MINUTES of a **BOARD MEETING** of the **STANLEY DEVELOPMENT TRUST** held in the Village Hall on **Wednesday 4 DECEMBER 2019** at **7.00 pm**

PRESENT:

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

1. APOLOGIES:

Mark McDonald, David Dunbar.

2. DECLARATION OF INTERESTS

There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETINGS

In the Care & Wellbeing Report the date of the training session for SDT volunteers on working with people with hearing loss should have read Wednesday 27 November 2019 and not Friday 29 November 2019. The minutes of the meeting held on 2 October 2019 were adopted by Morag Roberts, seconded by Jo Hardy and approved by the Board.

The minutes of the AGM held on 6 November 2019 were adopted by James Brown, seconded by Anne Sweet and approved by the Board.

4. ACTIONS FROM THE MINUTES

Actions Status from MINUTES of **BOARD MEETING** of the **STANLEY DEVELOPMENT TRUST held on 2 OCTOBER 2019**		
Action	**Against**	**Status**
5 June		
MM to be set up to post information on the Trust's Facebook page	DT	Done
2 October 2019		
Paperwork to be provided for James Brown and Anne Sweet to become additional signatories for SDT bank account	JS	Ongoing
Invested partners to be invited to AGM	Hub Group	Done
List of minuted invitees to be invited to AGM	FL	Done
Draft press release to be prepared in readiness for enquiries received after Hub plans submitted to PKC	Hub Group	Ongoing
Assist Men's Shed with strimming	ML	Done
Assist Timebank member with strimming	JB	Done

5CHAIR'S REPORT

The Chair welcomed a new Director, Jonny Sinclair, to the meeting. After the AGM it is normal practice to elect a chair, secretary and treasurer. Fiona Lough nominated Mary Wyllie to continue as chair, seconded by James Brown. Jo Hardy nominated Fiona Lough to continue as secretary, seconded by James Brown. Mary Wyllie nominated Jonny Sinclair as treasurer, seconded by Anne Sweet. The Board approved these appointments.

6. FUNCTION UPDATE:

Comprising:

Treasurer Report

- Annual Report – JS to contact David Trevallion to determine whether the final annual report was signed off by Morris & Young. **AP - JS**

Secretary Report

- 4 new members have joined the Trust since the October meeting.
- SDT Facebook Page – it was noted that difficulties had occurred when Directors with access to post items on facebook were, for various reasons, unable to do so. It was agreed that another Director should have access to enable them to post items. **AP – MM**
- Companies House – two new Directors and a change of registered address for the Trust required to be submitted to Companies House. **AP – FL**
- Board Meeting Cycle 2020 – the Board noted that the October dates proposed coincided with school holidays and that the date should be changed to 30 September 2020; all other 2020 Board meeting dates were approved by the Board.

Updating Policies

Policies are reviewed on a yearly basis.

- Health and Safety Policy – the draft policy, discussed at the August 2019 meeting, was approved by the Board.
- Directors Code of Conduct – no changes required.
- Code of Conduct for Working with Children and Young People – no changes required.
- PVG Referral Policy – no changes required until further legislation is implemented.
- Safeguarding Policy – agenda item for further discussion at the February 2020 meeting. **AP - FL**

SDT Website

James Brown undertook to contact a potential consultant to arrange a meeting with regard to updating the Trust's website. Mary Wylie and Laura Baird will also attend the meeting. **AP - JB**

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

Care and Wellbeing Report (LB) (p)

- PKC – funding for the C&W Project for the 2019/20 financial was received from PKC in October; a meeting with PKC has still to be arranged. An application for funding to the Allen Lane Foundation for the Coordinator's salary and related costs will be submitted by 9 Dec 2019 for consideration by their grant panel in February 2020. The maximum award from the Foundation is £15,000 and the Trust will be required to account as to where the shortfall in funding for the project will come from. The Trust's annual report and accounts will also need to be submitted along with the application. During discussion it was agreed that Councillor James should be contacted to ask him to facilitate setting up a meeting with PKC Trish Allen in relation to the C&W Project. **AP – FL**

- Timebank – 4 new members are in the process of being signed up. The Diaspora tapestry stitching project contributed 175 hours to the Timebank in spring/summer 2018. The stitching group are now working on a new project at the drop-in.

