MINUTES of a **BOARD MEETING** of the **STANLEY DEVELOPMENT TRUST** held in the Village Hall on **Wednesday 6 February 2019** at 7.00 p.m

PRESENT:

Mary Wyllie (Chair), Fiona Lough (Secretary), Anne Sweet (Minutes), James Brown, Morag Roberts, Jo Hardy, Gillian Scotland, Laura Baird (Project Coordinator).

1. APOLOGIES:

Phil Clark, David Trevallion.

2. DECLARATION OF INTERESTS

There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETING

The minutes of the meeting held on 5 December were approved by the Board.

4. ACTIONS FROM THE MINUTES

Actions Status from MINUTES of **BOARD MEETINGS** of the **STANLEY DEVELOPMENT TRUST**		
Action	**Against**	**Status**
5 December 2018		
Send record of volunteer hours by email to broker@stanleydevelopmenttrust.org	ALL	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 agreed changes and circulate	FL	Done
Write a letter of support for the West Stormont Working Group	FL	Done
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	Done
5 December 2018		
MR to contact Stanley Primary School to discuss if there would be any objection to the Trust posting the video of the Christmas lights switch on its Facebook page	MR	Done
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
JH to send letter of thanks to Stanley Masonic Lodge	JH	Done
FL to seek advice as to whether the MoU between PKC and SDT allows funds to be transferred for an all-weather football pitch. ***To be discussed at a future meeting with PKC.***	FL	Done
JH to contact Stanley Rifle Club to clarify what type of assistance they are looking for	JH	Done
JB and LB to produce a flyer of the Trust's activities for distribution in the village	JB and LB	Ongoing

5. CHAIR'S REPORT

A prospective Board member was welcomed to the meeting.

6. FUNCTION UPDATE:

Comprising:

Treasurer Report (p)

- A volunteer was required to carry out an internal financial controls check. GS volunteered to carry out this task. **AP - GS**

Secretary Report

- The total number of SDT members now stands at 234.

Board Positions

- The Trust has recently been working with a revolving chair. Fiona Lough nominated Mary Wyllie to take on the position of Chair, seconded by Morag Roberts and approved by the Board.

Updating Policies (p)

- **Internal Financial Controls Policy** – In the absence of the Treasurer this item was carried forward to the 17 April meeting. **AP - FL**

7. CLUSTER UPDATE:

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

- **Timebank –** A meeting was held between time brokers in January. Consideration is being given to moving to Time on Line 2 software. Winter Watch cards were issued to lunch club members in November 2018. LB attended a meeting of the Scottish Network of Time Banks in January.

- **Befriending Service** – there are currently 6 befrienders and 3 matches providing weekly social support. LB will attend a Befriending Network Mental Health Awareness course in Glasgow in February.

- **Stanley Lunch Club** – the lunch club marked its 3rd birthday in November 2018. A local accordionist entertained at the Christmas Lunch and accompanied the carol singing. Due to the very generous donation from the Stanley Masonic Lodge each participant received a box of chocolate biscuits and a 2019 calendar with lunch club dates included.

- **Stanley Directory** – to comply with GDPR written consent was sought from all individuals to include their name and contact details in the directory. Quotes for printing had been sought but during discussion the Board requested further quotes are obtained for printing 1,000 copies and that the SDT flyer is inserted in the directory before distribution to all houses in Stanley. **AP - LB**

Hub
Update given by JH and MW

- The Trust is not in a position to apply for funding to the Community Investment Fund at the moment as planning permission and costs are required before an application can be considered.

- Planning Permission – subject to securing settlement of the houses missived to date from Muir Homes and receipt of an invoice for payment from PKC, the Board agreed that when available the funding should be used to achieve planning permission.

- The minute of Agreement under Section 75 of the Town and Country Planning Act 1997 between PKC, Zurich and Muir Homes was finalised in 2018. Discussions have been ongoing between PKC and SDT about how funds from these developer contributions will be transferred from PKC to SDT for the Hub project as in the section 75 agreement. A minute of agreement between PKC and SDT has been drafted. A meeting will be arranged with PKC to discuss the Trust's comments on the draft minute of agreement. Subject to a satisfactory outcome the Board agreed that the minute of agreement can be signed off and that the signatories should be Mary Wyllie as Chair and Fiona Lough as Secretary of the Board. **MW, FL, JH**

- Football pitch – Stanley Football Club has agreed to accept responsibility for a Porta Cabin sited in close proximity to the football pitch.

Paths and Walks (FL) (p)

- Stanley-Luncarty Cycle Path – a prospective Board member who attended the meeting has agreed to become Project Manager for the cycle path and gave an update on his involvement with the Perth Active Travel Forum. The path working group is due to meet soon to make an action plan and decide about planning permission. A public meeting held in the Village Hall by Balfour Beattie community benefit proved to be very helpful. A meeting was held with Gowrie Farm neighbours and it is proposed to hold a community awareness raising event with regard to the cycle path.

- Litter pick to be arranged with Stanley Primary School in spring **FL, AS**

- West Stormont Woodland Group (Five Mile Wood and Taymount Woods) – the group requested whether there was any possibility that for the remainder of the CATS development period only (until woodland ownership is awarded/achieved or rejected) WSWG could operate under the umbrella of SDT for public liability/other insurance purposes. After some discussion the Board felt unable to support this request. **AP – FL**.

8. COMMUNITY COUNCIL UPDATE

- JH gave an update on the CC meeting held in January. It was noted that a collection is being held for Dr Brewster who is due to retire.

- Volunteers for next community council meetings:
  Tuesday 12 March – MW
  Tuesday 9 April - LB

9. **ANY OTHER BUSINESS:**

- Discussion took place on the proposals at Stanley Mills by Grampian Energy Services.

- LB informed the meeting that PKC/PKAVS/Life Active/NHS are planning a Food and Health Festival in Highland & Strathtay. Four events will be held in the Strathtay area during the week 18-24 March 2019. It is hoped that local groups will participate in the Festival. Further information will be forthcoming.

- JH advised that income generated from refreshments at the Stanley Christmas lights switch on amounted to £160.94 and that the Stanley calendar raised £465. Monies generated will be used for the Christmas lights switch on.

10. DATES OF NEXT MEETINGS:

17 April 2019
5 June 2019