

4.14	Ref 11.1: (see Item 11.1.1 below)	
4.15	Ref 12.1.1: (see Item 12.1.2 below)	
4.16	Ref 12.2: (see Item 12.2 below)	
4.17	Ref 12.3: (see Item 12.3 below)	
4.18	Ref 12.4: (see Item 12.4 below)	
4.19	Ref 12.5.1: (see Item 12.5.1 below)	
4.20	Ref 12.5.2: (see Item 12.5.2 below)	
4.21	Ref 12.5.3: (see Item 12.5.3 below)	
4.22	Ref 12.5.4: (see Item 12.5.4 below)	
4.23	Ref 12.5.5: (see Item 12.5.5 below)	
4.24	Ref 12.5.6: (see Item 12.5.6 below)	
5	<u>Treasurer's Report</u>	
5.1	PB reported that a balance of £8858.35 is in the DWA account.	
5.2	Significant Income: £ Nil	
5.3	Significant Expenditure: £ Nil	
5.4	Anticipated Income: £ Nil	
5.5	Anticipated Expenditure (from DWA funds): £ Nil	
5.6	Anticipated Expenditure (covered by external funding): £ Nil	
6	<u>Correspondences</u>	
6.1	To the Secretary (Nothing to report)	
6.2	Other Correspondence (Nothing to report)	
7	<u>Feedback</u>	
7.1	Footfall Counters MC reported the following readings: Dunphail – 21/06/17 to 10/03/21 9,722 (16,795 – 7073) Lochenoun – 13/11/15 to 10/03/21 17,512 (17,578 – 66) Lynmore (not read) Dallas Dhu – 15/03/15 to 10/03/21 141,660 walkers (278,979 – 137,319) 21,407 cyclists (28,930 – 7,523)	
7.2	Other ; email, Facebook, etc. (Nothing to report)	
8	<u>Dava Way Merchandise</u>	
8.1	Sales and Stock	
	Companions (NT) 200 Badges (MC) 16	
	Companions (NS) 85	

9	<u>Dava Way Path Works</u>	
9.1	Unplanned Work Since Last Meeting Ref 9.1.1: PB reported that he has borrowed some chest waders and carried out a detailed examination of the bridge structure of the bridge located north of the Altyre Estate/Logie Estate boundary gate. PB found no signs of any significant damage to the structure and refilled the hole in the trackbed above the bridge. No further action required. Action closed.	
9.2	Planned Work Since Last Meeting (Nothing to report)	
9.3	Signage	
9.3.1	Ref 9.3.1: Action held over until Covid-19 restrictions lifted. PB will arrange for the collection and installation of the brown tourism signage for Grantown-On-Spey town centre.	PB
9.3.2	Ref 9.3.2: Action held over. NS will arrange for the manufacture of a plaque commemorating DWA volunteer Bill McRitchie and install it on the bench north of the Squirrel Neuk Bridge.	NS
9.4	Tooling and Equipment (Nothing to report)	
9.5	Gatepost Replacement Ref 9.5: Action held over. PM will research the relative costs and benefits of using longer lasting materials, such as oak or galvanised steel, to replace the rotting gatepost at Glaschoil Farm, north of Lynmore. The options will be discussed at the next meeting.	PM
9.6	Priorities for Next Work Party and Mini Work Parties	
9.6.1	Ref 9.6.1: Action held over. PM will organise a future work party, with a focus on drainage works in the Peathillock Cutting. The date of this work party will be dependent on the lifting of Covid-19 restrictions.	PM
9.6.2	Ref 9.6.2: Action held over. PM or NS will treat the oak benches with teak oil when possible.	PM/NS
10	<u>Health and Safety</u>	
10.1	Review of DWA Health and Safety Management System	
10.1.1	Ref 10.1: MC reported that he received no response from members of the Derwent Valley Trust forum to the question asking how they approach health and safety (H&S) in their own organisations. Action closed.	
10.1.2	MC reported that he has carried out some research of his own and has discovered that purely volunteer organisations, like the DWA, are not subject to H&S legislation. TT confirmed that H&S legislation only applies to an organisation which has at least one employee, and that means it does not apply to purely voluntary organisations with no employees, like the DWA. However, under common law, voluntary organisations and individual volunteers have a duty of care to each other and others who may be affected by their activities. Where something goes wrong, individuals may, in some cases, sue for damages using the civil law if they are injured due to negligence by another person or organisation. Having a documented H&S Policy, risk assessments, method statements, etc. helps identify risks and puts in place the means to minimise those risks. It also advertises the DWA as a 'professional organisation', eases partnership working with other organisations/contractors and may assist with securing funding for the DWA from the likes of Sustrans. MC questioned whether it was necessary to implement a full H&S system for the DWA and suggested that a simpler system, discovered during his research, would be more suitable. MC proposed that he circulate his	