- Befriending Service – 3 people are receiving support, 2 are on the waiting list and one new befriender is in training.

- Stanley Lunch Club – 47 names are on the register and a recruitment drive resulted in 3 new volunteer drivers. Balfour Beatty issued invitations to Christmas lunch on 11 December and very kindly paid for the 2020 lunch club calendars, funding for the lunch and a band. Invoices will require to be raised to Balfour Beatty by Tayside Hotel for the lunch and by SDT for the band. **APs – JH and SDT**. The Trust purchased 60 boxes of chocolate biscuits for attendees and arrangements are in hand for gift wrapping the biscuits and calendars involving young volunteers doing a youth award.

- Social Prescribing - arrangements are being made by LB to meet with the local Community Mental Health nurse.

- SHARE Festival Strathmore & Highland Wellbeing Events 23–28 Sept 2019 – the knit and natter group, stitchers, crafters and the Health Walk Group participated in events at the Mill hosted by HES during 25-27 September.

- Collaboration with Action on Hearing Loss – 12 people attended a short training session for SDT volunteers (befriending service/lunch club/health walks) in Stanley Medical Centre on 27 November on working with people with hearing loss. Data on numbers attending public sessions are not yet available from Action on Hearing Loss.

- Appraisal – LB's yearly appraisal was carried out on 3 December. The Board agreed that LB's contract should be extended for one year including a 2% salary increase from 1/12/19.

Community Hub

Update given by JH and MW

- The response to the proposed Hub at the AGM was very positive and the Trust was particularly pleased with the level of support shown by Councillors, Church of Scotland and Scottish Episcopal Church . It is felt that if transparency is maintained within the community as the project progresses it will help to build community support.

- The second tranche of Developer's funds (£26,880) has been applied for.

- A meeting was held with West Park neighbours on 21 October regarding access on their private road. It has been ascertained that although PKC fully upgraded this road, including streetlights, it was never adopted by the Council and that the only access allowed is to the tennis courts. Consideration is now being given to alternatives.

- Pre-planning meeting response – a meeting was held with Alan Thomson on 20 November during which PKC's Planning Department response was discussed. Letters of support from local businesses, user groups, invested groups and individuals will also be required. **AP – Hub Group**

- Scottish Futures Trust – to date the SFT have been involved with public services. They are now looking to engage with rural projects such as the Trust's and are putting together a rural tool kit which could provide a good structure when applying for funding. The Board agreed that further engagement with the Scottish Futures Trust should take place. **AP – Hub Group**

- Football – the football club are required to provide shower facilities and changing rooms until the Community Hub is up and running and to pay for any utility costs. The Bowling Club has advised that there is no space nearby for siting porta cabins but the tennis club has agreed that these could be sited on their land. . **AP - JH**

Paths and Walks (FL) (p)

- Litter Picking – 14 walkers from the Health Walk Group carried out a litter pick on Friday 29 November.

- Sheil Hill Viewpoint – contact has been made with the suppliers and it is hoped the viewpoint will be reinstated in the near future.

- Red Squirrels – PKC carried out a survey a few years ago of red squirrel deaths on roads and there **is** no evidence that road warning signs work.

- Stanley-Luncarty Cycle Path – a site meeting was held with the Countryside Trust who are proposing a mutual agreement contract to manage the project. SDT will express an interest in available funding on the "Places for Everyone" portal at the next quarterly award review and the payment for a mutual agreement contract to manage the project could be included within the funding application. A site meeting is being arranged with Luncarty CC to discuss a bridge crossing.

- Muir Homes – after receiving the Trust's annual report a response has been received from Muir Homes in relation to the H30 (Perth Road) development. They would like to engage with the Trust in relation to a green space area which could benefit the community as a whole. **AP - FL**

8. COMMUNITY COUNCIL UPDATE

- MW gave an update on the 8 October meeting.
- FL gave an update on the 12 November meeting.

- Volunteers for next community council meetings:
  Tuesday 14 January – AS
  Tuesday 11 February - MM

9. **ANY OTHER BUSINESS:**

- Church Update – FL advised that there have been various interests in the sale of the church and one ongoing interest.

10. DATE OF NEXT MEETING:

5 February 2020