

Kincardineshire Development Partnership
Board of Trustees Meeting – Thursday 4th November 2021 at 7.30 pm
Zoom Meeting

Minutes

Present:

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

In Attendance:

Mairi Eddie – KDP Development Worker
Margo Titmuss – KDP Admin

Apologies:

Marion McNeil – Crathes, Drumoak & Durris Community Council
Karen Traill – Edzell Woods Community Trust

1. Welcome

The Chair, Ron Sharp, welcomed all those present and thanked them for attending. He commented that this was Mairi’s first meeting as the Development Officer rather than a Trustee.

Apologies were given from Marion McNeil and Karen Traill.

2. Approval of Previous Minutes

The minutes of the formal meeting of 9th September 2021 were approved as an accurate record of the meeting. They were proposed by Bridget Scott and seconded by Isabella Williamson. The minutes of the formal meeting of 4th October 2021 were approved as an accurate record of the meeting. They were proposed by George Cruickshank and seconded by Isabella Williamson.

3. Matters Arising.

Staffing:

As Community Action Plans are no longer in the remit of the SLA, it is not possible to pay Jacky to undertake this work.

Jacky’s payment for TOIL was agreed and has been paid.

Margo’s salary increase was agreed and a letter sent to advise.

The Development Officer’s Remit has been agreed and a letter shared with Ron for approval.

Action – Ron to share letter with Mairi.

4. Monthly Reports

Finance

Nothing to report.

New Members

A membership application was received from Cowie Thistle AFC. It was unanimously accepted by the Trustees.

5. Sub-group / Committee Reports

Governance

Nothing to report

Windfarm Subgroup – update provided by Isabella

A meeting of the Windfarm Subgroup was held in October. There were not many members present and it was agreed that more trustees are required for the group. Seagreen – Mairi has contacted the asset managers to enquire about funds being shared with communities in the coastal, southern Kincardineshire area, as they are just as close to the windfarm as some of the proposed areas of benefit.

As the Meikle Carewe Community Fund is almost 10 years old, Isabella suggested contacting the fund to look at reviewing the criteria.

The Meikle Carewe Decision Making Panel met on Thursday 28th October. A total fund of £43,795.97 was available, with £20623.36 being awarded to 10 successful groups on the night.

There were a surprising number of applications from schools/parent councils which were not considered as the Chair advised that they did not meet the criteria of the fund:

Projects that are funded by local authority or other statutory bodies or that are deemed to be the statutory obligation of the Government, local authority or agencies thereof.

These applications caused considerable discussion on the evening with panel members querying the interpretation of the criteria and who can change the criteria.

After the meeting several emails were received asking for clarity on the process. These emails have been acknowledged and a response has been promised.

Action – Isabella to write email to panel to advise outcome of Board meeting and promising a further update once feedback has been received from the windfarm asset managers. Email to be shared with Ron, prior to sharing with panel.

After discussion the Trustees agreed that the Windfarm Asset Managers should be contacted to clarify the criteria and establish whether the applications could be considered.

Action - Margo to contact RES to query the interpretation of the criteria, and whether the current applications can be considered.

It was agreed that the Windfarm administration is very important to KDP and a full review of windfarm governance should be undertaken, with the findings shared with the entire KDP Board.

Action – Mairi & Margo to review all windfarm documentation and make recommendations. These will be shared with the Board at the next meeting, and when agreed will be shared with the individual windfarm panels as recommendations for enhancing the procedures and simplifying the criteria. It is important to note that any changes must be with full agreement of the individual windfarm panels.

6. KDP Development Officer Report

Mairi provided a rundown on activities undertaken since she started in the Development Officer's role four weeks ago:

- Community Recovery Fund – application submitted and have (since the Board meeting) received a positive response. All money to be spent by end March 2022. This fund provides for a significant amount of additional staff hours.

- Challenge Fund – initial communications with Reid have proved positive. Applications to be submitted later in November.

Action – Mairi to share Challenge Fund guidelines with Trustees and complete draft application for further discussion

- Membership List – this is to be updated and a concerted effort made to reach out to groups to establish current needs and priorities.
- Halls Association – through Community Recovery Fund the intention is to work closely with this group to help them move forward after Covid.
- Bulletin – Margo has asked to update the weekly Bulletin, making it a fortnightly publication, using more multimedia, showcasing members, etc.

Action – Margo to produce a trial Bulletin to share with the Trustees for comment.

- Constitution – working with local group

It was agreed that Mairi's role should continue on a month by month basis after Christmas, until a full review can be made when all funding, SLAs, etc are known. Ron thanked Mairi and commented that it was the right decision for Mairi to join the KDP staff, and that Mairi and Margo make a good team.

Andrew Newton advised that NESFLAG is now almost defunct, and that a £50,000 Coastal Communities Fund was being awarded. The fund closes on 15th November, with all funds to be spent by March 2022.

He also advised that there is a further £100,000 to be allocated, again with a spend deadline of March 2022.

7. SLA Update

The revised SLA was shared with the Trustees in advance of the meeting. The two revised clauses 3(iv) and 3 (vii) and KDP's ability to deliver on these, were discussed at length.

The Board agreed unanimously to accept the SLA. Q3 payment should now be forthcoming.

Action – Ron to sign SLA and return to Reid Hutchison.

Mairi advised that the Area Manager is keen to know if trustees would be open to discuss the possibility of an SLA to cover Community Planning. Trustees agreed that this is something that KDP would be interested in discussing with the Area Manager.

Action – Mairi to feed this back and see if a meeting can be arranged with Bruce Stewart to discuss further.

8. Funding

Covered in Development Officer's Report

9. AGM

It was agreed to hold off the AGM until March/April 2022. In the meantime, a review of membership, Trustees, Community Council representation, constitution, etc should be undertaken.

It is necessary to find trustees in local community groups and community councils.

Action – Mairi to feedback on current position, check constitution and contact Community Councils to encourage representation.

Action – Contact ex-KDP trustees to establish why they left the Board.

10. AOCB

Sandra Davison contacted Susie Brown to establish why there had been no MAP meetings since pre-Covid. She was advised that Susie was trying to find a suitable date, but there has been no further communication.

Action – Sandra to contact Bill Howatson to establish his views on MAP.

11. Date of Next Meeting

9th December 2021 at 7.30pm

The meeting closed at 9.15pm.

Minutes taken by Margo Titmuss

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

Signed: R. Stewart Date: 3/2/22