MINUTES of a **BOARD MEETING** of the **STANLEY DEVELOPMENT TRUST** held in the Village Hall on **Wednesday 5 FEBRUARY 2020** at **7.00 pm**

PRESENT:

Mary Wyllie (Chair), Fiona Lough (Secretary), Anne Sweet (Minutes), Jo Hardy, James Brown, Morag Roberts, Mark McDonald, David Dunbar, Laura Baird (Project Coordinator).

1. APOLOGIES:

Jonny Sinclair.

2. DECLARATION OF INTERESTS

There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting held on 4 December 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 (JB) Done (AS)
Draft press release to be prepared in readiness for enquiries received after Hub plans submitted to PKC	Hub Group	Ongoing
4 December		
Treasurer to contact David Trevallion to determine whether final annual report was signed off by Morris & Young	JS	Done
Mark McDonald to set up Jo Hardy with access to the Trust's facebook page	MM	Done
Two new Directors and change of registered address to be submitted to Companies House	FL	Done
Safeguarding Policy – agenda item for further discussion at the February 2020 meeting	FL	Done
James Brown to contact potential consultant re updating the Trust's website	JB	Done
Cllr James to be contacted in relation to funding for the C&W Project	FL	Done. Cllr James contacted and will report back
Tayside Hotel to raise invoice to Balfour Beatty for December lunch club	JH	Done
SDT to raise invoice to Balfour Beatty for band at December lunch club; template re invoice payments to be sent to Treasurer	FL	Done
Letter of support to be drafted for all local businesses, user groups, invested partners and individuals	Hub Group	Ongoing
Further engagement with Scottish Futures	Hub Group	Ongoing

Contact to be made with Westpark residents regarding using private road to transport porta cabins to tennis court	JH	Done
Contact to me made with Muir Homes re the H30 (Perth Road) greenspace area	FL	Ongoing

5. CHAIR'S REPORT

The Chair noted that this would be her last meeting as she was standing down from the Board, although would remain involved with the Community Hub Project. The Board thanked Mary for all her hard work over the past 2 years.

6. FUNCTION UPDATE:

Comprising:

Treasurer Report

- The Treasurer confirmed that the annual report had been signed off by Morris & Young and sent to Companies House. New cheque signatories are being processed.
- Insurance Renewal – the Project Coordinator noted that the Trust's insurance policies were due for renewal on 14 February 2020. After reviewing the list of activities within the policies the Project Coordinator undertook to make amendments and submit to the Treasurer for payment. **AP - LB**

Secretary Report

- New registered address and Directors of the Trust submitted to Companies House.
- Directors roles and working groups they are involved have been updated on the Trust's website.
- SCVO Payroll – the Project Coordinators contract and pay rise requires to be implemented with the Trust's payroll provider. **AP - JS**
- 4 new members have joined the Trust since the December meeting.
- Membership Form – the volunteering categories require updating. It was agreed that as the Trust's website is currently being updated this issue should be addressed once work on the website is complete.

Updating Policies

- Safeguarding Policy – the policy was approved by the Board.
- Code of Conduct for Working with Children and Young People – suggested changes approved by board.
- Tendering Policy – no changes required.
- SDT Website – the Trust's website has been upgraded. The current management provider of the site needs to be contacted to clarify whether they have the facilities available to host the new site. **AP - FL and LB**

7. CLUSTER UPDATE:

Community Hub

Update given by JH and JB

- The architect and Hub Group attended a meeting with neighbours.
- Positive discussions are ongoing with St Columba's Scottish Episcopal Church.
- Work is in progress in relation to instructing consultants for specialist services required for the submission of planning permission.

Stanley Football Club

- A decision is awaited in relation to the siting of porta cabins to facilitate changing and shower facilities.

Care and Wellbeing Report (LB) (p)

- Project Funding - during discussion it was agreed that the Project Coordinator would contact Trish Allen, PKC in relation to the C&W Project. **AP – LB**
- Timebank – current membership stands at 88 individuals and 9 groups/organisations. 3 new members are in the process of joining.
- Stanley Lunch Club – 66 people attended the Christmas lunch including 4 Balfour Beattie staff, who helped to welcome those attending and handed out the annual gifts of biscuits and 2020 calendars; 5 new people attended as a result of the invitations from Balfour Beattie. The current lunch club register totals 52 plus 10 volunteers. A donation of £43.50 was received from Stanley Medical Practice in lieu of their sending Christmas cards.
- Balfour Beattie – LB participated in a video shoot organised by BB to illustrate the impact of their community benefits. The video will be shown at the BB community benefits conference in Perth Concert Hall on 20th February at which LB has been asked to give a brief presentation on the benefits to SDT of working with BB.
- Befriending Service – 2 people are on the wating list and a further volunteer recruitment drive is being planned.
- Community Transport – a gap has been identified in transport services for older people in the village, e.g. supermarket shopping trips, travel to day care centres. The time bank can help with occasional trips, e.g. lifts to medical appointments, but not regular trips. The Project Coordinator is researching community transport schemes elsewhere in P&K - Elder Voice, Blairgowrie.
- Social Prescribing - LB met with the local Community Mental Health nurse in December 2019.
- Scottish Network of Time Banks - LB attended meeting in Stirling on 31st January 2020.

H30 Site – it was noted that Muir Homes had submitted a planning application in relation to a road crossing in Duchess Street.

Paths and Walks (FL) (p)

- Litter Picking – HES staff at Stanley Mills are keen to participate again in litter picking events and noted that this year's Keep Scotland Beautiful campaign has a heritage theme.
- Sheil Hill Viewpoint – James Brown undertook to contact the supplier of the viewpoint to discuss its repair. **AP – JB**

- Training – Community Greenspace have organised a networking and training session at the Atholl Palace Hotel on 27 February 2020. This is an opportunity to meet the Community Greenspace Team and other paths group volunteers and hear about the support available from PKC and network with other groups from across the area. Pitlochry Paths Group will be present to discuss the projects they have completed and show some of the end results. The training sessions will allow practical experience on the safe operation of strimmers, leaf blowers and a pedestrian flail. The training and network session is open to all local path groups, bloom groups and any other interest parties within the P&K area

- Stanley-Luncarty Cycle Path – the Cycle Path Group met with representatives of PKC Countryside Trust and Sustrans to discuss route options. During discussion the Board agreed that it was content for the Countryside Trust to act on behalf of SDT in relation to funding.

8. COMMUNITY COUNCIL UPDATE

- Update given by AS on 14 January meeting.

- Volunteers for next community council meetings:
  Tuesday 11 February – JH and JB
  Tuesday 10 March – MM
  Tuesday 14 April – DD

9. **ANY OTHER BUSINESS:**

- Church Update – FL advised that negotiations are ongoing in relation to the sale of the Church.
- St Columbua's Church – FL informed the meeting of the appointment of a transitional priest at the church.
- Tree planting – FL noted that volunteers were invited to participate in tree planting at Taymount Woods and Five Mile Woods.

10. DATE OF NEXT MEETING:

1 April 2020