10.1.3	notes on this simpler system to the DWA Trustees for their consideration. Agreed unanimously. MC will circulate his notes on the simpler H&S system for consideration, and discussion at the next meeting. PB noted that the current DWA H&S Policy, as implemented in 2015, may already meet the requirement for a simpler system. Whatever system is used, the development of risk assessments is what is core, and this is where advice is needed. PB proposed that he approach a work colleague with H&S qualifications to see if he would be willing to provide this advice. Agreed unanimously. PB will approach his work colleague and ask if he is willing to provide H&S advice to the DWA.	MC															
10.2	First Aid Kits The DWA first aid kits are held by MC, PB and PM. The completeness and serviceability of each kit was confirmed.	PB															
10.3	Injury Reports and Incidents (Nothing to report)																
10.4	First Aid Training																
10.4.1	Ref 10.4: TT reported that Outfit Moray and Ace Adventures are now advertising upcoming course dates on their websites. Action closed.																
	<table border="1"> <thead> <tr> <th>Provider</th> <th>Emergency First Aid at Work (1 day)</th> <th>Outdoor First Aid (2 or 3 days)</th> </tr> </thead> <tbody> <tr> <td>Outfit Moray</td> <td>£65 per person</td> <td>£130 per person</td> </tr> <tr> <td>ACE Adventures</td> <td>£50 per person</td> <td>£165 per person</td> </tr> <tr> <td>Moray College</td> <td>£85 per person</td> <td>£ 220 per person</td> </tr> <tr> <td>Moray Firth Training Group</td> <td>£95 per person</td> <td>£290 per person</td> </tr> </tbody> </table>	Provider	Emergency First Aid at Work (1 day)	Outdoor First Aid (2 or 3 days)	Outfit Moray	£65 per person	£130 per person	ACE Adventures	£50 per person	£165 per person	Moray College	£85 per person	£ 220 per person	Moray Firth Training Group	£95 per person	£290 per person	
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10.4.2	NS proposed that he book Emergency First Aid at Work (EFAW) training for four DWA trustees/volunteers. Agreed unanimously. NS will arrange EFAW training for four DWA trustees/volunteers.	NS															
11	<u>Dava Way Publicity</u>																
11.1	Local, Regional and National Publications																
11.1.1	Ref 11.1: Action held over. MC will submit an article about the work of the DWA and the contribution made by Bruno Cawley now Bruno's memorial plaque has been installed.	MC															
11.1.2	NT reported that a revised version of the Moray Coast Trail Rucksack Reader has been published; it includes content covering the Dava Way (DW). The release of a guidebook covering the whole of the Moray Way route is planned for Spring 2022.																
11.2	DW Facebook Group (Nothing to report)																
11.3	DW Website (Nothing to report)																
12	<u>Funding Opportunities</u>																
12.1	Finderne Development Trust																
12.1.1	DWA Rebranding Exercise NS noted that, from the feedback he received by email from the DWA Trustees, the new DWA logos proposed by Yellow Cherry Digital (YCD) as part of the rebranding exercise are not considered representative of the DWA. Many would, on reflection, prefer to retain the current logo,																

