

Kincardineshire Development Partnership
Board of Trustees Meeting (Formal) – Thursday 26 April 2018 at 7 pm
Dunnottar Lounge, Invercarron Resource Centre, Stonehaven

Minutes

Present:

Ian Hunter – Stonehaven and District Community Council
Bob McKinney – North Kincardine Rural Community Council
Marion McNeil – Crathes, Drumoak & Durriss Community Council
Michael Morgan – Newtonhill, Muchalls & Cammachmore Community Council
David Nelson – Mearns Community Council (Chair)
Andrew Newton – Stonehaven Town Partnership
Bridget Scott – Bettridge Centre
Ron Sharp – Portlethen and District Community Council
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 & Johnshaven Community Council
David Evans – Catterline, Kinneff & Dunnottar Community Council
Walter McMillan – Portlethen Men's Shed
Isabella Williamson – Arbuthnott Community Council

1. Welcome

The Chair, David Nelson, welcomed all those present and thanked them for attending. Ron Sharp, the Chair of Portlethen Community Council was co-opted as a KDP Trustee with full voting rights. Ron will have to stand down just prior to the AGM in October but will thereafter be eligible to be nominated as an elected Trustee.

Action: Lesley to send Ron S the KDP Trustee information pack.

2. Approval of Previous Minutes

The minutes of the formal meeting of 29 March were approved as an accurate record of the meeting. The minutes were proposed by Jim S and seconded by Andrew N.

3. Matters Arising.

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

Item 4 – Lesley C reminded Trustees to submit any outstanding travel or expenses claims as soon as possible.

4. General Data Protection Regulation Training Session

Jacky N delivered a presentation on Data Protection and the implications of the new General Data Protection Regulation (GDPR) which comes into effect at the end of May 2018. GDPR affects charities, sports clubs and other community organisations, so its impact is not limited to businesses and the commercial sector. Although GDPR is an EU initiative, it will still apply in the UK post Brexit. KDP looks to be in a stable position regarding GDPR and has already circulated its existing members and subscribers asking them to opt in to receiving electronic communications. New members and enquirers will similarly have to opt in to receiving communications in the future. The KDP membership form and windfarm applications forms will have to be amended appropriately, as will the signing-in sheets for KDP events. Lesley C has drafted a revised Privacy Notice which will need to be displayed publicly on the website and other appropriate locations. The Board agreed that the KDP Confidentiality Policy and other relevant paperwork should be revisited to ensure it is still fit for purpose, and that the Governance Group would be best placed to carry this out.

The Board thanked Jacky for delivering an excellent and informative presentation and discussion session. Jacky and Lesley would be happy to deliver this session to any community group or organisation needing support.

Action: Andrew N to convene a meeting of the Governance Group to ensure KDP is fully compliant.

Action: GDPR support to be publicised in the KDP Bulletin.

5. Monthly Reports

Finance

Ian H has now checked all the spreadsheet formulas and the 2017/2018 KDP books are now ready to go to the Accountant.

David N congratulated KDP on controlling its costs and keeping a tight rein on the finances over the past year. KDP should have ample capacity to absorb the costs of moving to the Court House accommodation later in 2018.

Reid H has asked the Aberdeenshire Council Area Office to sign off its £3k contribution as soon as possible, and the first quarterly SLA payment should also appear soon. Reid thanked the KDP Board for signing off the 2018-2020 SLA so timeously.

Action: Lesley C to submit the financial accounts to the Accountant as soon as possible.

New Members

There were no new membership applications.

5. Sub-group / Committee Reports

Governance

A meeting will have to be organised to review Data Protection policies as outlined above.

Informal Board Meeting

No informal meetings held.

Staff Liaison

Informal meetings are ongoing.

Strategy

Nothing to report.

Windfarm Sub Group

In Isabella's absence, David N provided a brief update.

The Sub Group met on 3 April. There have been a healthy number of applications to the St John's Hill Windfarm Community Fund and the Decision Making Panel meeting will be arranged as soon as possible.

There is no further update on the proposal to extend the Mid Hill Windfarm by a further 11 turbines, or progress with the Craigneil windfarm.

6. KDP Development Officer Report

A copy of the Development Officers' Activities Highlights was tabled.

Jacky reported that all the Rural Partnerships are coming under pressure from Area Managers regarding the speed of producing Community Action Plans. The Partnerships are in agreement that the process which was originally instigated by Community Planning is a sound one, and steps should be taken to ensure it does not become a 'tick box' exercise.

OMTA is holding a dinner at Balmakewan on Friday 22 June. Tickets are £20 and all Trustees are warmly invited to attend.

The Community Empowerment Act event will be held on Monday 25 June in the Jubilee Hall, Portlethen. Further details will be circulated in due course.

The 'Lobbying Your MSP' event organised by the ARPF was very well received and could be of interest to many groups in the K&M area.

A 2-day training course 'Measuring Social Impact' is being held in Inverurie on 12 and 13 June. Jacky N will be attending and one further place is available to KDP Trustees or members.

Bridget Scott thanked Jacky for the support she has given to the Bettridge Centre over the past few weeks.

Action: Jacky N to gauge interest in a local MSP event.

Action: Jacky N to circulate details of the Measuring Social Impact course to all Trustees and co-ordinate attendance.

7. Website

Jacky has now started loading content on the new KDP website which can be viewed at kdp.scot. Feedback from Trustees would be very welcome prior to the website launch.

Action: Trustees to send feedback to the KDP office.

8. AOCB

Reid H informed the group that he will be focusing on some of the other Partnerships in the coming months, and will no longer, therefore, be attending KDP meetings as a matter of course. Reid is happy to continue to offer advice and support to KDP, and to be invited to attend specific meetings and events. The

Board thanked Reid for his invaluable support and advice to date, and looks forward to continuing to work with him in future.

9. Date of Next Meeting

The next Board meeting will be held at 7pm on Thursday 31 May in the Small Hall, Drumlithie Village Hall.

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: _____