

**Kincardineshire Development Partnership
Board of Trustees Meeting – Thursday 4 October 2018 at 7 pm
Dunnottar Lounge, Invercarron Resource Centre, Stonehaven**

Minutes

Present:

Mairi Eddie – Benholm & Johnshaven Community Council
Ian Hunter – Stonehaven and District Community Council
Walter McMillan – Portlethen Men’s Shed
Marion McNeil – Crathes, Drumoak & Durris Community Council
David Nelson – Mearns Community Council (Chair)
Ron Sharp – Portlethen and District Community Council
Jim Stuart – Mearns Area Partnership
Isabella Williamson – Arbuthnott Community Council

In Attendance:

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

Apologies:

Bob McKinney – North Kincardine Rural Community Council
Andrew Newton – Stonehaven Town Partnership
Bridget Scott – Bettridge Centre

1. Welcome

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

2. Approval of Previous Minutes

The minutes of the formal meeting of 30 August were approved as an accurate record of the meeting. The minutes were proposed by Mairi E and seconded by Marion Mc. A typographical error was noted under ‘Matters Arising’ on page 2, Item 5 where ‘Dub’ should read ‘Sub’.

3. Matters Arising.

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

Item 3/ Item 5 - Windfarm Sub Group. Isabella W has volunteered to join the Vattenfall Advisory Panel, but has heard nothing back to date

Item 3 / Item 9 – Environment Group Proposal. This exploratory meeting will be held on Monday 5 November at 7pm in Stonehaven Community Centre.

Item 3/Item 10 – Catterline, Kinneff & Dunnottar have indicated they will be nominating a new KDP Trustee at the AGM.

Item 5 – Staff Liaison. Lesley C is still awaiting a removal quote from Economove. Economove have indicated they may also be able to provide surplus office furniture. Ian H advised that shared internet access will not be possible in the Court Building.

Item 6 – Development Officer’s Report. The proposed Rural Partnerships networking event will be revisited after the KDP AGM.

4. Monthly Reports

Finance

Ian H is still waiting for the finalised PDF of the KDP accounts to come back from the accountant. Once received, this will be forwarded to Andrew N who will submit it to OSCR on KDPs behalf at the beginning of November.

Action: Lesley and Ian to pursue this with the accountant.

New Members

No new membership applications have been received. The Board agreed it would be useful to review the current membership list.

Action: Lesley C to circulate Trustees the names of all KDP members.

5. Sub-group / Committee Reports

Governance

Nothing to report.

Strategy

Nothing to report.

Windfarm Sub Group

Isabella W tabled a paper summarising the status of the Hillhead of Auquhirie, Meikle Carewe and St John’s Hill funds, all of which are administered by KDP. A Windfarm Sub Group meeting was held on 2 October. The awards made from the Hillhead of Auquhirie fund had been previously circulated. There was also an update on the Tullo fund and Walter McMillan was confirmed as the KDP representative for 2019.

Action: Lesley to inform MAP

Staff Liaison

A Staff Appraisal Report had been produced and circulated prior to the meeting. Jacky and Lesley were asked to leave the room while a confidential discussion took place.

6. KDP Development Officer Report

The Development Officers’ Activities Highlights had been previously circulated.

Jacky reported that the main focus of the CAPs would be on Johnshaven and Stonehaven.

OMTA has now submitted a Coastal Path Improvement Project bid to NESFLAG.

Funding to run 4 short 'Democracy Matters' events has now been received and details will be circulated in the next Bulletin. It was stressed that this is just the first step on a much longer series of engagements commissioned by CoSLA and the Scottish Government. Individual input and feedback can also be submitted online.

Action: Lesley to circulate further information and web link to Trustees.

7. KDP Annual General Meeting

Following some discussion, it was agreed that the 'incentive' reward idea should be abandoned.

The AGM will be held in the downstairs canteen at Macphie of Glenberrie. Joanna Fraser, Corporate Affairs Manager, has agreed to give a short talk. The agenda will be based around the following:

- Treasurer's report
- Chair's report
- Development Officer report
- Macphie and Community Involvement
- Democracy Matters Discussion
- Break and Networking
- Election of KDP Office Bearers

Action: Lesley C to draft agenda with timings and circulate to office bearers.

8. Social Enterprise Project Update

An updated project brief had been circulated earlier. Jacky reported that there is a good chance KDP could receive up to £10k to conduct a feasibility study. The funding application will have to be submitted by the end of March so the brief will need to go out to tender shortly, with responses invited by the end of November. Aberdeenshire Council's Employability team are keen to work in partnership with KDP on this project and may have volunteers available. The Board's full agreement was proposed by Jim S and agreed unanimously. The full Board or possibly a Sub Group will consider the tenders submitted. This will be discussed further at the next Board meeting.

Action: Trustees to let Jacky know of any potential consultants willing / able to carry out the study. Jim S suggested John Criggie from Abertay University and will send Jacky contact details.

9. KDP Office

Crossroads have advised KDP that our existing office lease will terminate at the end of March 2019. It is hoped this will tie in with the move to the Court Building which is still scheduled for November 2018, but allows for some slippage. Although more expensive, it is hoped the Court Building will offer more

comfortable, spacious office accommodation. KDP will sign a 2 year contract in the first instance to tie in with the SLA.

Action: David N, Andrew N and Ian H to review and agree the lease with Stonehaven Town Partnership.

Action: Lesley C to obtain removal estimate from Economove.

10. Area Manager's Meeting

The meeting with Willie Munro's office has been arranged for 2pm on Wednesday 7 November in Viewmount. KDP representatives will be confirmed following the AGM, but both David N and Marion McN are keen to attend along with the KDP staff. It is also hoped that a representative from Aberdeenshire Council's Economic Development department will be available.

Action: Lesley C to invite Reid H or his nominee.

11. AOCB

KDP Trustees

Ron Sharp formally resigned from KDP as a co-opted member. It is anticipated Ron will be nominated by Portlethen Community Council as a full Trustee at the AGM.

Community groups should be encouraged to nominate representatives and Community Councils should be advised that they can nominate community group members as co-optees.

Action: Lesley C to circulate nomination forms to Community Groups and any Community Councils currently without a KDP representative.

12. Date of Next Meeting

Following the AGM on 25 October, the next Board meeting will be held at 7pm on Thursday 29 November in the Dunnottar Lounge, Invercarron Resource Centre, Stonehaven.

The meeting closed at 8.30 pm.

Minutes taken by Lesley Carnegie

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

Signed: _____ Date: _____