MINUTES of a **BOARD MEETING** of the **STANLEY DEVELOPMENT TRUST** held in the Village Hall on **Wednesday 3 October 2018** at 7.00 p.m

PRESENT:

Fiona Lough (Chair, Secretary), Anne Sweet (Minutes), David Trevallion (Treasurer), James Brown, Morag Roberts, Mary Wyllie, Laura Baird (Project Coordinator)

1. APOLOGIES:

Chris Leakey, Phil Clark, Jo Hardy, Gillian Scotland

2. DECLARATION OF INTERESTS

None

3. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 15 August were approved.

4. ACTIONS FROM THE MINUTES

Actions Status from MINUTES of **BOARD MEETING** of the **STANLEY DEVELOPMENT TRUST** 3 October 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	Done
7th February 2018		
Explore options for supporting start-up for possible breakfast club at the school	GS	Done
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	Complete
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	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	Done
Set date for laying cobbles and renewing fence posts, and then recruit TB members and volunteers.	JB and MB TB not required	Done
13 June 2018		
Draft contributions for the annual report to be submitted by the end of July	ALL	Done
Development phase work for the Community Hub to be taken forward	LB, JB and JH	Ongoing

Meeting to be arranged to gauge interest in help with cycle training	FL	Done
Directors to decide which roles they will take on	All	Done
15 August 2018		
September check of finance with David according to our Financial Controls Policy	MW	Done
Additional signatory for bank account. Agreed it would be James Brown; paperwork to be provided	DT	Ongoing
List of directors, roles and working groups to be put on website	FL	Done
Discuss best night of week for 2019 meetings; ask board members	DT	Done
Consult director register and discuss with those directors for re-election	FL	Done
Update H&S Policy with the agreed changes and circulate	FL	Ongoing
Find out more about our legal responsibility from HSE	PC	Done
Fiona Davidson from HES to be invited to the AGM with the Mill Manager and artist Frances Law to talk about Diaspora Tapestry	FL	Done
Make connections with the new social prescriber	LB	Done
Coordinate extra litter pick by Health Walk Group at Linn	AS	Done
Write an e-mail of support for the Five Mile and Taymount Woods Working Group	FL	Ongoing
AGM 10 year birthday cake	AS	Ongoing

5. CHAIR'S REPORT

None

6. FUNCTION UPDATE:

Comprising:

Treasurer Report (p)

- The trust is due to receive a small amount of commission from DTAS Trading Ltd in relation to the oil ordered within the PH1 post code area. A relaunch of the DTAS Oil Buying website will be part of the AGM.
- MW carried out September check of finance with David according to our Financial Controls Policy.
- Paper is in preparation for James Brown to become an additional signatory for the Trust's bank account.

Annual Report (p)

- The Treasurer submitted the annual report to Morris & Young by the end of September as required. Comments have been received back, responded to by DT and a revised report submitted. The report was formally signed by the Secretary at the meeting.

Secretary Report

- 2 new Trust members.
- AGM procedures for re-election. Each year one third of the longest serving Board members are required to stand down, although may choose to stand for re-election if they wish to do so and approved by the meeting.

Updating Policies (p)

- The Tendering Policy for issuing, receiving and evaluating tenders was discussed. Some updating is required in relation to 2.1 (referees) and 2.2 (receiving tenders by e-mail). Further information is required under 7.1 as to whether tenders can be progressed if the minimum number of bidders relating to the value of the tender is less than that set out in the policy – **FL to update policy and contact DTAS**.

7. CLUSTER UPDATE:

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

- Four new timebank members since August.
- HES hosted an event at Stanley Mills in August for the unveiling of the Stanley Diaspora Tapestry.
- Two new volunteer befrienders have been recruited and induction sessions will take place during October.
- A meeting was held with the newly appointed Health & Social Care Partnership social prescriber based in Blairgowrie. Work will initially focus on the Strathmore area and it is hoped that once work focusses on the Stanley area we may be able to work together.

Community Hub (LB) (p)
Update given by LB

- Tenders were received from 3 of the 4 architects invited to tender for architectural services. Interviews were held in September and Lee Boyd was chosen as the preferred provider of architectural services for the hub project. A very encouraging meeting was held with PKC regarding the Stanley Master Plan contributions under the Section 75 agreement and PKC will draw up a Memorandum of Understanding between them and the Trust. The Board agreed that a further meeting was required to decide how to proceed with funding and staffing for the hub project – **FL to arrange meeting**. As from the end of October LB will concentrate on the Care & Wellbeing Project and will no longer be working on the hub project. The Board wish to record their thanks to Laura for the enormous amount of time and effort she has put into the hub project to reach the stage it has.

- LB and JB attended part of the Village Hall committee/trustees meeting in September at which they presented the revised plan for the hub and gave a progress update.

- All funding is in place for the renovation of the football pitch and permissions and licenses granted by PKC. SDT has met twice with the Head Teacher of Stanley Primary School who undertook to send letters home with school children informing parents of the proposed work. The Board agreed that renovation works be carried out during the school holidays and work is planned to commence on 8 October, weather permitting. Heavy rain is forecast for that week and the contractor may advise that the works not go ahead then. SDT wishes to record the invaluable input of Werner Reiche who wrote the CDM plan for the works.

Paths and Walks (FL) (p)

- Greenspace plan to organise a meeting between P&K Planning Department and SDT to discuss the Luncarty Cycle Path.
- Eleven volunteers carried out path maintenance on the Sheil Hill Path in September.
- Stanley Health Walk Group hosted the World Alzheimers Day walk on 21 September with 60 walkers from health walk groups in P&K, followed by refreshments at Tayside Hotel.

8. COMMUNITY COUNCIL UPDATE

- Volunteers for next community council meetings (second Tuesday 7pm)
  Tuesday 9 October - FL

9. **ANY OTHER BUSINESS:**

The AGM was discussed and the following noted.

- DT will chair the AGM and look back on the Trust's achievements over the past 10 years.
- LB will report on the Hub and Care & Wellbeing Project and FL will report on Paths and Walks.
- AS to arrange a celebration cake to mark the Trust's 10th anniversary.
- Fiona Davidson of Historic Environment Scotland will speak about the Stanley Diaspora Tapestry Panel which will be on display at the meeting.
- Timebank members to be asked to help with catering (LB).
- Display tables to hold information about the Swift Project and Five Mile and Taymount Woods Woodland Working Group (FL?).
- It was decided not to include Gowrie Quarry *plans at an already busy AGM.*

10. DATES OF NEXT MEETINGS:

7 November 2018 (AGM)
5 December Board Meeting

Fiona Lough
Secretary
Stanley Development Trust