MINUTES of a **BOARD MEETING** of the **STANLEY DEVELOPMENT TRUST** held in the Village Hall on **Wednesday 15 August** at 7.00 p.m.

PRESENT:
Mary Wyllie (chair), David Trevallion , Fiona Lough (Secretary), Anne Sweet , James Brown, Morag Roberts, Phil Clark, Laura Baird (Project Coordinator)

1. APOLOGIES:
Chris Leakey, Gillian Scotland, Jo Hardy

2. DECLARATION OF INTERESTS
none

3. MINUTES OF PREVIOUS MEETING
June 2018 proposed by David, seconded Morag, Phil

4. ACTIONS FROM THE MINUTES

Actions Status from MINUTES of **BOARD MEETING** of the **STANLEY DEVELOPMENT TRUST** 13 June 2018		
Action	**Against**	**Status**
Standing actions		
Decide what needs to stay on dropbox	ALL	Ongoing
Send record of volunteer hours by email to broker@stanleydevelopmenttrust.org	ALL	Ongoing
2nd August 2017		
Continue discussion with Steven Simpson - about grass on first field on the Ballathie path	FL	Ongoing
6th December 2017		
2 members who have moved house will be made Associate Members	FL	done
7th February 2018		
Explore ideas for an event to celebrate 5 years of time-banking and 10 years of the trust anniversaries.	Action passed from GS to LB	As part of AGM planning
Explore options for supporting start-up for possible breakfast club at the school	GS	Ongoing
18th April 2018		
TBUK software, new version of Time on Line will comply with GDPR, Time brokers to shift over to the new software.	FL and VA	Ongoing
Care & Wellbeing working group members to meet informally to introduce MR to the role	LB, PC, JH	Ongoing
Consider recruiting more members/ directors with specific skills for the working groups	ALL, FL, JB, DT	Ongoing
Storage of new tools to be arranged	MR and JB	Done
Make a list of which tools we have and where they are stored based on the invoice list	MR	Done
Problem with one strimmer from Forfar to be investigated while warranty is valid	JB and MB	Done
Maintenance of upper part of Sheil Hill path to be discussed with Steven Simpson and Mr Petrie and Garry Harkess of Muir Homes	JB, FL and AS	Ongoing
Set date for laying cobbles and renewing fence posts, and then recruit TB members and volunteers.	JB and MB TB not required	Ongoing (nearly completed)

13 June 2018		
Draft contributions for the annual report to be submitted by the end of July	ALL	AS Done LB FL, DT Ongoing, AS Chair report
Table of all Trust policies to be prepared for 15 August meeting	FL	Done
Comments on proposed changes to the PVG Scheme to be submitted via other voluntary bodies	LB	Done
Health Walk Leaders to be asked if they wish to attend first aid training on 6 July	LB and FL	Done 5 attended
Development phase work for the Sports Hub to be taken forward	LB, JB and JH	ongoing
Meeting to be arranged to gauge interest in help with cycle training	FL	Ongoing, schools contacted
Directors to decide which roles they will take on	All	Done, FL to put on website
Check if time bankers would be interested in joining the hub sub-committee	LB	Complete

5. CHAIR'S REPORT

none

6. FUNCTION UPDATE:

Comprising:

- Treasurer Report (p)
  Paper received, annual report sections to be completed by end August first draft to Morris and Young end Sept
- Volunteer for Sept check of finance with David according to our Financal Controls Policy **MW**
  Online banking option does not allow for 2 signatures. Additional Signatory for bank account agreed it would be James Brown. **DT** to provide paperwork.
- Secretary Report
  Associate members list formed with 8 on list. 213 current members.
  3 new members approved.
- List of directors, roles and working groups (p)
  List approved, **FL** to put on website
- Updating policies (p)
- board cycle with policy-update cycle (p)
  Annual programme for updating our policies agreed
  Discussion of best night of the week for meet for 2019 meetings. **DT** to ask board members.
  One third of directors to stand down at AGM and they may stand for re-election, Consult director register and discuss with those directors **FL**
- Health and safety policy (p)
  LB, MR and FL have been through this at Timebank Drop-in, It needs more detail with terminology for our current situation. Employee, Members, TB members, lunch club volunteers, volunteer befirenders, time brokers, health walk leaders, path volunteers, lunch club participants, befriedees, walker, knit and natter.
  Reference should be made to TB handbook
  Clarify section 2.2
  Health walks are under stride for life for management and insurance, SDT organise some other walks which are covered by our insurance.
  Find out more about our legal responsibility from HSE. **PC**
  Update H+S policy with these agreed changes and circulate **FL**

7. CLUSTER UPDATE:

- Stanley Diaspora tapestry
  Nearly finished after 3 months of work. Val has done amazing coordination. Fiona Davidson from HES to be invited to the AGM with the Mill Manager and artist Frances. **FL**

- Care and Wellbeing Report (LB) (p)
  Update given, New Time Broker – Morag has begun her new role. Welcome to the team!
  3 people waiting for a befriender, recruitment drive poster coming soon.
  First aid training took place on Friday 29th June. Attended by 11 people –lunch club volunteers, befrienders, walk leaders and LB. Many thanks to Jo Hardy for helping to organise the session and to Stuart the trainer who donated his time and skills for free.
  Social prescribing – make connections with new social prescriber. **LB**

- Hub (LB) (p)
  Update given by LB
  MW has joined the hub working group. Welcome to the team!
  Tendering for development phase is in progress according to our policy, it will be needed for funding applications.
  Football pitch - funding has been obtained for drainage and pitch renovation in October. Spoil to be removed.from site. **MW** Meeting with Stanley Primary HT next week **MR and LB**.
  Permission to do third party works is needed. **JB**
  Sept village hall meeting LB and JB to attend.
  Aggregate cost has increased by £420, seek contribution from football group. **LB**

- Planning
  East Range building allocated for men's shed, change of use planning permission granted. Move in by 6th October.
  PKC have set a condition on new builds for bats and swifts "Prior to occupation of any buildings on site a minimum of 30% of all completed 2 storey houses shall Incorporate a minimum of 2 bat bricks (e.g. build-in Woodstone Bat Box) and swift nest bricks (e.g. WoodStone Build-in Swift Nest Box A) shall be incorporated at eaves height. Reason: In the interests of enhancing environmental quality and of biodiversity." Thank you, PKC!

- Paths and Walks (FL) (p)
  Litter at the Linn came up in conversation between LB and PKC ranger. Coordinate extra litter picks by Health Walk Group **AS**

- Taymount and five mille wood update
  Promote Kinclaven Bluebell Woodland working group on our Facebook
  Write an email of Spport for the Five Mile and Taymount Woods Working group **FL**

- Orchard Update
  Update from CL who has had further meetings with HES and continues to work on this aspiration.

8 COMMUNITY COUNCIL UPDATE

Update from previous community council meeting by LB
Volunteers for next community council meetings (second tuesday 7pm)
Tuesday September 11th DT
Tuesday Oct 9th FL

9. ANY OTHER BUSINESS:

Planning our AGM – tapestry, squirrels, 10 year birthday cake at AGM, invite past and present directors, normal updates, CWB LB, Hub, DT 10 years of SDT, Volunteer to Chair the AGM **DT**

9. DATES OF NEXT MEETINGS:

3 October 2018
7 November 2018 (AGM)

Fiona Lough
Secretary
Stanley Development Trust