

**Kincardineshire Development Partnership
Board of Trustees Meeting – Thursday 25 April 2019 at 7 pm
The Court Room, Sheriff Court Building, Dunnottar Avenue, Stonehaven**

Minutes

Present:

Ron Sharp – Portlethen and District Community Council
Sandra Davison – Mearns Area Partnership
Andrew Newton – Stonehaven Town Partnership
Marion McNeil – Crathes, Drumoak & Durriss Community Council
Mairi Eddie – Benholm & Johnshaven Community Council
Bob McKinney – North Kincardine Rural Community Council
George Cruickshank – Newtonhill, Muchalls & Cammachmore Community Council
Bridget Scott – Betteridge Centre, Newtonhill

In Attendance:

Jacky Niven – KDP Development Officer
Margo Titmuss – KDP Administrator (Minutes)

Apologies:

David Nelson – Mearns Community Council (Chair)
Walter McMillan – Portlethen Men’s Shed
Isabella Williamson – Arbuthnott Community Council
Ian Hunter – Stonehaven and District Community Council

1. Welcome

The Vice-Chair, Ron Sharp, welcomed all those present and thanked them for attending. He explained that David Nelson was still unable to attend the meeting due to mobility issues following an operation.

George Cruickshank was welcomed as the representative of Newtonhill, Cammachmore & Muchalls Community Council, and was co-opted on to the Board of Trustees. The attendees of the meeting introduced themselves.

2. Approval of Previous Minutes

The minutes of the formal meeting of 28 March were approved as an accurate record of the meeting.

The minutes were proposed by Andrew N and seconded by Sandra D.

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 2 – KDP still require the services of a Secretary.

Legislative issues - It was discussed during the February meeting that KDP should support community groups who are experiencing difficulties with Aberdeenshire Council while negotiating land/property transfers.

Mairi E advised that progress is being made with Mill of Benholm. They now have a point of contact, which improves communication.

Action: Ron to encourage Walter McM to meet with Margo to advise of the issues experienced by Portlethen Men's Shed.

Action: All trustees to keep Margo informed of any issues in general in this regard.

Item 4 – Monthly Reports – Finance – Isabella W has provided the Windfarm accounts for the financial year end.

4. Monthly Reports

Finance

Ian H was not present at the meeting to provide a Finance report, however Ron S advised that the accounts were very healthy.

New Members

A new member request has been received from 'St Cyrus Solos', a running group who are also hoping to raise funds for defibrillators in their village.

5. Sub-group / Committee Reports

Governance

Nothing to report

Windfarm Sub Group

Isabella W was not present at the meeting to provide a Windfarm update report.

- Hillhead of Auquhirie – This fund opens on 1st May. A Press Release has been distributed and it will also be mentioned in the KDP Bulletin.

6. KDP Development Officer Report

The Development Officers' Activities Highlights were circulated in advance of the meeting, and Jacky N spoke through some of these in greater detail.

Community Action Plans.

The current funding available for the production of Community Action Plans (CAPs) is coming to its end. This fund had come previously from AC Community Planning and steps have been taken to see if this can be replenished. It is still unclear whether this is going to be resolved in the near future, so there is a risk that funds will not be available for the production of future CAPs. We are to facilitate the development of CAPs as part of our SLA, however, the production is considered an additional cost. We are committed to the completion of CAPs for Portlethen, Stonehaven, Drumoak and Johnshaven and perhaps Newtonhill. However, we may not be in a position to undertake further CAPs should no future funding for their production be in place, although we hope that this is resolved before we have to say no to a community.

Community Cash. Jacky asked for approval to hold two more of these events during 2019. The Board agreed with this request pending the agreement of the Treasurer, Ian H.

Action: Ian H to advise whether he agrees to two further Community Cash events.

Grow Your Group. Due to limited uptake, the workshops are to be rescheduled to the Autumn. KDP is to consult with members to establish what they want, and when.

The Funding Fair may still be held in September as this was extremely popular in the past.

Andrew N asked for the opportunity to thank the KDP staff for the excellent work done to produce the weekly Bulletin. He has received very good feedback from those benefiting from the information shared.

7. Staffing

A proposal was received from David Nelson (KDP Chair) as follows-

‘Our Development Worker, Jacky Nivens salary review date is 1st April. I propose that a 3% rise should be considered by the board.’

The proposal was seconded by Ron Sharp (vice-Chair), and after a brief discussion was unanimously agreed by the Board subject to agreement by our Treasurer, Ian Hunter. It was further agreed that this should be backdated to her review date of 1st April 2019.

It was further noted that as Line Manager, Jacky would be carrying out a 3 month review with our administrative workers, Margo Titmuss and Kirsty Alchin. It was agreed that any points arising from the reviews should be discussed with our Staff Liaison Officer, and if required, any subsequent action(s) required, reported to the board for action/discussion.

8. AOCB

None

9. Date of Next Meeting

The next Board meeting will be held at 7pm on Thursday 30th May, at Cookney Public Hall, Stonehaven, AB39 3SB.

The meeting closed at 8.15 pm.

Minutes taken by Margo Titmuss



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

Signed: _____ Date: _____