

Kincardineshire Development Partnership  
Board of Trustees Meeting (Formal) – Thursday 31 May 2018 at 7 pm  
Small Hall, Drumlithie Village Hall, Drumlithie

**Minutes**

**Present:**

Mairi Eddie – Benholm & Johnshaven Community Council  
Ian Hunter – Stonehaven and District Community Council  
David Nelson – Mearns Community Council (Chair)  
Andrew Newton – Stonehaven Town Partnership  
Ron Sharp – Portlethen and District Community Council  
Isabella Williamson – Arbuthnott Community Council

**In Attendance:**

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

**Apologies:**

David Evans – Catterline, Kinneff & Dunnottar Community Council  
Reid Hutchison – Aberdeenshire Council  
Bob McKinney – North Kincardine Rural Community Council  
Marion McNeil – Crathes, Drumoak & Durris Community Council  
Michael Morgan – Newtonhill, Muchalls & Cammachmore Community Council  
Bridget Scott – Bettridge Centre

**1. Welcome**

The Chair, David Nelson, welcomed all those present and thanked them for attending. Three items were submitted for inclusion under AOCB:  
Open Meeting Proposal (paper previously circulated) – Mairi Eddie  
Men's Shed Opening – David Nelson  
July Meeting – David Nelson

**2. Approval of Previous Minutes**

The minutes of the formal meeting of 26 April were approved as an accurate record of the meeting. The minutes were proposed by Ron S and seconded by Ian H.

**3. Matters Arising.**

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

Item 4 – Jacky has been asked to deliver a number of GDPR sessions for local groups

Item 7 – Feedback from Trustees on the new website (kdp.scot) is still welcomed. Mairi E reported difficulties finding the new website via search engines, but Search Engine Optimisation and metatags have still to be incorporated.

**4. Monthly Reports**

Finance

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A draft set of accounts has been received from C Sands. There was some discussion around the figures required for the KDP Annual Report and the OSCR Report. It was agreed that the 2017/8 balance sheet and income & expenditure summary should be incorporated into the KDP Annual Report. The OSCR report will incorporate the full Accounts as prepared by the Accountant. There was also some discussion around the windfarm funds and whether these should be included in the Annual Accounts for the OSCR Report.

**Action:** Lesley to liaise with Jacky and provide the figures required for the KDP Annual Report.

**Action:** Ian and Andrew to liaise with the Accountant re. the windfarm funds.

#### New Members

There were no new membership applications. Lesley C noted that the Bulletin distribution list now includes more non-members than members, and the recent GDPR exercise has revealed that many KDP membership details are out of date. The Board agreed that it was important to try and increase the number of KDP members.

**Action:** Jacky and Lesley to review the membership form and incorporate reference to GDPR and Data Protection.

**Action:** Jacky to draft a letter to encourage existing members to update their details, and to encourage Bulletin subscribers to take up KDP membership.

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

#### Governance

No meeting has yet been held to review KDP's Data Protection policies and procedures in light of GDPR, but Andrew N will check over the existing paperwork and comment on new draft paperwork. Once the KDP membership application form has been amended, Andrew advised he is happy that KDP is fully compliant.

**Action:** Lesley C to send draft Privacy Notice and ICO review to Andrew for comment.

#### Informal Board Meeting

No informal meetings held.

#### Staff Liaison

Informal meetings are ongoing, but no formal meetings have been held. Isabella W expressed concern that the Staff Appraisal scheme has not yet been implemented. David N is in regular contact with KDP staff and Mairi E is also happy to advise staff where necessary, but the Board agreed this should be progressed swiftly.

**Action:** Marion Mc, Mairi E, Jacky N and Lesley C to progress.

#### Strategy

Nothing to report.

#### Windfarm Sub Group

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The Windfarm Sub-group is meeting on 5<sup>th</sup> June. A summary of the St John's Hill fund awards had been circulated with the Board meeting papers

## 6. KDP Development Officer Report

The Development Officers' Activities Highlights had been previously circulated.

Jacky reported that KDP had had a stand at the recent AVA Annual Conference. A leaflet had been drafted for the Conference and was tabled at the meeting. This can be adapted quickly and easily to suit a number of different events and activities. Andrew N advised that the SCIO number should be included.

