

**Kincardineshire Development Partnership
Board of Trustees Meeting – Monday 4th October 2021 at 1.30 pm
Leathan Arms, Portlethen**

Minutes

Present:

Ron Sharp – Portlethen Town Association (Chair)
Mairi Eddie – Benholm & Johnshaven Community Council
Bridget Scott – Bettridge Centre
Isabella Williamson – Arbuthnott Community Council
Ian Hunter – Stonehaven & District Community Council
George Cruickshank – Newtonhill, Muchalls & Cammachmore Community Council
Walter McMillan – Portlethen Men's Shed

Apologies:

Margo Titmuss – KDP Admin
Sandra Davison – Mearns Area Partnership
Andrew Newton – Stonehaven Tolbooth Association
Marion McNeil – Crathes, Drumoak & Durris Community Council
Karen Traill – Edzell Woods Community Trust

1. Welcome

The Chair, Ron Sharp, welcomed all those present and explained that the purpose of the meeting was to discuss some important issues regarding the future of KDP and, as such, approving the minutes of the last board meeting & dealing with matters arising would be covered by the next board meeting.

There was no set agenda for the meeting, but the following points needed to be discussed.

- SLA update
- Staffing - Margo's role, Development Worker remit
- Funding - Challenge Fund, Community Recovery Fund 2
- Board Membership
- AOCB

It was agreed, in Andrew's absence, that all proposed financial decisions would be referred to him before final approval.

2. SLA Update

Ron and Mairi have contacted the council re the proposed changes to the SLA wording, but there's been no reply so far. No major changes are anticipated and payments are being made, but there are some aspects of the SLA which need to be confirmed as they could impact the new Development Worker's job description.

ARPF meeting - Paul Macari is looking at gaps in funding for Rural Partnerships for things which aren't covered by the new SLA, eg Community Action Plans. This may be something the Area budget might include.

It was agreed that KDP trustees might be able to attend meetings which the board feel are important, but which the SLA wouldn't cover.

3. Staffing

Margo's role - it was agreed that Margo is a very valuable member of staff & the partnership couldn't manage without her. She now also has additional responsibilities such as funding enquiries, so it was agreed that she should receive a pay rise from £10.50 to £12.50 per hour, effective 1st October. George to send confirmation letter.

Jacky's payment - the following had been agreed:

- payment of 30 hours TOIL
- offset holiday allowance against TOIL
- remaining pieces of work would be completed by Jacky

An invoice for work on a film for Portlethen Academy was presented, plus a list of outstanding items including:

- producing a film for KDP's AGM
- completing the Stonehaven CAP
- producing the Annual Report

It was agreed in principle that these should be paid for, with Andrew's agreement. It was also agreed she should not carry out any further work without prior approval in writing.

Mairi to contact Andrew to get his views. (After further consideration it has been decided that the Stonehaven CAP does not fall within our SLA. Ron to contact Area Manager to see if this can be met from the Area Budget).

Development Worker's remit – this will be impacted by SLA. George to look for job description from when Jacky was recruited.

Temporary Development worker - it was proposed that Mairi should take on the role in a temporary, freelance capacity. Hours would be 15-20 per week, depending on workload, payment £19.50 per hour, to be agreed by board. This will ensure that KDP continues to operate in support of community groups, and also she will be able to work on the Challenge Funding application, which is to be submitted in November, and support Margo in her role.

4. Funding

Community Resilience Fund 2 - with Jacky's input, Bridget submitted an expression of interest to this fund on 17th Sept 2021 for £8,340. Deadline for spend is end of March 2022. The request is to fund KDP's support of community organisations to enable them to get back to normal operation, with support to village halls a priority, to ensure groups have properly functioning venues available to use. The application covered:

- Development Worker wages for 15 hours per week
 - admin support for 5 hours per week
 - Talking Halls meetings
 - travel and publicity expenses
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There has been no word back yet whether the EOI has been successful. Bridget is due to go on holiday for a fortnight from Friday 8th October, so she will send Mairi the EOI & supporting information in case the final application needs to be made at short notice.

Challenge Fund - it's expected that there will be money left over from the current round. The application would need to be made in November - minimum £10K, max £30K, to cover the period until end of March 2023. It's anticipated that our application will be for a Development Worker to investigate the possibility of KDP becoming a self-sustaining organisation.

The application will be made by Mairi and Sandra with the support of a subgroup of board members.

5. Board Membership

It was agreed to take a closer look at KDP's constitution to see what it is designed to achieve and to develop a clearer focus on the partnership's mission. The current emphasis on community council membership has clear benefits for KDP, but in the light of declining representation, may be something which needs to be looked at.

6. Next Meeting

The next board meeting will be held in-person, venue tbc, on Thursday 4th November at 7.30pm. Margo to locate a venue.

Minutes taken by Bridget Scott.

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

Signed: R Sharp Date: 6/1/22