MINUTES of a **BOARD MEETING** of the **STANLEY DEVELOPMENT TRUST** held using Zoom on **Wednesday 1 April 2020** at **7.00 pm**

PRESENT:

Fiona Lough (chairing and minutes), Anne Sweet (Minutes), Jo Hardy, Mark McDonald, Jonny Sinclair, Laura Baird (Project Coordinator). (quorum =5 directors)

1. APOLOGIES:
James Brown, Morag Roberts, David Dunbar, Mary Wyllie

2. DECLARATION OF INTERESTS

There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting held on 4 Feb were adopted by Jo Hardy, seconded by Mark McDonald and approved by the Board.

4. ACTIONS FROM THE MINUTES

Actions Status from MINUTES of **BOARD MEETING** of the **STANLEY DEVELOPMENT TRUST held on 5 FEBRUARY 2020**		
Action	**Against**	**Status**
2 October 2019		
Paperwork to be provided for James Brown and Anne Sweet to become additional signatories for SDT bank account	JS	Ongoing with RBS Done by AS, JB and JS
Draft press release to be prepared in readiness for enquiries received after Hub plans submitted to PKC	Hub Group	Ongoing
4 December		
Letter of support to be drafted for all local businesses, user groups, invested partners and individuals	Hub Group	Ongoing
Cllr James to be contacted in relation to funding for the C&W Project	FL	completed
Further engagement with Scottish Futures	Hub Group	Ongoing
Contact to me made with Muir Homes re the H30 (Perth Road) greenspace area	FL	sent await reply
5 February 2020		
Project Coordinator to update list of activities within the Trust's insurance policies and send to Treasurer for payment	LB	done
Project Coordinators contract and pay rise to be implemented with the SCVO	JS	Done
Current management provider of the SDT website to be contacted to clarify if they can host the upgraded site	FL/ LB	done
Project Coordinator to contact Trish Allen, PKC in relation to the C&W Project.	LB	done
Supplier of the Sheil Hill viewpoint to be contacted to discuss repair of the viewpoint	JB	Ongoing

5. CHAIR'S REPORT

Board meeting using zoom becasue of coronavirus social distancing. Apologies that there have been technical problems for some members of the board. SDT has been busy setting up "Here to Help" connecting TB and lunch club, befriending and other vulnerable people known to us. We have already been delivering prescriptions and shoppping. It is particularly good at this time that we have the CWB project in Stanley and funding for the Project coordinator post. Many thanks to Laura who has been very busy recently along with timebrokers and lunch club helpers.

6. <u>FUNCTION UPDATE:</u>

Comprising:

Treasurer Report

- We have not received a bank statement since the end of Feb. £28k in account. The £6k for the football pitch from CIF has come in.
- Signatories - RBS has not yet registered the three new signatories, some previous signatories who are members have not been removed yet and may be able to support us. Contact details to be provided to JS by **FL.**
- Business Beneficial Owner ship declaration for the RBS Customer Dilligence Team written by FL and submitted by JS. RBS will not be following this up for some time.
- SCVO Payroll – the Project Coordinators pay rise has been implemented.

Secretary Report

- FL sent a letter to the board to let them know she would be moving from Stanley and resigning as secretary. It has been a great pleasure and privilege to volunteer with SDT for nearly 8 years. Board to consider who to be company secretay, FL committed to a good handover.
- FL had spoken with MW who indicated she would like to resign as a director and remain on hub working group. Companies House details to updated within the 14 day time limit by **FL**.
- 13 new members have joined the Trust since the Coronavirus pandemic, these were approved by the board. Secretary to update membership list and send welcome email. **FL**
- New person registered with Information Commissioners Office will be needed, agenda item to be carried forward (because chair forgot)

Updating Policies

- deferred to next meeting, policies below to be reviewed.
  Care and Wellbeing project Volunteer Policy, Recruitment Policy, Recruitment of ex-offenders policy, Equal Opportunities Policy, Alcohol and Drug Policy, Company Property Policy, Attendance and Time-keeping Policy, Conduct of Employees outside the Office Policy.

