MINUTES of a **BOARD MEETING** of the **STANLEY DEVELOPMENT TRUST** held using Zoom on **Wednesday 3 June 2020** at **7.00 pm**

PRESENT:

Morag Roberts (Chair), Fiona Lough (Secretary), Anne Sweet (Minutes), Jo Hardy, James Brown, Jonny Sinclair, Laura Baird (Project Coordinator) (quorum = 5 directors)

1. APOLOGIES:

Mark McDonald, David Dunbar

2. DECLARATION OF INTERESTS

There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting held on 1 April 2020 were adopted by Jo Hardy, 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 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
Further engagement with Scottish Futures	Hub Group	Ongoing
5 February 2020		
Supplier of the Sheil Hill viewpoint to be contacted to discuss repair of the viewpoint	JB	Done. New AP for JB
1 April 2020		
Signatories contact details to be provided to JS	FL	Done. Previous signatories sent to JS
Board to consider who to be company secretary	All	Done
New website next steps are to complete menu and pages	FL and LB	Almost complete
New website. Consult with members of the board before launch to try out navigating the website	MM and JS	Done
£16,500 from PKC, confirmed. Application and budget to be submitted	LB	Done
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	JH and FL	Done
Promote our walk route maps again	FL	Done
Sheena Howden and the community group to be approached to see if they would be interested in	JH	Ongoing

coordinating a future street party		
JH needs to be given access to SDT facebook	MM	New AP for JS

5. CHAIR'S REPORT

The meeting was chaired by Morag Roberts and held using zoom due to coronavirus social distancing.

6. FUNCTION UPDATE:

Comprising:

Chairing Meetings and New Chairperson

- In the absence of a chairperson the Board agreed that a rolling chair for meetings be introduced. The August meeting will be chaired by James Brown and the September meeting by Jonny Sinclair.

Treasurer Report

- The Trust's year end is 30 June and any invoices that fall within the current financial year should be forwarded promptly for payment. Those writing contributions for the annual report should also start thinking about pulling these together.

- A donation of £2,000 has been granted from the Corra Foundation for our Covid-19 response.

Secretary Report

- SDT membership now stands at 245

Update Membership form Volunteering Categories

- The volunteering categories in the membership form need to be revised**. AP – LB** to send list of current categories to AS. **AP** – **AS** to update membership volunteering form.

Updating Policies

April
- Care & Wellbeing Project Volunteer – update required. **AP – LB**
- Recruitment – updated by FL
- Equal Opportunities – update required. **AP - AS**
- Alcohol & Drugs – no update required.
- SDT Property and Equipment – no update required.
- Attendance and Timekeeping – update required. **AP - AS**
- Conduct of Employees outside the Office – no update required.

June
- Health & Safety – awaiting comments
- Data Protection and Retention – no update required. **AP – AS** to review register of records.
- PVG Referrals – no update required.
- Tendering – no update required.
- C&W Confidentiality – update required. **AP – LB**
- Code of Conduct for Working with Children & Young People – no update required**.**

New SDT Website

- Work has been ongoing by FL and LB to complete the menu and pages for the website. It has been tested by a selection of Board members and is almost ready to go live. The existing provider, Polr, can host the website at the current price. JS offered to assist with the website and check links. **AP - JS**

7. CLUSTER UPDATE:

Community Hub (Update given by JH)

- JH is in the process of writing a paper which will be submitted along with the planning application.
- A lot of work is on hold due to the present circumstances and it has not been possible to move forward with regards to community and school consultations.
- The Hub Group noted that more members were needed on the group to help carry forward work.

Stanley Football Club

- A new agreement received from PKC regarding responsibility for the football pitch is currently being considered.
- A further £500 of the £1,100 required to carry out work on the pitch has been raised. It is hoped that the contractors will still be able to carry out work during July.
- A planning application will shortly be submitted for the siting of the changing room cabins.
- Stanley AFC are enquiring with other teams about how they use and manage their pitches.

Care and Wellbeing Project (LB) (p)

- Allen Lane Foundation grant of £6,725 received.
- £16,500 from PKC confirmed and budget and work plan submitted by LB. A single level agreement will be issued to SDT and PKC will assign a commissioning officer. PKC and SDT will jointly draw up a set of outcomes for the CWB project and meet regularly with the CO.
- A successful grant application to the Corra Foundation (Community Wellbeing Fund) for £2,000 has been received for our response to the Covid-19 pandemic.

Time Bank: update on Covid-19 response

- 21 “Here to Help” volunteers (includes brokers) have been helping with daily deliveries of shopping and prescriptions. Of the 21 volunteers ten joined specifically to help with the coronavirus response. The response to the scheme has been incredible and many thanks to the volunteers who are helping and especially the time brokers who have spent many hours setting it all up.
- ‘A Wee Blether’ friendly voice telephone service was set up in May. Two volunteers have been set up with SDT mobiles to answer and chat to callers. A Wee Blether flier (and PKC coronavirus leaflet) was distributed by 17 time bankers to every household in the SDT post code areas.

Other Time Bank update

- Milestone of 8,000 hours reached during week beginning 25 May 2020 since launched in 2013.

- Recruitment and training of new time brokers underway.

Paths and Walks (p)

- FL has dealt with various access issues due to the increase in walkers in relation to the current situation. It is hoped the path to Burnmouth and the beach (STAN 134) will be opened shortly. There has also been correspondence with the Shielhill Farm manager in relation to dogs fouling food crops.

- Cycle Path – excellent progress has been made. An application has been submitted by the Perth & Kinross Countryside Trust, working in partnership with SDT, to Sustrans Places for Everyone Funding Scheme. The aim is to develop a path between Stanley to Luncarty for cycling and all other forms of non-motorised access. The initial phase of the project will develop a definitive costed options appraisal, feasibility study with landowner and community consultation. The Sustrans steering group meets on June 18 with a funding decision expected soon after. Please check the SDT website for the latest news.

8. COMMUNITY COUNCIL UPDATE

- Meetings are postponed due to the current situation.

9. **ANY OTHER BUSINESS:**

- Poppy Collection – a request has been received from Stanley Primary School enquiring if the Trust would be interested in taking on the poppy collection for Stanley & Kinclaven Poppy Scotland. This has arisen due to changes within Perth & Kinross schools going cashless which means they will be unable to bank money. During discussion by the Board it was agreed that SDT volunteers are already busy with a lot of projects in the village and are currently unable to take on extra work. **AP - AS**

- The Board wished to thank Laura for all the time and effort put into the SDT update poster displayed in Stanley Store. Huge thanks were also expressed to Fiona for all her time and commitment to the Trust over the last 8 years. She will be sadly missed by all.

10. DATE OF NEXT MEETING:

19 August 2020

The meeting closed at 9.00pm with a magic trick performed in the dining room by Ian Baird of the Magic Circle! Thank you.