

Kincardineshire Development Partnership
Board of Trustees Meeting – Thursday 26th September 2019 at 7.00 pm
Grassic Gibbon Centre, Arbuthnott, AB30 1PB

Minutes

Present:

David Nelson – Mearns Community Council (Chair)
Ron Sharp – Portlethen Town Association
Isabella Williamson – Arbuthnott Community Council
Sandra Davison – Mearns Area Partnership
George Cruickshank – Newtonhill, Muchalls & Cammachmore Community Council
Marion McNeil – Crathes, Drumoak & Durris Community Council
Bridget Scott – Bettridge Centre
Andrew Newton – Stonehaven Town Partnership (joined meeting at 7.20pm)

In Attendance:

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

Apologies:

Ian Hunter – Stonehaven and District Community Council
Walter McMillan – Portlethen Men's Shed
Mairi Eddie – Benholm & Johnshaven Community Council
Bill Dargie – Catterline, Kinneff & Dunnottar Community Council
Bob McKinney – North Kincardine Rural Community Association

1. Welcome

The Chair, David Nelson, welcomed all those present and thanked them for attending. Apologies were noted. The Sheriff Court Building was added to AOCB. David commenced the meeting by recognising that Ron Sharp had been co-opted on to the KDP Board of Trustees as a representative of Portlethen Town Association.

2. Approval of Previous Minutes

The minutes of the formal meeting of 29th August 2019 were approved as an accurate record of the meeting. The minutes were proposed by Bridget Scott, and seconded by Marion McNeil.

3. Matters Arising.

Board Membership & Constitution

A motion will be put forward at the AGM to accept the proposed changes to the constitution, as suggested at the August Board Meeting.

Action – advise of changes to constitution in AGM notification.

Self Build Presentation – it was agreed that this event should be left to the new Board to arrange.

4. Monthly Reports

Finance

Ian H was not in attendance to present the Finance Report, however David highlighted that a comprehensive breakdown of income and expenditure was included in the meeting paperwork.

He reported that there is a healthy bank balance, and KDP are keeping well within the budget; whilst maintaining a satisfactory surplus to allow for any unexpected expenditure.

New Members

There were 5 member applications received from Auchenblae Bowling Club; 1st Stonehaven Scouts; St Cyrus Community Council; Home Start Kincardine and Greener Kincardine & Mearns. All were approved.

David took this opportunity to congratulate Kirsty as the new Chairperson of St Cyrus Community Council.

5. Sub-group / Committee Reports

Governance

Nothing to report

Windfarm Subgroup

Isabella provided an update on the windfarms.

She advised that there had been a successful meeting of the Hillhead of Auquhirie panel, and no problems had been met. The awards night is to be held on Wednesday 2nd October at Stonehaven Men's Shed.

Photographs of what the money has been spent on has been requested by the funders.

The Windfarm Sub Group are to meet week commencing 30th September, and they have a couple of issues to address.

It was discussed that it would be helpful to see a breakdown of what each group asks for against what they receive.

Jacky advised that she had met with Mark Ansell of Crathes Drumoak and Durris Community Council to discuss the possibility of KDP administering the Midhill Windfarm Community Fund on their behalf.

The CC have a pot of £5000 to distribute with an additional £500 to cover fund administration.

Jacky had informed Mark that she would bring the proposal to the Board.

It was agreed that Isabella and Kirsty would follow up with some questions, prior to meeting with Mark.

Ron S enquired whether the Portlethen Town Association application had been received.

Action – Kirsty to revert with answer.

Action – Kirsty to send invitation to Portlethen Community Council to provide a member to sit on the Meikle Carewe Windfarm Panel.

6. KDP Development Officer Report

The Development Officers' Activities Highlights were circulated in advance of the meeting.

Jacky explained that KDP had been approached by a member to provide customer service training. There was agreement from the board to investigate this further.

7. AGM

A short film highlighting how KDP work with their members will be shown at the AGM.

The running order of the evening was agreed as follows:

Welcome

Approval of previous AGM Minutes

Matters Arising

Motion to change Constitution – Board Membership

Chair's Report

Treasurer's Report

Development Officer's Report including film

Election of Trustees (Reid Hutchison will Chair meeting from this point)

Votes of thanks will be given by Ron Sharp.

It was confirmed that David can be asked to attend future meetings as an advisor to the Board.

8. November Board Meeting

Pillar have invited the KDP Board to attend their AGM, which is held on the same evening as the November KDP Board meeting. The Board expressed an interest in attending.

Action – Margo to email Trustees to establish whether they wish to hold the KDP Board meeting the week prior (21st November) or to have a 1 hour meeting prior to the Pillar AGM. Majority decision will be shared.

9. AOCB

Sheriff Court Building

David advised the Board of an incident that occurred in the KDP office on Tuesday 10th September, when an uninvited guest behaving in an aggressive manner, visited the office. It highlighted a concern over the level of security in the building, and particularly in the KDP office.

On reviewing the incident, David, Jacky and Kirsty agreed that the Police should be informed. This has been done.

David and Jacky asked Kirsty and Margo to keep the office door shut at all times. David reviewed KDP's Lone Worker Policy and is happy that it is acceptable.

STP were also advised of the incident and discussions are still taking place to agree acceptable precautions being taken to negate a repeat of the incident. David requested a panic button be situated in the KDP office, as employees are typically in the office alone, and also the installation of CCTV in the lobby outside.

It was mentioned that the office door does not always shut fully and it was agreed that this should be addressed immediately.

It was agreed that it would be prudent to reconvene a tenants meeting to discuss security.

On a separate matter David advised that STP are requesting an increase in monthly rental and service charge for additional office space to accommodate Jacky's desk.

David is in discussion with STP and no decision has been reached.

The Board agreed to a small increase in the monthly rental charge but no increase in service charge.

11. Date of Next Meeting

The next Board meeting is due to be held on Thursday 28th November, however this is the date of the Pillar AGM. The KDP Board will either meet the week prior or for a short meeting in advance of the Pillar AGM. Margo to advise.

The KDP AGM will be held on Thursday 31st October at 7pm at the Jubilee Hall, Portlethen.

The meeting closed at 8.26 pm.

Minutes taken by Margo Titmuss

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

Signed: _____ Date: _____