

Kincardineshire Development Partnership
Board of Trustees Meeting – Thursday 16th November 2023 at 7pm
Stonehaven Community Centre, Robert Street, Stonehaven, AB39 2DH

Minutes

Present:

George Cruickshank – Newtonhill, Muchalls & Cammachmore Community Council

Bridget Scott – Bettridge Centre

Sandra Davison – Mearns & Coastal Healthy Living Network

Ian Hunter – Stonehaven & District Community Council

Andrew Newton – Stonehaven Tolbooth Association

Starkeeper Morton – The Haven

Peter Flockhart - TRAK

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

Robyn Campbell – Crathes, Drumoak & Durris Community Council

In Attendance:

Mairi Eddie – KDP Development Worker

Margo Titmuss – KDP Windfarm & Funding Officer

1. Welcome

The Chair, George Cruickshank, welcomed all those present.

There were no apologies.

Mairi announced that KDP had been chosen as the winner of the YPI Scotland event at Mearns Academy on Wednesday. As such, we will receive £3000 to use for a new website and Volunteer Fair.

AOCB – KDP membership applications

2. Approval of Previous Minutes

The minutes of the formal meeting of 31st August 2023 were approved as an accurate record of the meeting. They were proposed by Ian Hunter and seconded by Sandra Davison.

3. Matters Arising.

3. Matters Arising – 3-month extension for visits agreed – no update received on visits and extension to Fund.

Action - Mairi to ask Reid for a further extension to enable visits in the Spring.

6. Tullo – no update on Tullo panel meeting or changes to the guidelines.

4. Finance Update

Finance report shared in advance, and the Treasurer is happy with current financial situation.

Cash flow report was also shared ahead of the meeting. It was agreed that it is a very useful tool. Some figures may require finetuning.

Andrew has continued to work on resolving the bank account issues. The main KDP account and Windfarm accounts now have Bridget added as a signatory, however George is having issues signing on. He will visit the branch in Stonehaven to try to resolve the problem.

There are old signatories on all accounts which Andrew will now arrange to remove, as well as cancelling a KDP account which was opened by the Bank of Scotland in error.

Action - Margo to thank Ron Sharp for his assistance with approving windfarm payments whilst there were problems with authorised signatories and advise him that this has now been resolved, and he will be removed from the authorised signatories list in due course.

5. KDP Development Officer Report

Mairi shared an update in advance. Main points being:

- Community Transport Scheme
- Community Cafes – all four funded cafes are now up and running in Johnshaven, Auchenblae, Stonehaven and Inverbervie. Trustees thanked the staff for the success of this project.
- Community Planning – very close synergy between Community Planning and KDP.
 - Mairi has continued to work closely with Edzell Woods and has had funding successes for a sewerage feasibility study and an edible trail.
 - Research project with academics from Glasgow Caledonian University on water/flooding issues. Climate mitigation is a potential project stream for the future.
 - KDP were instrumental in a highly successful and worthwhile Food Forum at Viewmount. The group plan to meet again in December.
- Miscellaneous – Continue to offer ad hoc support as necessary, however there has been less demand for this recently, although we continue to talk to a range of groups each month.
- Funding – The National Lottery has increased the maximum fund to £20,000 over 2 years. There is a good match between the criteria and the work done by KDP. Mairi is to prepare an application to run forums/networking events, training sessions and community drop-ins. It was agreed that we must be mindful of the covering full cost

recovery in all future applications. The Board gave their full agreement to proceed with the application.

6. Windfarm Update

Meikle Carewe - The only windfarm that has seen activity since the last windfarm report is Meikle Carewe.

The Fund closed on 30th September, with 33 applications, 3 of which have been withdrawn by the applicants. The Fund total is £37,676.93, and applications total £81,989.10.

The panel meeting is next Wednesday, 22nd November. This has taken a little longer to organise than normal, however it is still within the allowable timescale for the decision-making process.

It has become apparent that it would be useful to have a policy in place for adverse weather, so that KDP can decide whether a meeting should be moved online to ensure the welfare of KDP staff and trustees.
Action – policy to be produced by Policy Subgroup.

St John's Hill - Opens 1st January until 31st March 2024.

Hillhead of Auquhirie - Opens 1st June until 30th September 2024.

Margo highlighted the issue of a considerable increase in the number of applications being received for both the Meikle Carewe & Hillhead of Auquhirie Community Funds, and the poor quality of application submission. Most applications are received without all the supporting documentation requested. This is resulting in many additional hours of work.

Margo had contacted RES, the Asset Managers for both funds, to request additional financial assistance, however this has been refused. It was agreed that it is necessary to only give one chance for applicants to provide all required information, and that Margo should explore moving the application process to an online form which will not submit until all documentation is attached.

7. Community Transport Update

Conversations have been held with several groups; however it is essential to find a lead organisation to manage the project. This could be KDP, however it would be necessary to source funding and employ a member of staff.

Meeting is organised with Mearns Minibus Link, and an update will be provided thereafter.

8. KDP Procedure Review

Starkeeper has reviewed all policies, and it is now necessary to set up a small subgroup to update these fully, incorporating the comments of KDP staff where possible.

The subgroup will be Starkeeper Morton and Andrew Newton, with Sandra Davison acting a Reviewer. The amended policies will be provided to Sandra for the end of January, in readiness to share with the Board prior to the February meeting.

9. AOCB

Ian Hunter advised that the Scotrail Business Development Manager will be attending the next TRAK meeting. It was agreed that KDP would share this information once full details were provided.

New Members – membership applications were received from: The Wee Gaitherin; Lairhillock Parent Council; Auchenblae Community Café and The Community Collective. All were approved.

10. Date of Next Meeting

The next meeting will be held on Thursday 29th February, and will be hosted online.

The meeting closed at 9.10pm

Minutes taken by Margo Titmuss

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

Signed:



03.03.2024 Date: