MINUTES of a BOARD MEETING of the STANLEY DEVELOPMENT TRUST held using Zoom on Wednesday 2 DECEMBER at 7.00 pm

PRESENT:

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

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 30 September 2020 were proposed by Mark McDonald, seconded by Morag Roberts 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	Done, but overtaken by new AP
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 (linked to Hub planning application)	Hub Group	Ongoing
Further engagement with Scottish Futures Trust re rural tool kit (linked to Hub planning application)	Hub Group	Ongoing
3 June 2020		
Sheil Hill Viewpoint to be delivered to supplier	JS to deliver	Done
19 and 26 August		
Due to the current situation, AS to determine if there is any leeway to defer AGMs until spring 2021	AS	Done
Report back to the Board on community engagement in relation to the Trust's projects	MM	Ongoing
Agreement between SDT and Stanley AFC re football pitch to be drafted	JH	Done
30 September		
Investigate the possibility of the Trust changing bank accounts	JS	Overtaken by new AP

Inform the Rural P&K CAP Partnership that the Trust would not be going ahead with renewal of the CAP	AS	Done
Update CAP in relation to the Trust's current ongoing projects	AS/LB	Ongoing
Draft Annual Report to be circulated to the Board for final approval by email	JS	Ongoing
Advise Board if any changes required to the Internal Financial Controls Policy and advise of date when another Director is required to check that records are being maintained accurately	JS	Ongoing
Contact to be made with PKC in relation to funding for C&W Project Co-ordinator's post	MR	Done

5. CHAIR'S REPORT

There was nothing of substance to report. A volunteer was sought to chair the 3 February 2021 Board meeting; Mark McDonald agreed to chair this meeting.

6. FUNCTION UPDATE

Comprising:

Treasurer Report

- During discussion concern was expressed that funding from PKC for the C&W Project had yet to be received. Contact had been made with PKC on 1 October when the Trust was advised that payment was imminent. In the Treasurer's absence JH volunteered to visit the Trust's bank to request the most recent statement, which may yet not have been issued, to check if funding from PKC had been received. **AP - JH**

- During discussion about ongoing problems associated with the Trust's current bank, the Board agreed that a new bank account should be set up for the Trust and contact made with the current bank in relation to the transfer of funds. **AP - JS**

Annual Report

The Treasurer advised that the draft annual report will be circulated to the Board for comment and approval by 5 December prior to sending to the external examiners.

AGM

The Board agreed that preparations should be made to hold a virtual AGM once the annual report is finalised. **AP - AS**

7. CLUSTER UPDATE

Community Hub (Update given by JH/JB)

Progress is being made, although slowly due to the current situation. Contact is being maintained with the architects and a socially distanced meeting took place with an invested partner.

Stanley Football Club

A draft agreement between SDT and Stanley AFC was approved by the Board and now requires to be signed off by both parties. A**P – JH**. Planning permission for temporary Portacabins for use by the club has been granted and should be in place shortly.

C**are and Wellbeing Project** (LB) (p)

Project Funding

- PKC has indicated that project funding will be granted for 2021/22.
- Allen Lane Foundation – a report is required to be submitted to the Foundation on the grant received by March 2021. LB will submit this before her retirement at the end of February.

Project Coordinator Recruitment

Interviews for the post will be held on 9 December 2020.

Lunch Club Afternoon Tea

- On 28 October 8 lunch club volunteers (along with some partners) and LB delivered 82 delicious afternoon teas to lunch club participants and other older people in the village.
- The exercise was a huge success and people really appreciated the gesture and doorstep chat. LB and JH received many thank you emails, cards and phone calls. E.g. "A *big "thank you" to you for arranging the afternoon tea boxes and all your helpers who distributed them. Jo and her team did a great job too. The senior citizens are very well looked after in Stanley, some villages aren't as fortunate as we are."*
- In addition, everyone received a picture postcard of Stanley from the air with information about SDT's Care and Wellbeing services printed on the back including Here to Help and Winter Watch.

Christmas 2020

Provisional dates for 2021 lunch clubs are being drawn up. A box of chocolate biscuits and 2021 lunch club calendar will be delivered to lunch club participants on 16 December. A lunch box with soup, turkey sandwich, and mince pie will also be delivered, courtesy of Balfour Beatty, who wish to honour their commitment to support the lunch club.

Time Bank

- Time Brokers and LB are getting to grips with Time on Line 2 which is a big improvement on TOL1.
- "Here to Help" are delivering prescriptions to people with underlying health conditions.
- Time bank exchanges are continuing to be undertaken which have been risk assessed as being Covid-safe, e.g. a recent gardening exchange.

Befriending

- Four current matches are being maintained by telephone befriending.

- Befriending Week (1-7 Nov) was marked by a thank you email to each volunteer and an article on the SDT website and Facebook page. LB participated in a Befriending Networks conference via Zoom.

Paths and Walks

- The Trust was contacted by the PKC Greenspace East Area Ranger who advised that a grant of £150 was available to path groups for the purchase of fuel and other sundry items; the grant has been received and will be spent on fuel for strimmers. A further grant of £500 was also available for equipment purchase and a lawnmower has been purchased for maintenance on Shielhill Path.

Stanley to Luncarty Cycle Path

- The feasibility is study is completed, all landowners have been identified and engagement is taking place with the West Stormont Woodland Group. The next stage will be planning for a public consultation on the route.

- Balfour Beatty are keen to spend the £2,000 they donated towards work on the cycle path and it has been agreed that this money will be used to engage with a third party to some drone imaging of the proposed path.

Litter Picks

A planned litter pick with the Health Walk Group was abandoned due to the weather and unlikely to happen this year.

Health Walk Group

Well attended with 14-18 walkers most weeks.

8. **COMMUNITY COUNCIL UPDATE**

Meetings are not being held at the current time.

9. **ANY OTHER BUSINESS**

Laura Baird virtually presented 2 members of the board with certificates from Paths for All.

10. DATE OF NEXT MEETING

2 December 2020.