MINUTES of a **BOARD MEETING** of the **STANLEY DEVELOPMENT TRUST** held in the Village Hall on **Wednesday 17 April 2019** at 7.00 p.m

PRESENT:

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

1. APOLOGIES:

David Trevallion, Gillian Scotland.

2. DECLARATION OF INTERESTS

There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 6 February 2019 adopted by Phil Clark, seconded by Jo Hardy 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
5 December 2018		
LB to look at the implications of the new PVG Policy in relation to the Care & Wellbeing Project	LB	Ongoing
DT to look at the implications of the new PVG Policy in relation to the Trust	DT	Ongoing
JB and LB to produce a flyer of the Trust's activities for distribution in the village	JB and LB	Done
6 February 2019		
Secretary to email time on line form to Board members	FL	Done
Secretary to email updated Health & Safety Policy to Board members	FL	Done
Secretary to email letter of support to the West Stormont Woodland Group to Board members for agreement before sending	FL	Overtaken by new AP
Section 7.1 of the Trust's Tendering Policy. DTAS advised that there is a need to look at funders requirements on an individual basis and that this should be written into the policy.	FL	Done
Obtain further quotes for Directory and print 1,000	LB	Done
Secretary to look at funding that may be available for the Rifle Club to help with the purchase of equipment	FL	Done
LB and JH to have further meeting with the Rifle Club once they have been in touch	LB and JH	Done
GS to carry out an internal financial controls check	GS	Done
Secretary to write to WSWG to advise that unfortunately the Board felt unable to agree to their request to operate under the umbrella of SDT for public liability/other insurance purposes for a limited period	FL	Done

Internal Financial Controls Policy – agenda item for 17 April meeting	FL	Done
Arrange meeting with PKC to finalise the Minute of Agreement for Section 75 funding and sign it	FL, MW, JH	Done
Arrange a spring litter pick with Stanley Primary School	FL, AS	Ongoing

5. CHAIR'S REPORT

The Chair welcomed Mark McDonald to the meeting and expressed her appreciation at the good work being done by all.

6. FUNCTION UPDATE:

Comprising:

Election of new Board member

- Fiona Lough proposed Mark McDonald's appointment to the Board, seconded by Morag Roberts and approved by the Board.

Treasurer Report (p)

- A financial control check was carried out by Gillian Scotland in March; there were no issues arising.

- Internal Financial Controls Policy – the Treasurer has updated the policy with one section relating to direct debits and a suggestion for an additional signatory for cheques to balance the workload. Suggestion for further separation of duties by one of the signatories requesting a bank statement once per year. Updated version of the policy to be circulated to Board members. **AP – FL.**

Secretary Report

- Three new members have joined the Trust.

Updating Policies

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

- Attendance and Timekeeping – minor comments had been received and the policy can be updated. **AP - FL.**

- Company Property – there is a need to compile an inventory of all equipment held by the Trust. **AP – FL to compile list. LB, MR and JB to send their lists to FL.**
- Interview Process for Volunteers – it was agreed that this policy required to be re-written. **AP – LB and MR to draft fresh policy.**

- Equal Opportunities – no updating required.

- Recruitment and Selection – 2 changes required. Page 1, line 1: "the Trust will complete its own …". Page 4, line 2: "disability" should be changed to read "ability. Otherwise this policy is satisfactory. **AP – FL**.

- Alcohol and Drugs – no updating required.

- Conduct of Employees Outside the Office – no updating required.

- PVG Referral Policy – SDT is required to have a Referrals Policy in place. When a volunteer or member of staff is permanently removed from a regulated work position, there are certain

circumstances where our organisation must notify the Protection Unit at Disclosure Scotland that this has happened. The Board agreed that where it is necessary to make a referral this process will be carried out by our Secretary (Fiona Lough). In her absence, the referral process will be carried out by a Director on our Care and Wellbeing Sub-Committee (Morag Roberts). **AP – LB to add FL and MR and their respective positions on the Board to our draft Referrals Policy.**

7. CLUSTER UPDATE:

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

- The 2018 C&WB Report had been well received by PKC and funding granted for another year. A meeting with PKC will be held to discuss this year's project plans and future funding.

- **Timebank –** the 6th birthday was attended by 26 members. LB attended 2 meetings of the Scottish Time Bank network. The aim of the network is to provide support to existing time banks and to help new time banks in Scotland.

- **Befriending Service** – a volunteer befriender information session was held on 16 April for people interested in becoming a volunteer befriender. LB attended a Befriending Networks Mental Health Awareness Course in Glasgow in February.

