MINUTES of a **BOARD MEETING** of the **STANLEY DEVELOPMENT TRUST** held in the Village Hall on 4th October 2017 at 7 pm.

PRESENT:

Mike Baillie Chair
Fiona Lough minutes
Laura Baird
David Trevallion
James Brown

APOLOGIES:

Chris Leakey
Jo Hardy
Pete Rawcliffe
Phil Clark
Anne Sweet
Morag Roberts
Munro Gauld

ABSENT

Gillian Scotland

INTRODUCTION:

The Chair welcomed the Directors to the meeting.

DECLARATION OF INTEREST:

None

MINUTES OF PREVIOUS MEETINGS:

The Board could not approve the minutes of the meeting held on the 2nd August 2017 because we were not quorate at this meeting..

ACTIONS FROM THE MINUTES OF 2nd Aug:

Actions Status from MINUTES of **BOARD MEETING** of the **STANLEY DEVELOPMENT TRUST** 2nd August 2017		
Action	**Against**	**Status**
15th December 2014		
Cairn on Sheil Hill planning and refurbishment	JB/MG	Ongoing
1st February 2017		
Approach the CPP about taking forward plans for film about SDT work(MG) and explore options with Speak Easy (PR). The chair of the CPP also wants to come and meet SDT (tbc).	MG, PR	done
5th April 2017		
reflect on rough designs for cairn plaque and refine in order to let a contract for final design work.	PR and MR by end August	done
Contact PKC to set up discussion about our response to the masterplan.	FL	delete
7th June 2017		
Pursue storage device for dropbox backup	DT	Include in GDPR policy
Provide financial reports by 20th July	**ALL**	done
attend DTAS conference to present on volunteering projects	LB	done
2nd August 2017		
Look in to Quickbooks', 'Sage' and 'Xero'	DT and PC	Ongoing/done

get all reports to DT by mid-August. Chair report **CL** Luncarty cycle path Feasibility report **FL** Paths maintenance report **FL** Sheilhill viewpoint report **PR** Health walks report **AS**	CL, FL, AS, PR	done
buy 2 hard drives and clear dropbox	MB and DT	Include in GDPR policy
Decide what needs to stay on dropbox	ALL	ongoing
Send record of volunteer hours by email to broker@stanleydevelopmenttrust.org	ALL	ongoing
Councillor Jarvis has been away, invite to meet SDT on her return.	FL	ongoing
Membership mailing list to be remade on stackmail, our new email service.	FL and AS, MB	done
Ask working groups if they would like additional email address with @stanleydevelopmenttrust.org	FL	only treasurer, chair requested
Ask Polr about cost of additional email addresses	DT	No cost
Update website with board names and positions	FL	done
Map out the board decisions needed in coming months on Sports Hub project	LB and JH	ongoing
Discuss with LB and JH about additional support that may be needed from sports hub working group members	JB	done
Cobbles at Sheil Hill	MG, JB and PR MB to follow up with I+H Brown	ongoing
check path agreement re Sheil Hill path fence	PR	ongoing
Plan to use strimmers - on a dry day next week	JB and MB	done
Continue discussion with Steven Simpson - about grass on first field on the Ballathie path	FL	ongoing
Reply to Dave Stubbs in Greenspace about Luncarty-Stanley cycle path next steps**.**	FL	done
Advertise the Bluebell wood open day	FL and DT	done
Maintenance to santa lights needed	MB and PC	ongoing
Big Stanley Tent Storage, ask men's shed	PC	done

FUNCTION UPDATES:

TREASURERS REPORT

Accounting software being investigated and costed.

Morris and Young are examining the accounts – signatures completed for final version. Will be ready before the AGM.

Arrangements for AGM

Update from Project coordinator including befriending week (1st-7th Nov) **LB**

Paths update as last year FL

Phil to be invited to chair meeting.

Woodland Trust – invite them to provide an info stall, ask for a speaker 10 mins

Muir Homes – invite to make an info display, quick 5 mins update. **FL** to invite both.

Guests- Invite councillors and invite them to bring other guests from council, specifically invite stakeholder groups.

SECRETARY'S REPORT:
A thank you card was received from Erin Gabby Hardy for the gift from the SDT board.
It was agreed to request a treasurer and chair @stanleydevelopmenttrust.org email addresses. **DT**

Data protection Policy
We must comply with GDPR from 25/5/18
We need to update our policy on how we gather data, process, uses, consent, prefered communication method. We need to demonstrate how we comply.
Suggest a working group of directors DT, LB, FL and others with experience.
DTAS may provide information. PKAVS doing training session for voluntary groups in November we have booked 2 places.
Befriending networks have provided a summary of info needed.

CLUSTER UPDATES:

Care & Wellbeing:
LB gave an update.
Scottish Power funding bid may involve January interviews, if we get to that stage.
Apply to the council for new funding when the annual evaluation is completed. **LB**
Men's Shed have now got their own bank account so they would like an update on their finacial situation in our account and then we can transfer what is left to them **DT**.

Sports Hub:
LB and JB gave an update.

Paths:
FL gave update
We looked at the updated drawings for Sheilhill Cairn plaque.
Discussion about the fence at Sheilhill to continue in Spring.

Planning
FL met RSPB representative and Elspeth from swift group regarding swift nest sites in new Muir Housing. RSPB to give response to phase 2 planning application.
Report back to community council at their next meeting on info we have provided to PKC as requested for their masterplan discussions.

ANY OTHER BUSINESS:

Update on Sept Community council meeting from MB
Next CC meetings October 10th **MB and LB**
November 14th **PC**

Christmas lights switch on event. Sheena will call a meeting after schools go back.

Football group – discussions about the Stanley football pitch are ongoing

DATES OF NEXT MEETINGS:
8 Nov AGM
6 Dec Board Meeting

Fiona Lough
Secretary
Stanley Development Trust