
Kincardineshire Development Partnership
Board of Trustees Meeting – Thursday 1st December 2022 at 7pm
Stonehaven Community Centre, Robert Street, Stonehaven, AB39 2DH

Minutes

Present:

Bridget Scott – Bettridge Centre
Sandra Davison – Mearns & Coastal Healthy Living Network
Ian Hunter – Stonehaven & District Community Council
Andrew Newton – Stonehaven Tolbooth Association
George Cruickshank – Newtonhill, Muchalls & Cammachmore Community Council
Walter McMillan – Portlethen Men's Shed
Robyn Campbell – Crathes, Drumoak & Durris Community Council
Eeva-Kaisa Arter – Catterline, Kinneff & Dunnottar Community Council

In Attendance:

Mairi Eddie – KDP Development Worker
Margo Titmuss – KDP Windfarm & Funding Officer

Apologies:

1. Welcome

The Chair, Bridget Scott, welcomed all those present.
No apologies were given.
Sandra Davison requested to speak under AOCB.

2. Approval of Previous Minutes

The minutes of the formal meeting of 31st March 2022 (election of Office Bearers) were approved as an accurate record of the meeting. They were proposed by Walter McMillan and seconded by George Cruickshank.
The minutes of the formal meeting of 25th August 2022 were approved as an accurate record of the meeting. They were proposed by George Cruickshank and seconded by Bridget Scott.

3. Matters Arising.

None.

4. Co-Opting Sandra Davison

Sandra Davison was co-opted as a Trustee of KDP, representing Mearns & Coastal Healthy Living Network. The relevant paperwork was provided by MCHLN.
Proposed by Andrew Newton and seconded by George Cruickshank.

5. Finance Update

Finance report shared in advance.
Annual accounts have been examined by ARH Accountants and approved by OSCR.

Bridget produced a projected cash flow until March 2024.

With no additional grant funding or SLAs, KDP should have £20,000 in the bank as of March 2024. Additional funding would then be required to enable us to continue with the scale of work we currently undertake. KDP needs to develop a Reserves Policy, outlining which funds must be held to cover costs should the organisation be required to close down.

Action – Trustees to develop Reserves Policy

Mairi provided an update on the current income situation:

Economic Development SLA ends March 2023

Community Planning SLA until March 2025

Windfarm Admin fees - ongoing

Additional AVA funding for 2 further Community Cafes

Investing in Communities fund – will find out if successful in February. Applied for a Development Officer for 3 years. A significant part of this role would be focussed on developing a Place Based Approach.

Action – Mairi to provide Trustees with information on Place Standard / Place Planning.

Mairi advised that it is often easier to find funding for projects, than for running/staff costs.

6. KDP Development Officer Report

Mairi showed a presentation of some of the work undertaken over the last 3 months, including:

- Challenge Poverty Week including Drop-In Sessions and Cost of Living Forum
- Third Trustee Strategy Day
- Inverbervie Place Stand event
- Grassroots Action Network including launch event & Facebook group
- Johnshaven Community Café
- Community Transport Feasibility Study – first event planned 7th December

7. Windfarm Update

St John's Hill – reopening 1st January 2023

Hillhead of Auquhirie – reopening 1st April 2023

Meikle Carewe – closed 30th September. Total fund - £45,835.60.

31 applications received totalling £107,044.88.

21 successful applicants receiving £45,299.39.

Contact made with Craigneil and Fetteresso Windfarms to discuss KDP assisting with Community Fund management. Meetings to be arranged in the New Year.

8. Membership Update

Lindsey has been updating the membership database but has been having some difficulty contacting certain groups. Trustees were asked to provide feedback on the groups that they know, to ensure all contact details are correct.

Action – Margo to provide Trustees with membership database

Action – Trustees to review membership database and provide feedback

9. Challenge Fund – Strategy Action Plan

The Action Plan, produced from the findings of the Strategy Days and the resulting report, by Community Enterprise, was shared in advance of the meeting.

A discussion ensued around the actions suggested and a proposed relaunch at the AGM.

Community Enterprise has offered KDP a place on the Accelerate programme to assist with marketing and branding. For approximately £2000 of additional costs, the rebranding process will be complete, except for the new website.

There was uncertainty from some Trustees as to the value of rebranding. Mairi clarified that re-branding was one of the main outcomes of the report and that the report had been written after a lengthy research period which all trustees had been involved in. The Action Plan is being put in place to implement the recommendations of the report as discussed at the 3rd Strategy Day. It was agreed more information would be provided as to what is involved in the re-branding process and a breakdown of costs given.

Action – Mairi to provide the Trustees with a breakdown of what is included within the Accelerate programme and the £2000 fee

The report highlighted the need for amendments to the constitution which would allow for changes to the way trustees are selected and to the number of trustees. It was agreed unanimously that all Trustees must be involved in creating the new legal structure and governance.

Action – Mairi to provide Trustees with documentation for reviewing constitution

Action – Trustees to meet in January to move forward legal structure and governance

(Action – Community Enterprise to move Net Zero Policy from Legal Structure and Governance to Partnership Development - we can do this ourselves we have the document ... so maybe leave this one out.)

10. Future Staffing

It was agreed that additional funding would be required to continue with three or more members of staff.

11. Format of Board Meetings

To be discussed at next meeting.

12. K&M Youth Clubs – Request for Support

K&M Youth Clubs successfully applied for funding from the Tackling Poverty & Inequalities Group to employ youth workers. As they are a new group, there is a proviso that the funds are held by an established partner. They have approached KDP to hold the funds, and the Council support this.

The Trustees were generally in agreement with holding the funds however there was some uncertainty over mentoring, governance, and issues with liability.

More information is being gathered and shared with Trustees to enable a decision to be made. If in agreement AVA will be approached to provide advice on creating a contract limiting liability.

Action – Mairi to provide Trustees with more information on what is expected from the partnership.

13. AOCB

Sandra requested that the January and February meetings be held remotely to remove the need for staff and trustees to travel in the evenings during the winter. This was agreed unanimously.

11. Date of Next Meeting

TBA

The meeting closed at 9.15pm.

Minutes taken by Margo Titmuss

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

Signed: Bridget Scott Date: 30/03/23