

Kincardineshire Development Partnership  
Board of Trustees Meeting (Formal) – Thursday 7 December 2017 at 7 pm  
(rearranged from 30 November 2017)  
Dunnottar Lounge, Invercarron Resource Centre, Stonehaven

**Minutes**

**Present:**

Ian Hunter – Stonehaven & District Community Council  
Walter McMillan – Portlethen Men’s Shed  
Paul Melling – Portlethen Community Council  
David Nelson – Mearns Community Council (Chair)  
Andrew Newton – Stonehaven Town Partnership  
Jim Stuart – Mearns Area Partnership

**In Attendance:**

Lesley Carnegie – KDP Administrator (Minutes)  
Reid Hutchison – Aberdeenshire Council  
Jacky Niven – KDP Development Worker

**Apologies:**

Mairi Eddie – Benholm and Johnshaven Community Council  
David Evans – Catterline, Kinneff & Dunnottar Community Council  
Marion McNeil – Crathes, Drumoak & Durriss Community Council  
Isabella Williamson – Arbuthnott Community Council

**1. Welcome**

The Chair, David Nelson, welcomed all those present and thanked them for attending.

**2. Election of Office Bearers and New Trustees**

David N reported that, immediately following the AGM on 26 October, a short Trustees meeting had been held to elect office bearers for 2017/18. The following nominations had been tabled:

Chair – David Nelson. Proposed by Mairi E, seconded by Walter Mc.  
Vice-Chair – Bob McKinney. Proposed by Paul M, seconded by Ian H.  
Secretary – Mairi Eddie. Proposed by Andrew N, seconded by Bob Mc.  
Treasurer – Ian Hunter. Proposed by Paul M, seconded by Mairi E.

No further nominations had been received and the Trustees named above were all declared duly elected on 26 October.

Two new Trustees, Bob McKinney from North Kincardine Community Council and Bridget Scott of Newtonhill Community Hall Association were appointed at the AGM. The Board looks forward to working with them in future.

Lesley C met with Catterline, Kinneff and Dunnottar Community Council, who have nominated David Evans to take over from George Greiss. Andrew N clarified that Trustees could only be formally appointed at the AGM, but that the KDP Board could co-opt David E as a Trustee in the meantime. David E would be required to

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stand down just before the 2018 AGM so that he could be formally approved as a Trustee at the AGM. David E was duly co-opted on to the Board.

### **3. Approval of Previous Minutes**

The minutes of the formal meeting of 4 October were approved as an accurate record of the meeting. The minutes were proposed by Jim S and seconded by Andrew N

### **4. Matters Arising.**

Most of the identified actions from the October meeting have been completed, with the following updates:

Item 5 – the Staff Liaison Sub Group will be re-established in the New Year once Marion Mc is back in action.

Item 6 – Jacky has sourced and circulated Developer Obligations information to relevant groups.

Item 6 – the Area Manager’s office meeting will be scheduled early in the New Year

Item 7 – the AGM went ahead as planned, with very positive feedback from all attendees. Promoting a More Inclusive Society (PAMIS) received the £500 Community Cash award to provide inclusive family access to horse-drawn carriage activities for people with multiple and severe disabilities.

Item 11 – Mairi E was unable to attend the Dialogue and Deliberation training held in Alford on 21 November, but Lesley C and Bridget Scott had attended.

### **5. Monthly Reports**

#### Finance

The October 2017 spreadsheet had been circulated with the meeting papers. Ian H reported that KDP’s accounts are looking generally healthy and that KDP is operating well within its means.

#### New Members

There were no new membership applications.

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

#### Governance

No meetings held, but Andrew N completed and submitted the OSCR report on behalf of KDP in November. The Report was approved by OSCR on 6 December, so no further action is needed. Andrew was thanked for his input to the process.

#### Informal Board Meeting

No informal meetings held.

#### Staff Liaison

No meetings held.

#### Strategy

No meetings held.

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### Windfarm Sub Group

A Report from Isabella W and a summary of the Meikle Carewe applications and awards were circulated prior to the meeting. Andrew N thanked Isabella and Lesley for providing the information so promptly. Following some discussion, it was clarified that the Decision Making Panels (DMPs) for each windfarm fund have the final say on how the Guidelines are applied each year. The Guidelines were approved by Community Council representatives when the funds were established. The DMPs may choose to make amendments to the process, but these would not be implemented until the following year.

Unspent funds may be carried forward, but it was not felt appropriate to combine unspent funds from more than one windfarm fund. This had never been discussed or approved by the energy companies or the Community Councils when the funds were established. Paul M noted that the funds administered by KDP are almost always heavily over-subscribed and that unspent funds are increasingly unlikely.

KDP has little or no say on how funds administered outwith KDP are managed or distributed and it was agreed that it would not be appropriate to comment on any such funds.

### **7. KDP Development Officer Report**

A copy of the Development Officers' Activities Highlights was circulated prior to the meeting. Items 11 (Our Mearns Update) and 14 (Community Empowerment Act Events) on the Agenda were incorporated into the report.

The Board welcomed sight of the draft Gourdon Community Action Plan (CAP) produced by Jacky. Progress on the remaining plans is anticipated soon, but care will need to be taken that the timescales for each are manageable within the Development Officer's overall workload.

