MINUTES of a BOARD MEETING of the STANLEY DEVELOPMENT TRUST held using Zoom on Wednesday 3 FEBRUARY 2021 at 7.00 pm

PRESENT:

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

1. APOLOGIES:

Jo Hardy

2. DECLARATION OF INTERESTS

There were no declarations of interest.

3. MINUTES OF PREVIOUS MEETINGS

The minutes of the meeting held on 2 December 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 3 FEBRUARY 2021**		
4 DECEMBER 2020		
Action	**Against**	**Status**
Draft press release to be prepared in readiness for enquiries received after Hub plans submitted to PKC	Hub Group	Ongoing
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
19 and 26 August 2020		
Report back to the Board on community engagement in relation to the Trust's projects	MM	Done
30 September 2020		
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/MM	Ongoing
2 December 2020		
Visit to SDT's bank to request bank statements	JH	Done
New bank account to be set up for the Trust and current bank to be contacted re transfer of funds. Cannot be taken forward until JS is signatory to bank account and banks are accepting new accounts	JS	Ongoing

Draft agenda and preparations to be made for virtual AGM when annual report finalised	AS	Ongoing
Agreement between SDT and Stanley AFC to be signed off by both parties	JH	Ongoing

5. CHAIR'S REPORT

The chair welcomed Debra Salem, Laura Baird's successor to the meeting.

A volunteer was sought to chair the 31 March 2021 Board meeting; Morag Roberts agreed to chair the meeting.

6. FUNCTION UPDATE

Comprising:

Treasurer Report

- Funding from PKC for the C&W Project had yet to be received. Since the meeting funding for the project has been received.

Secretary Report

- **Lion Television Scotland** contacted the Trust in December. They are currently researching the work of community trusts throughout Scotland with the aim of making an observational documentary about the various ambitious grassroots plans that local community trusts have been involved in. The research gathered is currently being collated for submission to the BBC. If successful work is scheduled for spring/summer 2021 and beyond and it is hoped that the Trust will be included.

Culture Perth & Kinross Covid-19 Collecting Project

- Culture P&K are creating a Covid-19 Collection which reflects how people, business and communities across Perth & Kinross have been affected by the pandemic. The collection will become a resource for current and future generations to understand the impact of Coronavirus and learn from our experiences. They wished to know if we had anything to offer to the collection and are looking for diaries and correspondence, photographs, film and sound recordings, leaflets and posters, temporary signs and notices. These can be either physical documents or objects, and digital information and photographs. Most of what the Trust can offer is related to the C&W Project. **AP – LB/AS**

Health Walk Group

- Due to current restrictions the group is presently unable to walk and exercises classes on Zoom have been resumed on Friday mornings. The classes are led by walk leaders and a member of Live Active staff on alternate Fridays.

West Stormont Woodland Group

- The group are working to bring together a shadow board to help move towards legal status to own the woods. The production of a new professionally designed WSWG website will be used for presenting the proposed woodland plans for community consultation in early 2021. A draft Feasibility study has also been produced.

Stanley-Luncarty Cycle Path

- The Stanley to Luncarty active travel route community consultation has been launched. Two routes are being investigated and people have been invited to complete the online survey on what makes a great walking, cycling or wheeled experience. The closing date is 22 February. When the consultation has ended a decision will be taken on which route is to be developed. The next stage will be the construction design.

New Members

- 4 new members have joined the trust, taking the total membership to 250.

Insurance Policies

- The Board approved the amalgamation of the Trust's general and befriending service policies into one policy.

Updating Policies (February)

- Safeguarding – no update required.

- Code of Conduct for Working with Children and Young People – the policy was revised in 2020 and no further changes are required but a list of associated policies should be added at the end of the policy. Updating of the policy will be required in 2022 when new legislation in relation to revision of the PVG is introduced. **AP – DS** (list of associated policies to be added at the end of the current policy).

- Tendering – no update required.

7. CLUSTER UPDATE

Community Hub

- Work is progressing towards submitting a planning application.

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

- A report on expenditure of the Alan Lane Foundation grant is due by early March 2021. **AP - LB**

Project Coordinator Recruitment and Induction Training

- Debra Salem has been appointed and begins in post on 22 February 2021. There will be a 2-week handover with LB who is currently working on DS's induction training.

Lunch Club Christmas 2020

- On 11 December 2020 lunch club volunteers and members of the walking group wrapped Christmas parcels for lunch club participants. The parcels contained a box of chocolate biscuits and a 2021 lunch club calendar. Money from the Corra Foundation Covid-19 grant was used to purchase these items.

- On Wednesday 16 December 2020 lunch club volunteers delivered a Christmas lunch box, supplied by the Tayside Hotel, and a parcel to 60 lunch club participants. In addition, everyone received another copy of the Stanley picture postcard with information about our Care and Wellbeing services printed on the back. Volunteers also received a lunch box as a thank you for all their help during a difficult year. Balfour Beatty very generously paid for the 70 Christmas lunches. An article about the lunch delivery appeared in the Balfour Beatty Christmas 2020 edition of their A9 dualling newsletter.

- The lunch club has received a donation of £1,000 from the estate of participant who passed away last year.

Time Bank

- Here to Help prescription and shopping delivery service running again for wider community since January with 11 volunteers available to help.

- New Here to Help and Winter Watch fliers have been delivered by volunteers to all lunch club participants and other older residents known to the project.

Winter Watch

- PKC have hand-push gritters available free of charge for use by communities on untreated paths and streets. Further information is being sought.

Befriending Service

- Social support mainly still by way of telephone befriending. One match meets for a walk outside in accordance with current lockdown rules.

8. **COMMUNITY COUNCIL UPDATE**

Meetings are not being held at the current time.

9. **ANY OTHER BUSINESS**

SDT Website – The Board agreed Laura Baird's offer of volunteering, once she has retired, to assist with updating of the website.

10. DATE OF NEXT MEETING

31 March 2021

The meeting closed with a magic trick performed by Ian Baird of the Magic Circle! Thank you.