

**Kincardineshire Development Partnership
Board of Trustees Meeting (Formal) – Thursday 25 January 2018 at 7 pm
Dunnottar Lounge, Invercarron Resource Centre, Stonehaven**

Minutes

Present:

David Evans – Catterline, Kinneff & Dunnottar Community Council
Ian Hunter – Stonehaven & District Community Council
Bob McKinney – North Kincardine Rural Community Council
Walter McMillan – Portlethen Men’s Shed
Paul Melling – Portlethen Community Council
Michael Morgan – Newtonhill, Muchalls & Cammachmore Community Council
David Nelson – Mearns Community Council (Chair)
Andrew Newton – Stonehaven Town Partnership
Bridget Scott – Bettridge Centre
Jim Stuart – Mearns Area Partnership
Isabella Williamson – Arbuthnott Community Council

In Attendance:

Lesley Carnegie – KDP Administrator (Minutes)
Jacky Niven – KDP Development Worker

Apologies:

Mairi Eddie – Benholm and Johnshaven Community Council
Reid Hutchison – Aberdeenshire Council
Marion McNeil – Crathes, Drumoak & Durris Community Council

1. Welcome

The Chair, David Nelson, welcomed all those present and wished everyone a Happy New Year. All those present introduced themselves for the benefit of new member David Evans.

2. Approval of Previous Minutes

The minutes of the formal meeting of 7 December were approved as an accurate record of the meeting. The minutes were proposed by Jim S and seconded by Walter Mc.

3. Matters Arising.

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

Item 11 – Carol Burness has formally submitted her resignation from the KDP Board. Jacky N is in contact with Inverbervie Community Council who will seek to nominate a replacement.

Item 13 – Alisdair Cunningham has now left LEADER, so all activities concerning the KDP LEADER application are effectively on hold until he has been replaced.

4. Monthly Reports

Finance

The December 2017 spreadsheet had been circulated with the meeting papers. Ian H reported that KDP's accounts continue to look generally healthy and that KDP is operating well within its means.

New Members

There were no new membership applications.

5. Sub-group / Committee Reports

Governance

No meetings held.

Informal Board Meeting

No informal meetings held.

Staff Liaison

Jacky and Lesley have both met informally with Marion and a formal meeting will be organised soon.

Strategy

No meetings held.

Windfarm Sub Group

The group is meeting on 13 February and will report back to the Board after then.

6. KDP Development Officer Report

A copy of the Development Officers' Activities Highlights was circulated prior to the meeting. Updates were received on the Community Action Plans (CAPs), Grow Your Group Funding Fair and Our Mearns Tourism Association.

Jacky N has been commissioned by Banff Partnership to co-ordinate the design and printing of the CAPs within the Aberdeenshire Rural Partnerships Forum (ARPF). £200 is available towards the design and printing costs for each CAP, and a newly-sourced printer should be able to turn around the brochures faster and cheaper than previously.

Jacky informed the Board that there is no set timescale for the production of the CAPs as it is driven by the needs and requirements of each community and Community Council. It is anticipated that CAPs will be revised every 3 years.

Paul M reported that a large amount of information had been gathered for the Portlethen Settlement Plan, but that nothing had yet been received back from Aberdeenshire Council. Jacky clarified that Community Councils should have ownership of their own CAPs and that KDP has a role in supporting this process. It was generally agreed that there is considerable confusion between the various Plans and engagement processes in place just now. Information gathered by the Place Standards tool and other activities could be used to compile the Community

Action Plan, but it is a separate and distinct activity not to be confused with other Council-led Plans.

Following the success of the Grow Your Group funding workshops, Jacky reported that the materials could be uploaded to Aberdeenshire Council's training repository ALDO. It would be useful either to have a professional 'voice', or for local school pupils to take this on as a project. Ian H is happy to offer his technical expertise with Mearns FM, and Paul M is happy to contact Portlethen Academy.

Action: Jacky to liaise with Ian H and Paul M.

Jacky reported that an application for £600 to run two Community Cash events had gone before the Community Learning Partnership. Ian H had been at the meeting and reported that the bid had not been successful. The Board agreed to provide £300 to run an event in Gourdon in the first instance. A further event could be offered in the North Kincardine area, but this will be brought back to the Board for approval at a later date.

Action: Jacky & Lesley to organise an event in Gourdon.

Jacky showed the Board two publications produced by other Rural Partnerships. One of these contains numerous adverts which cover its costs, the other is subsidised by the Partnership.

The Board agreed that KDP should produce a similar booklet to showcase the activities and achievements of its member groups. The Board further agreed that 1 – 4 sponsors should be sought so that the booklet can focus on success stories, rather than adverts. The Board would prefer these sponsors to be organisations which contribute to the local community in some way, possibly Macphies, McIntosh Donald or the Bettridge Centre for example.

Action: Jacky to progress the booklet.

7. SLA and Action Plan

Drafts of the Aberdeenshire Council Service Level Agreement (SLA) for 2018-2020 and KDP Action Plan for 2018 - 2019 had been circulated prior to the meeting. David N reminded the Board that these documents will have to be finalised and agreed by the Council and KDP by 25 February, so the timescale is tight.

