MINUTES of a **BOARD MEETING** of the **STANLEY DEVELOPMENT TRUST** held in the Village Hall on **Wednesday 5 June 2019** at 7.00 p.m

PRESENT:

Mary Wyllie (Chair), Fiona Lough (Secretary), Anne Sweet (Minutes), Jo Hardy, James Brown, David Trevallion, Laura Baird, (Project Coordinator).

1. APOLOGIES:

Gillian Scotland, Phil Clark, Morag Roberts, Mark McDonald.

2. DECLARATION OF INTERESTS

There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 17 April 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
6 February 2019		
Arrange a spring litter pick with Stanley Primary School	FL, AS	Done
17 April		
Updated version of the Internal Financial Controls Policy to be circulated to Board members	FL	Ongoing
Attendance and Timekeeping policy to be updated	FL	Done
Company Property Policy – list of all equipment held by SDT to be compiled	FL, LB, MR, JB	Ongoing
Interview Process for Volunteers Policy to be re-written	LB	Incorporated within new Safeguarding Policy
Two changes required to be made to the Recruitment and Selection Policy	FL	Done
Letter of support for Active Travel plan for Perth	FL/MM	Done
Perthshire Courier to be contacted re Sheil Hill Viewpoint article and photograph	FL	Ongoing
Letters of support to WSWG, Friends of Five Mile Wood and MB	FL	Done
Respond to SCC letter	MW	Done
Add FL and MR and their respective positions on the Board to the Trust's draft PVG Referrals Policy	LB	Done

5. CHAIR'S REPORT

The Chair welcomed a potential new Board member to the meeting.

6. FUNCTION UPDATE:

Comprising:

Treasurer Report (p)

- The current financial year ends on 30 June; payments that fall within the financial year should be submitted promptly for payment. Board members writing contributions for the annual report were asked to start thinking about pulling these together.

- The offer from Muir Homes for a Christmas lights donation has yet to be received. It is understood that this request has now been forwarded to their head office and it is hoped that payment will be made soon.

Secretary Report

- No new members have joined the Trust since the April meeting.

Updating Policies

The policies requiring updating had been sent to Board members for comment. These comprised:

- A new policy for the Safeguarding of Vulnerable People has been drafted. FL queried whether the new policy replaced any policies the Trust already has. LB advised that it replaced the current Interview Process for Volunteers policy which required re-writing and undertook to check whether it also replaced the policy on Code of Conduct and Working with Young People. **AP – LB**. LB advised that a policy on Lone Working was also required. **AP – LB**

- Data Protection and Retention – no updating required.

- Legitimate Interests Assessment – DT queried whether the Trust has passed information on to third parties. FL advised that it had to email providers and undertook to update the policy accordingly. **AP – FL**

- Register of Records – one named Deputy Secretary who has left the Board should be deleted and the other named Deputy Secretary should referred to only as Deputy Secretary. Page 2 – the current Director email list refers to 11 Directors whereas the website list of Directors refers to 10. Page 3 – an explanation is required about photo membership cards. **AP – FL**.

- Care and Wellbeing Confidentiality – no updating required.

- Company Property (circulated 17 April) – the policy has been updated and an inventory of all equipment held by the Trust is in progress.

- Interview Process for Volunteers (circulated 17 April) – this policy has been incorporated within the new safeguarding policy.

- PVG Policy – LB informed the meeting that a Bill is currently going through Scottish Parliament regarding legislative changes to strengthen and simplify the PVG Scheme. No changes will be made to the current policy before 1920-21.

7. CLUSTER UPDATE:

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

- Contact has been made with PKC to discuss this year's project plans and funding but a meeting has still to be arranged.

- Timebank **–** exchanges between members totalled 120 hours between 1 April and 28 May 2019. The new stitching group attracts 5-6 people weekly.

