDP for two further years without any additional income streams.
The Challenge Fund did not cover staff costs, but it is hoped that the additional rebranding cost can be covered instead. Reid Hutchison to confirm.
A three month extension has been agreed from the Challenge Fund to undertake visits. These are likely to be to Huntly Development Partnership and Banff & Buchan Rural Partnerships.

Trustees should let Mairi or Margo know if they'd like to take part in the visits or if there are other projects they would like to visit

5. KDP Development Officer Report

Mairi shared an update in advance. Mains points being:

- Transport Survey received. Consultant will present to Board.
- Community Cafes progressing well. Looking for two further locations. **Action – Trustees to suggest potential venues in their areas**
- Edzell Woods – large part of Mairi's Community Planning workload. Focus on providing a Community Space.
- Local Place Plans – Edzell interested. These are included on the KDP Action Plan
- Tolbooth Museum – Mairi attended a successful Community Engagement session.
- Cost of Living – planning larger event
- Challenge Report – successful and enjoyable rebranding workshop with BOLD. Received initial feedback and awaiting report
- Action Plan – actions moved back, except AGM related activities. These must be completed before May
- AGM – planned for May and hopeful that Suki Mills from the National Lottery will attend to present on their funding options.
- Halls Event – planned for 18th April. Local Energy Scotland attending to present CARES
- KDP Funding:
 - Unsuccessful with Investing in Communities Fund
 - Economic Development SLA now ended – all those activities are no longer funded. How can these be funded and prioritised is key to what KDP do, and what KDP's reputation is built on
 - Mairi to arrange meeting with AVA to develop potential partnership
 - Must look for funding out with Council, potentially Scottish Government.
 - Robyn suggested partnership with National Lottery
 - Need is for core funding which is very difficult to find. Ideally this would cover:
 - Development Officer time
 - Admin support
 - Office location
 - Event funding (eg training, networking)

Trustees were concerned that staff were undertaking work that was no longer funded. A discussion took place over how the work, specifically involving the giving of general advice on funding and governance etc might be funded. It was agreed that Mairi and Margo should continue to provide this service in the meantime until funding can be investigated as this service is central to what KDP does and ceasing could cause reputational damage.

Action – Mairi to provide an appraisal of future funding

A Scottish Charitable Incorporated Organisation – SC046327

Action – Mairi and Margo to log time spent on Economic Development queries
Action – Margo to advise how long she is happy to work extra hours to cover the admin duties.

6. Windfarm Update

St John’s Hill – closing on Friday 31st March
 Hillhead of Auquhirie – opening 1st April 2023
 Meeting with Craigneil was worthwhile, although a close relationship is building between them and STP. Hopefully some opportunity for KDP due to our knowledge of the whole area of benefit.
 Telephone call with Fetteresso Windfarm to discuss KDP assisting with Community Fund management. Will be kept updated of progress.

8. AGM (discussed before item 7)

Hopefully Suki Mills of the National Lottery will attend to present their funds. Believe this will be an incentive for people to attend. May need to be an afternoon event to allow Suki to travel. 18th or 25th May the options.
 Also idea to create a marketplace of grassroots groups.
 Mairi highlighted the need for Trustees to be more involved on the night, as there is too much for the staff to do alone.
Action – Trustees to assist at AGM with set up, catering and tidying up at the end.
Action - Bridget to email trustees once date & time confirmed.

MAIRI AND MARGO LEFT THE MEETING AT 8.30PM TO ALLOW THE TRUSTEES TO DISCUSS ITEM 7 ON THE AGENDA AND STAFF RENUMERATION

7. Board – Scheme of Delegation/Changes to Constitution/New Trustees

The Governance subgroup met on 26th January and agreed a number of steps towards improving the functioning of the board as suggested by the consultant's review as part of the Challenge Fund process. This was tabled at the meeting and agreed unanimously.

The Scheme of Delegation was approved unanimously, with the following change to financial control:

Approval of budgeted invoices in excess of £10,000	Development Worker plus Treasurer or Chair
Approval of non-budgeted expenditure up to £500	Development Worker
Approval of non-budgeted invoices in excess of £500	Development Worker plus Treasurer or Chair

Action: Andrew to forward on existing financial policy to Bridget.

The proposed changes to the constitution were agreed, with the exception of item 55.4 which was changed from 4 to 2.

Action - Bridget to check changes with OSCR.

The conclusions reached by the Governance subgroup - see KDP Governance Review tabled at the meeting - were agreed, and it was agreed that the board should take on a more active role to support staff and that trustees should be prepared to participate in subgroups.

Action - Prior to AGM, trustees to confirm whether they wish to stay on the board and suggest anyone who might be suitable to become a board member.

9. AOCB

It was proposed that both staff should be awarded a 10% pay increase effective as of 1st April. This was agreed unanimously.

Action - George to send letter of confirmation.

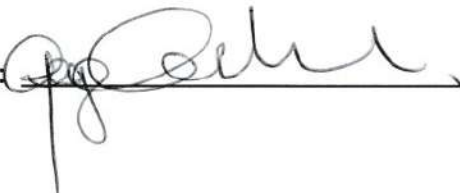
10. Date of Next Meeting

TBA

The meeting closed at 9.10pm

Minutes taken by Margo Titmuss & Bridget Scott (Items 7 &9)

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

Signed:  Date: 20.09.2023