**Action:** To be discussed further with the Area Manager's office. Reid H is happy to attend this meeting if it would be helpful to clarify SLA requirements and priorities.

The Grow Your Group Funding Fair will be held on Saturday 24 February in Stonehaven Community Centre. The timetable will be finalised soon, but will include stalls from a number of funding providers as well as workshops.

**Action:** Trustees to circulate information and help promote the event to appropriate groups in the New Year.

David N and Mairi E are providing support to Our Mearns Tourism Association in the recruitment of suitably-qualified Directors.

There was considerable discussion around the Community Empowerment Act, and in particular the capacity and ability of groups to deal with Community Asset Transfers. These often seem to be held up by Properties and Legal issues which can result in deadlines being missed. It was accepted that some of the issues which slow the process down are actually there to protect groups. The Board

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noted that some partnership approaches seem to work well, with Stonehaven Open Air Pool cited as an example. It was agreed that this is a complex issue, well worth exploring and discussing in more detail, perhaps with Jim Savege or other senior council staff.

**Action:** Jacky to arrange a session for Trustees in the New Year, with relevant partners.

The focus of the Community Planning Partners Executive is likely to be on the Local Outcome Improvement Plans for the North of Aberdeenshire in future. As such, KDP's involvement is likely to reduce.

Jacky N is taking on the role of Chair of the Third Sector Strategy Group. Paul M expressed concern about the impact on Jacky's workload. The role was carefully considered and is thought to be manageable, but this will be monitored. Reid H pointed out that the role is likely to rotate through the other Rural Partnerships over time.

#### **8. SLA and Area Committee Report.**

Reid H circulated the Area Committee Report and Recommendations prior to the meeting. The Report was generally positively received by the Council, and KDP's contribution to building local community economic development capacity was acknowledged.

Going forward, Reid will draft a 2-year SLA for the period 2018 – 2020 by 12 January. KDP will then be asked to draft a 1-year Action Plan for 2019-2019 by 25 January. The SLA and Action Plan will be agreed and signed off by the Council on 25 February.

Reid acknowledged that this is a very tight timescale for KDP Trustees and staff, but fits into the Council's budgetary planning process.

The new SLA and Action Plan will also have to be discussed with the Area Manager's office. As KDP funding reduces, care will have to be taken to manage expectations and priorities accordingly.

**Action:** Lesley to circulate draft SLA and Action Plan and add to January and February meeting agendas where timing allows.

#### **9. Website**

Andrew N reported that a holding page has been set up and content is being drafted. It was agreed that accessibility was an important aspect of the new website. It is hoped that progress will gather pace after Christmas.

#### **10. Frequency of Meetings**

Given the tight timescale for discussion of the new SLA and Action Plan, it was agreed that formal Board meetings would be held in January and February 2018. The issue of meetings frequency will be revisited after then.

**Action.** Lesley to add as an agenda item later in 2018.

#### **11. Trustee Attendance at Meetings**

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The ongoing absence of some Trustees is an ongoing cause for concern for the KDP Board. It was agreed that, as per the Constitution, Trustees who have missed three or more consecutive formal Board meetings will be deemed to have resigned, and their Community Councils will be asked to nominate another representative.

**Action:** David N to write to Inverbervie Community Council.

As noted in Item 2 above, Andrew confirmed that any new Trustees would have to be co-opted onto the KDP Board, but would have full voting rights. Such co-optees would have to resign just before the 2018 AGM, then re-stand as formal Community Council representatives at the AGM.

## 12. Office Space

KDP has now received costings for office space in the proposed Stonehaven Court Building development being managed by Stonehaven Town Partnership. The costings and lease duration are provisional at this stage, but the Board agreed that KDP could not tie into a 5-year lease given the limitations of our SLA. The proposed office was considerably more expensive than the current office, but offers more desk and storage space in a less cramped environment. The Board was in agreement that KDP's office facilities should be improved if possible.

**Action:** David N and Lesley to feed back to STP and discuss further.

## 13. LEADER Application

The EoI was circulated to Trustees some weeks ago, and positive feedback has now been received from LEADER. The deadline for the next stage is 7 January but Jacky is not able to complete the amount of work still required within the timescale. The task is outwith the scope of KDP's current SLA and will require considerable additional input. The Board agreed to defer the application to the next deadline which is believed to be April 2018.

**Action:** David N, Jim S and Jacky to meet ASAP to flesh out the draft proposal.

**Action:** Jacky to inform Alastair Cunningham of LEADER of the proposed deferment.

## 14. AOCB

### Scottish Rural Action

Paul M has not yet prepared the one-page A4 conference report for the Board, but this will be put on the Agenda for the January meeting.

**Action:** Lesley to add to the January agenda.

## 15. Date of Next Meeting

The next (formal) Board meeting will be held on Thursday 25 January in the Dunnottar Lounge, Invercarron Resource Centre, Stonehaven. It was agreed that Reid H would not attend the January meeting to allow a full and frank discussion around the new SLA.

The meeting closed at 9.25 pm.

Minutes taken by Lesley Carnegie

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

Signed: \_\_\_\_\_ Date: \_\_\_\_\_