New SDT Website

- FL + LB worked together on menu and new content for new website on 27/2/20. Coronavirus has unfortunately delayed progress but also means we need the new site more than ever.
- Can be hosted by our existing host Polr at same price. RC is happy to help us achieve that.
- Next steps are to complete menu and pages **FL and LB** and consult with members of the board before launch **MM and JS.**

7. <u>CLUSTER UPDATE:</u>

Community Hub (Update given by JH)

- Very positive meeting with Stanley Community Council and Strathtay councillors on 11/2/20.
- Our appointed architects are still working and keen to move forward, but we will wait a short time and assess when the time is right to move on with community consultation and school consulttion given the present circumstances.

- Euan Maclauchlan at PKC has moved job, we now correspond with Beatrice Nichol her email address is BNichol@pkc.gov.uk

Stanley Football Club

- An option for siting of porta cabins to facilitate changing and shower facilities has been identified. The group are only £800 short of the fundraising target for the renovation of the pitch.
- All the paperwork and research from the renovation done on the football field last time will be passed on by **LB**.

Care and Wellbeing Project (LB) (p)

Project funding £6,725 from Allen Lane Foundation for project insurance cost and part funding of project coordinator's salary. £16,500 from PKC, confirmed. Application and budget to be submitted by **LB**

Timebank has been responding to Coronavirus COVID 19 pandemic. much work has been done by the Time Brokers and LB teaming up with Stanley Store and Davidson's to offer a volunteer shopping and prescription delivery service for older and vulnerable people in and around the village.

- 15 'virus volunteers' recruited from existing time bank membership and new people coming forward to help.
- Risk assessment for deliveries carried out and used to produce a briefing for volunteers.
- Leaflet/flyer – distributed to Lunch club members and other at risk individuals known to us, and via local networks. Flyer on SDT website and Facebook page. All above documents available on SDT Dropbox.
- Setting up a volunteer telephone friend service for lunch clubbers and others.

Befriending Face to face befriending suspended due to COVID-19. Some matches moving to telephone befriending.

All CWB gatherings cancelled for foreseeable future due to COVID-19 18 March 2020 lunch club was cancelled as was the Time Bank drop-in and knit and natter that day.

- Musician from Music in Care and Hospitals entertained at Feb lunch.

Balfour Beatty Community Conference 20 February 2020

- LB and FL attended.
- LB gave presentation on impact of BB's support for SDT projects
- Useful contacts made with Perth College, Job Centre Plus, and an environmental consultant.
- Signed SDT up to Disability Confident scheme which supports and recognizes businesses that are actively inclusive in their recruitment and retention. We meet the criteria and were accredited that same afternoon! SDT can use the DC logo on website and recruitment ads.

Stanley Emergency Plan - discussion on this deferred due to emergency
Community Transport - deferred until we can travel together again.
Planning and H30 Site – this decision was deferred on 11/3/20 by the planning committee.

Paths and Walks (p)

- The board decided to tie open the gates on Shiel Hill path and put up the COVID 19 Outdoor Access poster from PKC. Contact to be made with Shiel Hill farm **FL and JH**
- The board agreed to promote our walk route maps again in the hope that some of the wider paths, such as the forest tracks would be used more and the popular Sheil Hill path become less busy. **FL**
- Stanley-Luncarty Path – Mark met with the final key landowner and got agreement for the path. Well done Mark after years of effort by the group!

- Because of the coronavirus, active travel is key just now as people commute differently to work and walk/run/cycle locally for daily exercise, this is something to build on in the future development of active travel routes.
- Planned date for site meeting with bridge engineer has had to be postponed.
- Contact Andrew Barrie PKCT to see what work is feasible just now and touch base with stakeholders next week.
- walks and litter picks suspended until further notice.

8. COMMUNITY COUNCIL UPDATE

- Update given by JH on Feb 11th and MM on 10 March meeting.
- Volunteers for next community council meetings:
  Tuesday 14 April – **DD** (if they are meeting online)

9. **ANY OTHER BUSINESS:**

- Church Update – FL advised that the sale of the Church was now complete.
- People in the community have been suggesting a street party/ carnival when lockdown is over, ideas on Facebook, SDT could be invovled when the time was right. Sheena Howden and the community group to be approached to see if they would be interested in coordinating **JH**.
- JH needs to to be given access to SDT facebook **MM**

10. DATE OF NEXT MEETING:

3 June 2020

The meeting closed at 8.30pm with a card trick performed in the dining room by Ian Baird of the Magic Circle! Thank you.