MINUTES of a BOARD MEETING of the STANLEY DEVELOPMENT TRUST held using Zoom on Wednesday 19 August and 26 August 2020 at 7.00 pm

PRESENT:

James Brown (Chair), Anne Sweet (Secretary), Morag Roberts, Mark McDonald, Laura Baird (Project Coordinator) (quorum = 5 directors)

1. APOLOGIES:

19 August - Jo Hardy, Jonny Sinclair, David Dunbar. 26 August – Jo Hardy, David Dunbar.

2. DECLARATION OF INTERESTS

There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting held on 3 June 2020 were proposed by Morag Roberts, seconded by James Brown, 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 Trust re rural tool kit	Hub Group	Ongoing
1 April 2020		
New SDT website. Next steps are to complete menu and pages	FL and LB	Done. Updating will be carried out as required.
3 June 2020		
Sheil Hill viewpoint to be delivered to supplier re repair	JB	Ongoing
JS to contact MM re admin and editor privileges for JH	JS	Done
Membership form Volunteering Categories – list of current categories to be sent to AS	LB	Done
Update membership volunteering categories form	AS	Done
Update of C&W Project Volunteer Policy	LB	Done
Update of Equal Opportunities Policy	AS	Done
Update of Attendance and Timekeeping Policy	AS	Done
Review of Register of Records	AS	Done
Update of C&W Confidentiality Policy	LB	Done
Assist with set up of the new website and check links	JS	Done
Advise Stanley Primary School that SDT are unable to take on responsibility for the Poppy Collection	AS	Done

5. CHAIR'S REPORT

The meeting was chaired by James Brown and held using zoom due to coronavirus social distancing. Unfortunately, due to a Director having problems with internet connections, the Board did not have a quorum (5) and were unable to make any decisions; those present dealt with business which did not require decision making. It was agreed that a further meeting be arranged to finalise the business and enable decision making.

6. FUNCTION UPDATE:

Comprising:

Treasurer Report

All contributions for the annual report to be submitted to JS by 12 September.

Secretary Report

No new members have joined the Trust since the end of May.

Community Action Plan

The Trust has been contacted by the Rural P&K Community Action Planning Partnership enquiring if we had considered renewing the CAP. The Partnership wish to gauge interest from communities who wish to prepare or renew an existing CAP. Decisions on which communities will receive assistance will be made by a Programme Steering Group and, at this stage, only an expression of interest is required. The Board agreed that a note of interest be logged with the Rural P&K CAP Partnership. **AP – AS** to log expression of interest.

Annual Report

As requested by the Treasurer, all contributions should be submitted by 12 September. **AP – MR, MM, JH/JB, LB, AS**

AGM

Due to the current situation it was agreed that the AGM planned for 4 November 2020 was unlikely to take place. The interval allowed between one AGM and the next is 15 months and a decision will be taken as to whether the AGM will be held online or if there is any leeway to defer AGMs until spring 2021. **AP – AS** to determine whether AGMs can be deferred outwith the 15-month requirement.

Updating Policies

August

- Care & Wellbeing Project Volunteer – the updated policy was approved by the Board.
- Care & Wellbeing Confidentiality – the updated policy was approved by the Board.
- Draft Complaints Policy & Procedure – the draft policy was approved by the Board.
  AP – LB to upload revised policies on the SDT website.

7. CLUSTER UPDATE:

Community Hub (Update given by JH)

- Due to the current situation progress has been slow. The architect has been in contact and it is hoped that further discussions with partners can commence soon.

- Discussions are ongoing in relation to community engagement with regards to the Trust's projects. **AP – MM** to report back to the Board on community engagement.

Stanley Football Club

- The agreement with PKC regarding responsibility for the football pitch has been signed off. An agreement between SDT and Stanley AFC now requires to be drafted. **AP – JH** to draft agreement.,

- The contractors completed work on the football pitch w/c 3 August.

Care and Wellbeing Project (LB) (p)

Project Funding:

- The 2020/21 Single Level Agreement has been signed by SDT and returned to PKC.

- The Corra Foundation (Community Wellbeing Fund) has requested a progress report by 31 August in relation to expenditure for the £2,000 funding received to help with Covid-19. **AP - LB**

Here to Help Scheme

- Time brokers have done a wonderful job throughout lockdown organising the scheme. Between 24 March and 31 July Here to Help volunteers have given 50 hours of their time collecting and delivering prescriptions and 112 hours for shopping

- The scheme is winding down now that coronavirus restrictions are being eased and shielding is paused. Here to Help will be available to anyone who is self-isolating. NB. Time Bank members can request shopping and prescription collections as a straight Time Bank activity.

- The Balfour Beatty summer newsletter includes an article on SDT's response to Covid-19.

'A Wee Blether'

- There has been no demand for the friendly telephone service set up in May and it was agreed that the subscription be cancelled. **AP – JS** to cancel landline subscription. **AP – LB** to cancel mobile phone SIMs.

Time Bank

- Two new members are in the process of signing up.

- Risk assessments are being adapted to ensure time bank activities are Covid-19 safe.

- Time brokers said to goodbye to Fiona after 7 years of being an amazing time broker.

Befriending

- In the current situation support is being provided by telephone or letter. One new volunteer has been recruited.

Food Growing Project

- An idea by a local resident to set up a project involving older people who can no longer garden but willing to share their ground and pass on knowledge to younger people is being explored.

Paths and Walks (p)

Path Maintenance

- Due to the current situation it has not been possible to carry out path maintenance with the path volunteers' group. However, several Directors and a volunteer carried out strimming on Sheilhill Path in July and August.

Stanley to Luncarty Cycle Path

- Funding of £77,000 has been received from Sustrans to progress work in relation to the cycle path. The path is classified in one of the highest categories and is eligible for multi-year funding and supported by Sustrans. A site meeting will take place in September with P&K Countryside Trust and the engineer and a meeting with Sustrans thereafter.

Litter Picks

- Due to the current situation it has not been possible to carry out litter picks with groups.

Health Walk Group

- The Health Walk Group has been participating, via zoom, in Paths for All strength and balance exercises over the past last 20 weeks. It seems likely that Paths for All will give the go ahead to resume walks soon.

8. COMMUNITY COUNCIL UPDATE

Volunteer for:
8 September – MM
13 October - JB

9. **ANY OTHER BUSINESS:**

- Discussion was held on the potential of a new Director to the Board and it was agreed that they should be invited to the September Board. **AP – MM** to issue invitation.

10. DATE OF NEXT MEETING:

30 September 2020