- **Stanley Lunch Club** – well attended and 3 new attendees.

- **Stanley Directory** – the Directory has gone to print and will be distributed to all households in the village, along with the SDT flyer/postcard. MM to provide LB with photo of cyclist on a path. LB to get software from NH for this.

- LB and FL gave a presentation about SDT and Redgorton & Stanley and Bankfoot Churches' activities at a Dementia Friendly Developments day in March, organised by Stirling Presbytery.

- LB attended a meeting in March of the Public Partners Reference Group (Joint Integrated Board) at PKAVS.

Hub
Update given by JH and MW

- MW attended a meeting with the Bowling Club and any concerns they had noted now that the Trust is at planning stage. A letter of support has also been received from the Village Hall Committee which is very much appreciated.

- Church Hall – JH and MW attended a meeting with the Bishop. The church is very supportive and a decision is expected by the end of April.

- A meeting was held with Lee Boyd Architects and Douglas Westwater from Community Enterprise. The Trust was advised to move towards planning permission and Douglas Westwater appointed to direct the Trust in the direction of the funds available from which sources. Balfour Beatty is also supportive and may be able to help with ground investigation.

- A fundraising event will be attended at Bankfoot Church Centre on 1 May to learn about crowd funding for the hub.

- Section 75 Agreement – the Memorandum of understanding between PKC and SDT was signed in March and funds for Stanley are being ring-fenced. FL clarified that the S.75 agreement was between PKC, Muir Homes and landowners and not SDT.

- It was agreed that a brief update of progress on the Trust's projects should be posted on a monthly basis on the Stanley Store noticeboard. Updates should be submitted to MW for collation by the 20th of each month. **Aps: MM – Paths; C&WE – LB; Hub – JH/MW**.

- Football pitch – unfortunately the pitch is still not playable and in the meantime Stanley Football Team will be playing at Methven until works have been carried out.

Paths and Walks (FL) (p)

- Stanley-Luncarty Cycle Path – MM and FL met with the quarry owner and a letter of support submitted to PKC for the quarry development. Pre-engagement has been made with a landowner and a meeting held with Road Safety staff from PKC. MM and AS attended Luncarty CC meeting where MM gave an update of work to date which was received positively. MM met with Sustrans and a further meeting is planned to discuss the boundary regarding "My Common Place" as the Active Travel plan for Perth ends at Luncarty. An on-site meeting is also planned with Scottish Natural Heritage to discuss options. The Board agreed to send a letter of support for the Active Travel plan for Perth. **AP – FL and MM**

- Bike Station event – MM met with a member of staff from the Bike Station. It is planned to hold a "Dr Bike" open day sometime in June during National Cycling Week to engage the communities of Stanley and Luncarty.

- FAQs – the FAQs for the Stanley Luncarty Path have been prepared and will be used when engaging with communities and the media.

- An article submitted by FL on the cycle path was published in the Perthshire Courier.

- Shiel Hill Path – a notice has been erected on fence posts and posted on facebook regarding stubble. It was agreed that the Perthshire Courier be contacted to see if they would be interested in publishing an article about the Sheil Hill Viewpoint and launch of new directory and send a photographer. **AP – FL to contact Courier.**

- Litter pick with Stanley Primary School – planned for 10 May during the Keep Scotland Beautiful Clean up Scotland Campaign but final confirmation awaited from the school.

- West Stormont Woodland Group and Friends of Five Mile Wood – the Friends of Five Mile Wood favour a community buy out for Five Mile Wood. They are willing to undertake the legwork for a CAT and for SDT to be the ultimate owners of Five Mile Wood. The two groups have met and are working together on a feasibility study. It has been suggested that ownership of Five Mile Wood would be a good income generation for SDT. During discussion the Board agreed that it welcomed community ownership of the woodlands but that it was not a feasible option for them to undertake. **AP – FL to send letters of support to WSWG, Friends of Five Mile Wood and MB.**

8. COMMUNITY COUNCIL UPDATE

- Updates were given by MW and LB on the March and April meetings.
- MW had received a letter from the chair of SCC, the contents were discussed MW to respond.

- Volunteers for next community council meetings:
  Tuesday 14 May – MW and MM,
  Tuesday 11 June – JH.
  Tuesday 13th August – PC.

9. **ANY OTHER BUSINESS:**

There was no other business.

10. DATES OF NEXT MEETINGS:

5 June 2019
14 August