- Scottish Time Bank Network- LB attended a meeting on 17 May 2019 of the proposed network whose aim is to provide support to existing time banks and help new time banks in Scotland. The network will be known as Timebanking Scotland and time banks in Scotland will be eligible to become members and send a representative to meetings. Current individuals on the network group are eligible to apply to become founding Directors and LB asked the Board if there would be any objection in putting herself forward for this role. The Board had no objection and approved LB's request.

- Befriending Service – there are currently three matches, two people awaiting a match and one new befriender recruited and trained.

- Stanley Lunch Club – the lunch club has been slightly quieter than usual due to ill health and hospitalisation.

- Stanley Directory – the Directory has been received and plans are in progress for distribution to households in the village.

- STD Flyer/Postcard – the Board wished to express thanks to Neil Hardy for producing the postcard and helping with this project. The postcard will be delivered to households along with the directory.

- Community Engagement Worker- LB met with PKC's CEW for the Carse of Gowrie on 23 May 2019. Advice was being sought into setting up a befriending service in Inchture and whether LB would be willing to run an introduction to befriending session for the group. The Board agreed that it would be happy for LB accept this request.

Hub

Update given by JH and MW

- Football Pitch – a positive meeting was held with the school and Education Department regarding football pitch usage and land for MUGA.

- Church Hall – a decision is still awaited.

- Architect - a meeting was held with Alan Thompson from Lee Boyd Architects in relation to the planning process.

- Funding – the Board approved Douglas Westwater be appointed to start fundraising on behalf of SDT.

- National Lottery – discussion is taking place as to whether there is a possibility of securing funding.

- Balfour Beatty – a topographical survey has started for the Hub on public land only at this stage.

- Stanley Primary School – the school requested that the children to be involved in each stage of the Hub development.

- **Community Engagement** – a post has been placed on the Trust's Facebook page to gauge interest in anyone wishing to run a club.

Paths and Walks (FL) (p)

- Litter Picking - A litter pick with Stanley Primary School Eco Group took place on Friday 10 May. A community volunteer litter pick is being arranged for Saturday 29 June. Stanley Mill staff wish to be involved and have offered to host refreshments for volunteers at the Mill afterwards.

- Health Walk Group- weekly numbers continue to be 12-21. A summer programme has been prepared with walks to Bluebell Wood, Darroch Wood (Blairgowrie), Luncarty Flower Festival, Dunkeld, Quarrymill (Scone), Bankfoot, Taymount Woods, Norrie Millar Walk (Perth) and Almondbank. The Live Active 'Big Stride Walk' will take place in Alyth on 15 June and approx 10 walkers from the group will participate.

- Stanley-Luncarty Cycle Path – MM has secured full funding from Perth On the Go for a Dr Bike session to be held in Stanley School car park on Saturday 15 June between 10am-2pm. To enable advertising of the event DT undertook to set MM up to access the SDT Facebook page. **AP – DT.** FL advised that she is helping with Bikeability Training in local schools and will cycle with primary 7 school children from Luncarty PS to Perth Grammar School. It is hoped that in future there will be a safe cycling route for Stanley P7 to do the same.

- Sheilhill Viewpoint – vandalism to the viewpoint has been reported to Police Scotland.

- Community Orchard Update – after an approach from the Men's Shed the lead role for this project has been passed over to them. SDT has provided HES with a soil sampling and analysis proposal and, if approved, the next step would be to seek funds for the soil analysis.

- WSWG – Five Mile Wood and Taymount Woods – the group are running a series of walks in Five Mile Wood on Sunday 9 June. The Friends of Five Mile Wood held a litter pick with politicians on 31 May.

8. <u>COMMUNITY COUNCIL UPDATE</u>

- MW gave an update on the 14 May CC meeting.

- Volunteers for next community council meetings:
  Tuesday 11 June – JH
  Tuesday 13 August – PC

9. **<u>ANY OTHER BUSINESS:</u>**

JB noted that strimming was required on Sheilhill Path. **AP - FL**

10. <u>DATES OF NEXT MEETINGS</u>:

14 August
2 October
6 November – AGM