There was considerable discussion around both these documents, with the following points agreed by the Board.

a) Generally, the documentation should reflect that KDP cannot sustain its existing workload with the planned cut in resources. A statement such as 'KDP's workload will be reduced commensurate with the reduction in funding' should be incorporated, possibly in the Action Plan.

b) Consideration should be given to adding in a paragraph indicating that Council requests for KDP to take on additional tasks will require an additional SLA and separate resources.

c) In Section 3.iv 'other appropriate processes' was felt to be too broad if the focus is to be on the CAP. It was suggested that the word 'perhaps' be inserted before 'other appropriate processes'.

d) In Section 3.v clarification is required about who 'they' are. If it is 'communities' then the second sentence should be removed completely as KDP cannot be held responsible. If it is not communities, then the insertion of 'endeavour to' before 'seek' was suggested.

e) Section 3.vi implies that KDP is solely responsible for these channels of information, many of which exist already and are not under KDP's control. It was suggested that 'Assist to facilitate' should replace 'Ensure and facilitate'. This section was felt to offer KDP the most scope to reduce the number of meetings attended.

f) 3.vii requires further clarification – does it refer to the Community Ward Forums, or to the Community Planning meetings? KDP has historically had little or no involvement with the former, although other Rural Partnerships are organised differently.

g) The inclusion of the second sentence of 3.viii was queried, and it was not clear why it only referred to that section and not any others. It could equally be moved to Section 5.

h) Section 5.3 was welcomed as a replacement to the current system of the Rural Partnerships being 'summoned' to report to Aberdeenshire Council.

i) Overall, it was disappointing to find no reference to representing or working for KDPs membership or improving local democracy, and there was no reference to Community Councils or the ARPF.

j) The KDP Action Plan numbering will need to be checked and revised to ensure all points in Section 3 of the SLA are covered.

Action: Lesley to collate the above notes for Jacky and David to raise with Reid H.

8. Website

Andrew N reported that the web 'skeleton' is now ready to be populated and could be launched in a few weeks.

Lesley reported some problems with the temporary email system, so the new email system will need to be used sooner rather than later.

Action: Lesley and Jacky to provide relevant content for the website.

Action: Lesley and Jacky to set up the new KDP email system as soon as possible.

9. Scottish Rural Parliament

Paul M expressed disappointment that his claim for travel expenses to attend a Scottish Rural Action conference had been rejected. It was pointed out that this had already been discussed at a previous Board meeting. The following extract from the minute of 31 August 2017 is supplied:

“11. Scottish Rural Parliament

Paul M had been asked to prepare a short paper outlining the benefits to KDP of continued representation and involvement with the Scottish Rural Parliament (SRP). Paul had not managed to produce this in time for the meeting, but instead brought 2 folders containing information about the SRP. These folders are available to any interested Board member. Paul felt involvement in the SRP had been both beneficial and enjoyable.

The Aberdeenshire Rural Partnerships Forum does not currently attend the SRP, but Reid H and a colleague do. The next SRP will take place in 2018.

Scottish Rural Action are holding a related event in Dunfermline on 19 – 21 September.

The KDP Board generally questioned the value of continuing to fund attendance, travel and accommodation at these events, but agreed it would be useful to circulate information about them.

Action: Lesley to circulate information to Trustees.”

Furthermore, it was pointed out that the KDP Expenses Policy states

‘Legitimate business related expenses, if occurred, will be paid by the Partnership providing prior consent has been obtained by the Treasurer.’

This Policy is contained in the Trustee Handbook which was circulated to all Trustees in 2017. Where the Treasurer is not comfortable to approve substantial expenses in advance, then the approval of the Chair or other office bearer could additionally be sought. The Board reinforced that expenses for Trustee attendance at relevant events could still be supported, but only where prior approval has been gained.

Paul M stated that he was not willing to distribute a report on the conference if he could not claim his expenses.

Action. Lesley to check previous minute and include the reference and extract from the KDP Expenses Policy.

10. Office Space

Lesley C visited the Court Building just before Christmas. Lesley is also investigating other office space in Stonehaven, although commercial prices are considerably higher (as an example, a small office suite in Robert St is over £7k p/a). Office space may also become available inside Connors Solicitors in Stonehaven.

Stonehaven Town Partnership (STP) have now got back to KDP with a lower quote for the annual office rental of around £2.4k (as opposed to the £3.5k previously

quoted). STP have indicated they will also now accept a shorter lease duration. Crossroads have confirmed that KDP can continue their current lease on a quarterly, rather than annual basis.

The Board was keen that KDP support the Court Building project in preference to other options, and Ian H confirmed that there were sufficient funds in the bank account.

Andrew N abstained, but all other Trustees agreed in principle that KDP should indicate to STP their willingness to proceed to the next stage.

Action: Lesley to liaise with STP and report back at next Board meeting.

11. AOCB

Employer Services

Ian H asked if KDP would be willing to offer its services as an employer for community groups seeking short term and/or part-time development work. The groups would cover the salary costs, but KDP would cover payroll and potentially office space. TraK may be interested in a project around village transport.

The Board agreed this could be a useful service to offer community groups, but that the practicalities would need further investigation.

Action: Ian H to work on a proposal to bring back to the Board.

Action: Lesley to check constitution to ensure KDP could take on this role within its remit as a SCIO.

Software Purchases

Andrew N reported that many suppliers require a credit or debit card to purchase Office 365 and other software packages. This has caused difficulties in the past where funds are taken from KDP staff funds without their permission. Andrew has found a supplier who will take cheques and BACS payments, and will investigate this further. The Board agreed that KDP could buy one-off licences rather than pay an annual subscription.

Action: Andrew and Lesley to liaise further

Banking

Lesley asked if a further KP cheque signatory could be appointed, as there are now only 3 Trustees who can sign cheques.

The Board agreed that Lesley should become a signatory, as she is already a signatory for the windfarm funds. It would also be useful to investigate online banking for KDP, provided a way can be found of obtaining 2 signatures and that it is allowed through the Constitution.

Action: Lesley to investigate further

15. Date of Next Meeting

The next (formal) Board meeting will be held on Thursday 22 February in the Dunnottar Lounge, Invercarron Resource Centre, Stonehaven.

The meeting closed at 9.05 pm.



Minutes taken by Lesley Carnegie

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

Signed: _____ Date: _____