MINUTES of a **BOARD MEETING** of the **STANLEY DEVELOPMENT TRUST** held in the Village Hall on **Wednesday 14 August 2019** at 7.00 pm

PRESENT:

Mary Wyllie (Chair), Fiona Lough (Secretary), Anne Sweet (Minutes), Jo Hardy, James Brown, Phil Clark, Morag Roberts, Mark McDonald, Laura Baird, (Project Coordinator).

1. APOLOGIES:

Gillian Scotland, David Trevallion

2. DECLARATION OF INTERESTS

There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 4 June 2019 were adopted by Jo Hardy, seconded by James Brown and approved by the Board.

4. ACTIONS FROM THE MINUTES

Actions Status from MINUTES of **BOARD MEETINGS** of the **STANLEY DEVELOPMENT TRUST**		
Action	**Against**	**Status**
15 August 2018		
Additional signatory for bank account. Agreed it would be James Brown; paperwork to be provided	DT	Ongoing
17 April		
Updated version of the Internal Financial Controls Policy to be circulated to Board members	FL	Done
Company Property Policy – list of all equipment held by SDT to be compiled	FL, LB, MR, JB	Done
Perthshire Courier to be contacted re Sheil Hill Viewpoint article and photograph	FL	Done. Sent but not published yet
5 June 2019		
New policy for the Safeguarding of Vulnerable People – check if new policy replaces the current policy on Code of Conduct and Working with Young People	LB	Done. Decision taken to keep Code
Policy on Lone Working to be drafted	LB	Ongoing
Legitimate Interests Policy to be updated with regard to information passed to third parties	FL	Done
Register of Records Policy to be updated as noted in minutes	FL	Done
MM to be set up to access the Trust's Facebook page	DT	Ongoing
Path maintenance - strimming	FL	Postponed due to weather

5. CHAIR'S REPORT

The Chair noted that all projects are progressing well and that the Trust is looking to recruit some new Directors.

6. FUNCTION UPDATE:

Comprising:

Treasurer Report (p)

- Annual Report - Board members writing contributions for the annual report were requested to submit contributions as soon as possible. **AP – FL, MW, MM**

- Use of restricted funds – the Board agreed a request to use restricted funds to enable the continuation of projects that are funded outside of restricted funds. When funding is received monies will be allocated back to the funds that have been used.

Updating Policies

- Internal Financial Controls – the updated policy has been circulated and approved by the Board.

- Health and Safety – SDT is ultimately responsible for the policy and practice of the Trust. A nominated Director was required to oversee this policy and the Board agreed that Morag Roberts be assigned to this role. The Board also agreed that they were content for the policy to be checked by someone with experience in this field of work.

Secretary Report

- 15 new members have joined the Trust since the June meeting. The Board agreed this should be posted on the Trust Facebook page and to encourage others to become members. **AP – LB**

- It was agreed that the Chair's monthly bullet points be circulated to all members of SDT. **AP – FL**

- Planning for AGM – the main focus of this year's AGM will be the Community Hub Project. During discussion of invitees it was agreed that the Hub architect be invited to give a presentation. **AP – JH**. Invested groups will also be contacted to see if they wish a display table. **AP – FL/AS**.

7. CLUSTER UPDATE:

Care and Wellbeing Report (LB) (p)
Update given by LB

- A response has been received from PKC regarding funding and an application form completed and submitted. A bid to the Allen Lane Foundation for funding will be made for consideration at their February 2020 grants panel.

- Timebank **–** 2 new members have joined with 2 others in the process of doing so.

- Befriending Service – 3 people currently receiving support. One new befriender has successfully completed the Befriending Networks on-line training for volunteers.

- Stanley Lunch Club – lunches well attended and 2 new attendees.

- Stanley Directory – directory and postcard delivered to households in and around Stanley and grateful thanks expressed to time bankers for helping with this task.

- Scottish Time Bank Network- LB attended a meeting on 26 July in Stirling. The constitution for Timebanking Scotland has been finalised and will now be registered with Companies House. An application will be submitted to OSCR for charitable status. LB expressed interest in being on the board of Timebanking Scotland.

- Disclosure Scotland Bill – LB attended a meeting on 22 July in Stirling. The Bill is expected to receive Royal assent in 2020 with phased introduction. PVG membership will become mandatory for those doing 'regulated work'.

Community Hub

Update given by JH and MW

- Plans have been drawn up and a meeting with the architects and invested partners arranged. Board members were welcome to attend if they wished to do so. A pre-application meeting with PKC planners will need to take place in order to establish the full supporting information required in the eventual detailed planning application.

- Douglas Westwater has started fundraising and developing a business plan. The Board agreed that they were content for the Hub Working Group to resolve issues they felt comfortable dealing with but that they would revert to the full Board if they felt the need to do so.

- The Trust has requested funds from the developer's contributions. The funds will be used to take forward work in relation to planning and architectural services.

- Football Pitch – the pitch is now available for the football club to train on.

Paths and Walks (FL) (p)

- Litter Picking - a community volunteer litter pick, which included staff from Stanley Mills, took place on Saturday 29 June. The 14 volunteers enjoyed refreshments afterwards at the Mill and were invited to view the new Scotland from the Air Exhibition.

- Health Walk Group - Over the last two months the walking group has enjoyed walks in Blairgowrie, the Luncarty Flower Festival, Dunkeld and Quarrymill in Scone. The Live Active 'Big Stride Walk' was held in Alyth on Saturday 15 June and 10 walkers from the group participated. In total 67 walkers throughout P&K attended.

- Fiona Davidson, Learning Officer at Stanley Mills, has been asked by the PKC Community Team to host a community event in Stanley during the second Highland Perthshire Food & Health Festival. The walking group, along with other community groups, has been invited to participate in the "Exploring Culture at Stanley Mills" event which will be held on Friday 27 September between 10am-3pm. A walk will take place at 10.30am focussing on the Gaelic landscape and a range of drop in activities including storytelling, singing, weaving, arts and crafts and more.

- Stanley-Luncarty Cycle Path – A Dr Bike session held on 15 June attracted a lot of interest. A report and photograph of the event has been published by the Courier. It is hoped to submit a full planning application for the cycle path by the end of the year.

- Sheilhill Viewpoint – after reporting vandalism to Police Scotland no further damage has taken place.

- Path maintenance – due to bad weather the planned path maintenance had to be postponed. A section of the Stanley to Ballathie path requires attention and JB undertook to contact the PKC Greenspace ranger regarding the loan of equipment. **AP – JB/FL**

- Community Orchard Update – a letter of support has been sent to the Men's Shed who are taking the project forward.

- WSWG – the "Feeling Good in the Woods" activities are ongoing and well attended.

Planning

- A planning application for the site between Duchess Street and Perth Road has been submitted by Muir Homes; responses require to be submitted within 21 days. MW undertook to draft a response to the application. MM undertook to liaise with MW regarding the proposed route of the cycle path within the development. **AP – MW and MM**

8. COMMUNITY COUNCIL UPDATE

- JH gave an update on the 11 June meeting.
- FL gave an update on the 13 August meeting.

- Volunteers for next community council meetings:
  Tuesday 10 September - MM
  Tuesday 8 October - JB

9. **ANY OTHER BUSINESS:**

- FL provided an update on developments with the Redgorton and Stanley Parish Church.

- FL noted that the deadline for the first tranche of Community Investment Funding is 5pm on Wednesday 21 August.

10. DATES OF NEXT MEETINGS:

2 October – Board Meeting
6 November – AGM