

**Kincardineshire Development Partnership
Board of Trustees Meeting – Thursday 31 January 2019 at 7 pm
Dunnottar Lounge, Invercarron Resource Centre, Stonehaven**

Minutes

Present:

David Nelson – Mearns Community Council (Chair)
Walter McMillan – Portlethen Men’s Shed
Ron Sharp – Portlethen and District Community Council
Isabella Williamson – Arbuthnott Community Council
Mairi Eddie – Benholm & Johnshaven Community Council
Sandra Davison – Mearns Area Partnership
Bridget Scott – Bettridge Centre
Andrew Newton – Stonehaven Town Partnership
Ian Hunter – Stonehaven and District Community Council
Bob McKinney – North Kincardine Rural Community Council

In Attendance:

Jacky Niven – KDP Development Worker
Margo Titmuss – KDP Administrator (Minutes)
Kirsty Alchin – KDP Administrator

Apologies:

Marion McNeil – Crathes, Drumoak & Durris Community Council
Michael Morgan – Newtonhill, Muchalls & Cammachmore Community Council

1. Welcome

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

2. Welcome to our New Team Members

David N introduced the two new team members, who will be led by Jacky N. Margo Titmuss will be responsible for general office admin, and Kirsty Alchin will be responsible for windfarm admin and assisting with general duties as necessary. The trustees introduced themselves.

3. Approval of Previous Minutes

The minutes of the formal meeting of 29 November were approved as an accurate record of the meeting. The minutes were proposed by Walter M and seconded by Ron S.

4. Matters Arising.

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

Item 2 – KDP still require the services of a Secretary. David N asked for a volunteer.

Item 4 – It was noted that Bill Dargie was not present at the meeting.

Action: Margo to contact Catterline, Kinneff & Dunnottar CC to ensure the correct contact details for Bill are being used.

Item 6 (Governance) Office bearers to sign the declaration for the insurance policy and forward to David N.

Action: Margo to forward declaration form to Ron S.

Item 6 (Strategy) – Michael Morgan was not present at the meeting. Committee discussed the possibility of Newtonhill, Muchalls & Cammachmore CC nominating a representative to take his place; however any representative will be co-opted until they are formally elected at the AGM.

Action: David N to write to Michael M to ask for a reason for non-attendance.

Item 11 – It was noted that the funds allocated for halls must be spent by March 2021. Ron S is seeking clarification on the spend, and is meeting Council Officers on Wednesday 6th February.

5. Monthly Reports

Finance

Ian H advised that Lesley C had been paid in error in January, but the money had been returned. It was noted that this was a banking error.

BT have taken an incorrect payment for cancelling a service rather than moving to the BT Cloud. Jacky N has been chasing the repayment and a reference number has been allocated.

Action: Jacky N and Margo T to continue pursuing the repayment.

The quarterly funding payment from Aberdeenshire Council has been received.

Ian H advised that the KDP bank account was in a strong position, and easily able to accommodate the costs for the forthcoming office move, increased rent and new office equipment. £2000 has been allocated to cover the office move.

New Members

There have been no new member requests since the last meeting.

6. Sub-group / Committee Reports

Governance

Further to the comprehensive Child & Vulnerable Person's Policy circulated to the Board late last year, Andrew N produced a summarised draft policy for consideration.

Mairi E queried KDP's safeguarding procedures as detailed in the policy.

Action: Jacky N to make safeguarding procedures available.

It was also noted that Jacky N would not be working alone with children and would always meet in open and public areas.

The Board unanimously approved the Protecting Vulnerable Groups Policy.

Action: Margo T to change the 'approved and accepted date' to 31st January 2019.

Further to the discussion on office insurance at the previous meeting, Andrew N agreed to take advice from an insurance consultant. He was informed that insurers demanding claims history is becoming the norm. It was noted that there are particularly restrictive policies for halls, and that as a result all hall users are being asked to take out liability insurance before getting use of facilities. David N raised this at ARPF meeting at the end of 2018, and our partners are taking this on board. Lesley C has prepared a Trustees Insurance Declaration which is to be completed by the Office Bearers and members of staff.

Action: Office Bearers and staff members to sign and return declarations to David N before next meeting.

Strategy

Nothing to report.

Windfarm Sub Group

Isabella W informed that there was little to report since the excellent Meikle Carewe event, which included many worthwhile demonstrations.

The only fund currently available is St John's Hill which is open until the end of March, and is specifically for the areas of Catterline, Kinneff & Dunnottar, and Arbuthnott.

The Hillhead of Auquhirie fund will open in June.

Isabella W and Kirsty A will meet in February to move forward with the sub-group meeting.

Action: Isabella & Kirsty to follow up with the windfarms regarding the funds being index-linked.

7. KDP Development Officer Report

The Development Officers' Activities Highlights had been previously circulated, and Jacky N talked through each of the points during the meeting.

Jacky also informed the Board that due to various concerns being raised by halls, she had sent an email to gauge interest in an informal event to discuss common themes eg. insurance. A positive response has already been received and the next step is to arrange a date for the meeting, which may take the form of a cheese and wine.

Bob McK voiced his pleasure that the Halls Association or the new format (potentially Halls Network) is back on the table. He found this a valuable tool.

Isabella W commented that there is always a need for halls to get together to discuss pertinent topics.

David N thanked Jacky for all her work and complemented her on the excellent Annual Booklet. The intention is that the 2019 Booklet will have submissions from the whole area represented by KDP.

8. KDP Office

David N & Jacky N attended a meeting at the Court Buildings where they met the other users of the 1st floor.

KDP will have use of the court room at no cost for board meetings, staff meetings, etc.

The building will be accessed by a card system for staff and intercom system for visitors. KDP will share an office with Julie of Stonehaven Town Partnership.

The office move may potentially be delayed as BT have to transfer the phone services.

The annual licence (rent) is £1326, plus a £125/month service charge. This covers cleaning, heating, lighting, security, etc.

Parking will only be available on the nearby roads, however there is a designated disabled space and potentially 3 or 4 visitor spaces.

There will be monthly meetings for tenants to sort out any snagging issues.

Ron S volunteered to assist with the move.

9. Environmental Group Update

Ian H advised that the last meeting of the group had been a big success with 13 people attending. He advised that to continue with this success the group needed to be active and achieving.

It had been discussed making Aberdeenshire a plastic free zone, with more alertness to the use of plastics. Cllr Sarah Dickinson to take ideas forward with the Council.

The intention is to become a constituted group, similar to TrAK. Ian H to draft a series of objectives.

No support is required of KDP at this time other than Margo T to arrange bookings, etc. Ian H to liaise with the KDP Office to this end.

Next meeting will most likely be 7th March.

11. AOCB

Vattenfall

Walter enquired whether the drop-in session had resulted in much interest in KDP. Jacky N advised that she had held 3 meetings following on from conversations at the event.

It was discussed that the success criteria for funding from Vattenfall was very stringent.

Mill of Benholm

Mairi E advised that the potential asset transfer is going to Areas Committee in March.

European Maritime and Fisheries Fund

Andrew N advised there is still a pot of £150,000 awaiting allocation in South Aberdeenshire where no applications have been made. It was discussed that this may be a potential source of funding for OMTA's coastal path project.

TrAK

Ian H advised that the next meeting will be held on Wednesday 6th February, and that a representative will be in attendance to discuss Aberdeen Bus Station.

12. Date of Next Meeting

The next Board meeting will be held at 7pm on Thursday 28th February. Location to be decided.

The meeting closed at 8.45 pm.

Minutes taken by Margo Titmuss

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

Signed: _____ Date: _____