MINUTES of a BOARD MEETING of the STANLEY DEVELOPMENT TRUST held using Zoom on Wednesday 31 MARCH 2021 at 7.00 pm

PRESENT:

Morag Roberts (Chair), Anne Sweet (Secretary), Mark McDonald, Jo Hardy, James Brown Debra Salem (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 minute of the meeting held on 3 February 2021 was proposed by Mark McDonald, seconded by James Brown and approved by the Board. The minute of the extra Board meeting held on 10 March 2021 to discuss the Stanley-Luncarty Active Travel Route Community Consultation was proposed by Jo Hardy, 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 31 MARCH 2021**		
2 October 2019		
Action	**Against**	**Status**
Draft press release to be prepared in readiness for enquiries received after Hub plans submitted to PKC	Hub Group	Ongoing
5 December 2019		
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
30 September 2020		
Update CAP in relation to the Trust's current ongoing projects	AA	Ongoing
Draft Annual Report to be circulated to the Board for final approval by email	JS	Done
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		
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

3 February 2021		
Information relating to C&W Project response to Covid-19 to be sent to Culture P&K Collecting Project	LB/AS	Done
List of associated policies to be added at the end of the Code of Working with Children and Young People Policy	DS	Ongoing
Report to Alan Lane Foundation on expenditure of Covid-19 funding due by early March	LB	Done

5. CHAIR'S REPORT

A volunteer was sought to chair the 2 June meeting. In the Treasurer's absence it was agreed that he be invited to chair the meeting.

6. FUNCTION UPDATE

Comprising:

Treasurer Report

- Annual Report - circulated for review and signing prior to sending to accountants to audit and finalise. In the Treasurer's absence the Board approved the report.

- Budgets – Treasurer to provide a breakdown of funds in individual budgets to Directors **AP - JS**

Updating Policies (April)

- Recruitment Policy – no update required.

- Equal Opportunities Policy – no update required.

- Alcohol and Drug Policy – no update required.

- Company Property Policy – no update required.

- Conduct of Employees Outside the Office Policy – no update required.

7. CLUSTER UPDATE

Community Hub

- A community consultation is planned to enable work to be taken forward prior to submitting a planning application. **AP – JH/JB**

Football Pitch

- Stanley AFC are planning to fund raise for grass cutting as PKC only cut the grass every two weeks.

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

Reports

- A report on expenditure of the Alan Lane Foundation grant has been submitted. A Covid-19 report has also been submitted to PKC and contact made in relation to funding for 2020/21.

Lunch Club

- A delivery of Lunch Club boxes is planned for May and it is hoped that members will be able to attend the lunch club June; this will be confirmed when delivering the May lunch boxes.

Time Bank

- One new Time Bank member
- A relaunch of the Time Bank is being planned for June
- St Columba's Church is looking to join the Time Bank

Befriending Service

- A zoom meeting was held with befrienders and some evening befriending revision training will be held on zoom over the next weeks.
- Contact has been made with the Community Mental Health Nurse, who is aware that some befrienders are waiting for matches.

New Plans

- A survey will be issued in April to all Time Bank Members and Lunch Club participants to collate information regarding the digital capabilities within the community. The survey is being held to support potential funding that is currently available for digital support.

Steering Group

- It is hoped to set up a steering group made up of members to discuss possible future projects and plans. The group will meet regularly from mid-April.

HES

- Stanley Mill will not be opening this season. There are some potential heritage projects that may be able to be incorporated within the C&WP and discussions are ongoing with Fiona Davidson.

Volunteer Week (1-7th June)

- It is hoped to hold an outside event on 5 June to relaunch Time Bank, Lunch Club, Knit and Natter and allow for organisation members to have a 'stall'. More information to follow.

Paths and Access

Stanley-Luncarty Active Travel Route

- Mark McDonald and P&K Countryside Trust gave a presentation on the proposed route at a meeting of Luncarty Community Council. A landowner meeting is planned with Transport Planning & Engineering.

Sheilhill Path

- It is hoped to secure funding for path maintenance. The viewpoint has been repaired and will be collected once lock down travel restrictions are eased.

Litter Picks

- It is hoped to arrange a socially distanced litter pick with some members of the Health Walk Group shortly.

Health Walk Group

- Paths for All confirmed that Health Walk Groups were able to resume walking from 12 March. Walking groups are classed as outdoor non-contact sport and organised group exercises and physical distancing is still required.

8. **COMMUNITY COUNCIL UPDATE**

Meetings are not being held at the current time.

9. **ANY OTHER BUSINESS**

- C&W Project Laptop – the Board approved the purchase of a new laptop for the C&W Project, subject to confirmation from the Treasurer that funds are available.

- The Board discussed the need for additional directors on the Board and how this should be taken forward. **AP - JH**

10. DATE OF NEXT MEETING

2 June 2021