**Action:** Trustees to send any further feedback to Jacky, and contact the KDP office to request supplies of the leaflet.

Following an update on Community Action Plans, Mairi E commented that Johnshaven have now produced an initial report which should be useful when developing their CAP.

**Action:** Mairi to send Report to Jacky

Jacky will be chairing an OMTA Governance meeting in June to review progress to date. Concern has been expressed that OMTA is focusing overly on business and commercial aspects rather than community development and it is important that OMTA's original aims and purpose are clarified before (for example) funding applications are made.

**Action:** David N will invite Jacky N and Nigel T to meet before the Governance meeting to clarify KDP's vision for OMTA's future development.

A draft programme was circulated for the Community Empowerment Event being held on 25 June in the Jubilee Hall, Portlethen. Ron S offered to help in any way.

The draft KDP Annual report had been circulated previously. While the content has now been agreed and sent to Aberdeenshire Council, Trustees are invited to provide feedback.

**Action:** Trustees to send comments and amendments to the KDP office.

### Additional Funding Source

KDP currently works with many groups who require graphic design and media services. While Jacky has skills in this area, she does not have the time or resources to offer this widely. The Board was asked to consider whether KDP could develop an income-generating employability project for young people – training them up to deliver low-cost design and print services for the third sector and community groups. Jacky has discussed this with Reid H who had suggested a social enterprise might be a suitable model, but that a feasibility study should be the first step. Funding may be available for a consultant to carry out such a study through Aberdeenshire Council's Economic Development department. The Board agreed that Jacky should pursue this by drafting up and submitting a brief to Aberdeenshire Council. If the funding bid is successful, the results of the feasibility study should be brought back to the Board for further discussion.

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**Action:** Jacky to progress this proposal over the next few months.

## **7. Website**

Jacky and Lesley will set aside time in July to populate the new KDP website, kdp.scot. Feedback from Trustees would be very welcome prior to the website launch later in the Summer.

**Action:** Trustees to send feedback to the KDP office.

## **8. AOCB**

### Open Meeting Proposal.

Mairi E had circulated a paper suggesting that the KDP 'Open Meeting' agreed in February could focus on the issues community groups are having around health and safety requirements and the use of (largely) Council premises and facilities. The Board agreed that this is an important topic, with many queries around the role of volunteers, risk assessments and insurance to name but a few. There are also ongoing issues around delays with contracts for Asset Transfer premises. David N and Jacky N had that day attended a session entitled 'Social Innovation in Rural Areas in Scotland', feedback from which should be published shortly. This publication could offer additional advice and guidance for such an event, so it was agreed that the Open Meeting should be held off until the information was available.

**Action:** David N and Jacky to circulate feedback from the James Hutton Institute event to the next Board meeting.

### Portlethen Men's Shed

David N reported that the Portlethen Men's Shed had held its official opening on Monday 28<sup>th</sup> June and the event had gone well.

### July Meeting

David N proposed that KDP's July meeting be cancelled to allow Trustees and staff time for a Summer break. This was agreed unanimously.

### TraK

Ian H reported ongoing support for the group from Scotrail, First Group and other bus companies, but that it was proving difficult to involve Aberdeenshire Council's Transport Department. Aberdeenshire Council have produced a transport document which may be of interest to Trustees.

**Action:** Ian H to send the document to Lesley C for distribution to Trustees.

### KDP Booklet

Jacky is still looking for 'Good News' stories for the proposed KDP Booklet.

**Action:** Lesley C to check the word count required and circulate to Trustees.

**Action:** Trustees to distribute the information locally and send articles to Jacky by the middle of July.

### AGM

The KDP AGM will be held in October, so planning will have to start shortly.

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**Action:** Lesley C to add the AGM as an agenda item for the next Board meeting.

**9. Date of Next Meeting**

The next Board meeting will be held at 7pm on Thursday 28 June. The location is TBC, but Portlethen or Newtonhill are preferred.

The meeting closed at 8.55 pm.

Minutes taken by Lesley Carnegie

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

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