MINUTES of a **BOARD MEETING** of the **STANLEY DEVELOPMENT TRUST** held in the Village Hall on **Wednesday 5 December 2018** at 7.00 p.m

PRESENT:

Phil Clark (Chair), Fiona Lough (Secretary), Anne Sweet (Minutes), David Trevallion (Treasurer), James Brown, Morag Roberts, Jo Hardy, Laura Baird (Project Coordinator)

1. APOLOGIES:

Mary Wyllie, Gillian Scotland

2. DECLARATION OF INTERESTS

Jo Hardy informed the meeting that she had been invited to join the Board of Directors of Stanley football team. After some discussion and reference to the Trust's Memorandum & Articles of Association the Board agreed that there was nothing to prevent Jo Hardy from accepting this position.

3. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 3 October were approved.

4. ACTIONS FROM THE MINUTES

Actions Status from MINUTES of **BOARD MEETING** of the **STANLEY DEVELOPMENT TRUST 5 December 2018**		
Action	**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
18th April 2018		
Care & Wellbeing working group members to meet informally to introduce MR to the role	LB, PC, JH	Done
13 June 2018		
Development phase work for the Sports Hub to be taken forward	LB, JB and JH	Done
15 August 2018		
Additional signatory for bank account. Agreed it would be James Brown; paperwork to be provided	DT	Ongoing
Update H&S Policy with the agreed changes and circulate	FL	Ongoing
Write an e-mail of support for the Five Mile and Taymount Woods Working Group	FL	Ongoing
3 October 2018		
Sections 2.1 and 2.2 of the Trust's Tendering Policy to be updated and advice from DTAS sought in relation to Section 7.1	FL	Ongoing
Extra Board meeting to be arranged to discuss funding and staffing for the Hub Project	FL	Done
Celebration cake for the Trust's 10th anniversary	AS	Done
Timebank members to be asked to help with catering at AGM	LB	Done
Display tables for Swift Project, Five Mile and Taymount Woods Working Group	FL	Done

5. CHAIR'S REPORT

None

6. FUNCTION UPDATE:

Comprising:

Treasurer Report (p)

- Submissions were made to OSCR and Companies House for the financial year accounts well in advance of the deadline of March 2019.

Secretary Report

- It is usual practice after the AGM to discuss Board positions of chair, secretary and treasurer. Fiona Lough agreed to retain her role as Secretary and David Trevallion as Treasurer. The appointment of Chair remains open for consideration.

- AGM feedback – the AGM was well attended by members and non-members and feedback has been excellent

- 13 new members have joined the Trust since October.

- Board cycle – the 2019 cycle of Board meetings was agreed.

- Facebook/GDPR – **MR** undertook to contact Stanley Primary School to discuss whether they had any objection to the Christmas lights switch on video being posted on the Trust's Facebook page.

Updating Policies (p)

- **Directors Code of Conduct** – after discussion it was agreed no changes were required to this policy.

- **Conduct for Working with Children and Young People** and **Child Protection Policy**– it was agreed that a re-work of this policy was required and that the Volunteer Scotland website could provide useful guidance. LB advised that a new PVG Policy will be available in spring 2019. After some discussion the Board agreed that it should be proactive and start drafting a new policy in the meantime. LB undertook to look at the implications in relation to the Care & Wellbeing Project and David Trevallion undertook to look at the implications in relation to the Trust.

7. CLUSTER UPDATE:

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

- **Timebank -** 9 new members in 2018 : 15 in 2017. Membership sustained at 90 individuals and 9 groups as per target for 2018 and 392 exchanges between members. A spin off from the Stanley Diaspora Tapestry has resulted in a new stitching group meeting up at the Wednesday drop-in. A study visit from the 'We Care Kinloch Rannoch' took place to discuss the Trust's time banking model.

- **Befriending Service** – this year support has been provided by volunteer befrienders to 5 individuals. A recent recruitment drive resulted in 5 new volunteers and an induction session was held in October. There are currently 5 volunteer befrienders and 3 in the process of training.

- **Stanley Lunch Club** – the lunch club has an average attendance of 35 plus 6 volunteers. The club celebrated its 3rd birthday in November when raffle prizes were kindly donated by Stanley Store, Spar, Davidson's and Stevenson's. At the December lunch club each participant will receive a 2019 calendar with lunch club dates highlighted and biscuits. A very generous donation for the lunch club has been received from Stanley Masons.

- **Stanley Directory** – an updated version will be available in January 2019.

- **Reporting to PKC** – the deadline of December 2018 for the project report will be met along with funding proposals for 2019.

Hub (JH)
Update given by JH

- The appointed architects are working on a brief for the project. It is unlikely that Big Lottery funding will be available due to a shortage of funds and planning permission needs to be in place before an application can be made to the Scottish Land Fund. Balfour Beattie wishes to engage with the community and MW is in contact with them in relation to some assistance with project management.

- Football pitch – it was suggested that a Porta cabin with changing/shower facilities could be purchased with funding received from Stanley Masons. **JH** undertook to contact Stanley Primary School to seek their views about siting a Porta cabin beside the football pitch.

- SDT received a very generous donation from Stanley Masons with a proviso that £1,000 be donated to the Lunch Club, £1,000 for the Stanley Christmas lights and £5,000 for the football pitch. **JH to send letter of thanks to Stanley Masonic Lodge.**

Section 75 Agreement – Legal MoU with PKC

- A Minute of Understanding has been drawn up between Perth & Kinross Council and Stanley Development Trust regarding the legal structure for receiving funds towards the proposed Community Hub and the Stanley to Luncarty Core Path. Funding will be transferred to the Trust in staged payments when two key milestones are reached: namely a letter of engagement with a registered architect to undertake design work up to planning and building warrant stage and a contract to build the Community Hub and a programme for delivery. Clarification is still required as to whether funds can be transferred for an all-weather football pitch - **FL** to seek advice on this matter.

Paths and Walks (FL) (p)

- Stanley-Luncarty Cycle Path – meetings held with: PKC Community Greenspace, PKC Planning Department and a representative from Luncarty Community Council; Gowrie Farm neighbours and a landowner to discuss any concerns they had in relation to the cycle path; a representative from Balfour Beattie regarding community benefits they are willing to provide in relation to the cycle path and the community as a whole.

- Six new path volunteers recruited at the AGM.

- Sheil Hill Viewpoint – the cairn is complete and a celebration planned at a later date.

- Litter pick to be arranged with Stanley Primary School next term. Historic Environment Scotland staff based at Stanley Mill have noted an interest in being involved.

8. COMMUNITY COUNCIL UPDATE

- Volunteers for next community council meetings:
  Tuesday 8 January – JH

Tuesday 12 February - DT

9. **ANY OTHER BUSINESS:**

Stanley in Bloom – Collaboration

- Representatives of Stanley in Bloom met with Laura Baird as they wish to work more collaboratively with the Trust.

Rifle Club

- An approach has been received from Stanley Rifle Club requesting assistance. **JH** undertook to contact the club to clarify what type of assistance they were looking for.

Grampian Energy Services

- A letter had been received outlining a proposal for the East Range at Stanley Mills. A reply would be sent by **FL** indicating cautious interest at this stage.

Discussion took place regarding the Trust's profile in the community and it was agreed that a flyer should be produced outlining its activities for distribution in the village. **JB and LB** undertook to carry this forward.

10. DATES OF NEXT MEETINGS:

6 February 2019
17 April 2019