12.1.2	<p>which it was observed is widely recognised and represents the heritage connection of the DWA and its function as a route for walkers and cyclists. NS will ask Pery at the Funderne Development Trust (FDT) if it would be possible to retain the current DWA logo or use something similar instead.</p> <p>DWA Website Development</p> <p>Ref 12.1.1: Action held over. MC reported that he has not actually received the website design documentation. NS reported that he received some zipped files from Pery at the FDT shortly before the meeting. If these are the required documents, he will distribute copies to the DWA Trustees for discussion at the next meeting.</p>	NS
12.1.3	<p>MC reported that YCD are developing the new DWA website using WordPress. It should be possible to port across much of the content from the current website into the new one but with increased functionality. MC has opened an account with Stripe to enable the new DWA website to process donations and payments for sales of merchandise.</p> <p>MS expressed his curiosity as to how far development of the new DWA website has progressed, whether it would be possible for the DWA to be directly involved in the design process, and what the relative ongoing costs may be for possible levels of service agreement regarding site hosting, maintenance and any design tweaks that may be required in the future. NS stated that he will forward these questions to Pery at the FDT.</p> <p>DW Information Boards</p> <p>NT asked what progress has been made regarding the replacement of the DW information boards. NS responded that these things need to be completed in a specific order; rebranding exercise, replace website, replace information boards. This ensures that the appropriate design elements (logo, brand look, website URL/QR code, donation/payments functionality, etc.) are available when required.</p>	NS
12.2	<p>Tesco Bags of Help</p> <p>Ref 12.2: Action held over until Covid-19 restrictions lifted. MC will monitor progress with the DWA submission to the Tesco Bags of Help scheme.</p>	MC
12.3	<p>Money for Moray</p> <p>Ref 12.3: Action held over until Covid-19 restrictions lifted. The Money for Moray organisers will contact all successful applicants in due course, to inform them when and how the showcasing of projects and the voting process will happen. NT will showcase the project for the DWA.</p>	NT
12.4	<p>Berry Burn Community Fund</p> <p>Ref 12.4: NS reported that on 22/02/21 he and MC viewed a Bobcat mini digger owned by Sinclair Taylor and worth about £17,000. The operator demonstrating the machine emphasised the amount of maintenance that is required and suggested that, due to its probable limited use, hiring a digger and operator when required may be a more appropriate solution for the DWA than purchasing one.</p> <p>NS proposed that the purchase of a DWA mini digger be abandoned, and that he should instead research the local options for hiring a mini digger with operator when required. Agreed unanimously. NS will research local options for hiring a mini digger with operator.</p>	NS
12.5	<p>Other Sources of Funding</p>	NS
12.5.1	<p>Ref 12.5.1: Action held over. NS will look for appropriate funding sources on the Funding Scotland site and report back to the DWA Trustees.</p>	NS

12.5.2	Ref 12.5.2: Action held over until Covid-19 restrictions lifted. MC will apply for funding from the Scottish Forestry Community Fund when the scheme is up and running again.	MC
12.5.3	Ref 12.5.3: Action held over until Covid-19 restrictions lifted. PB will submit a bid for funding to the Keith Builders Merchants (KBM) funding scheme, the KBM Charity Fund , to purchase materials to repair/replace the handrails at the Mannachie Avenue Ramp.	PB
12.5.4	Ref 12.5.4: Action held over. NS will research possible funding from the Scotways Small Grants Scheme .	NS
12.5.5	Ref 12.5.5: Action held over. NS will research possible funding from a scheme administered by Groundworks .	NS
12.5.6	Ref 12.5.6: Action held over. NS will research possible funding from the SportScotland Cycling Facilities Fund .	NS
13 13.1	<u>AOCB</u> Dallas Dhu Access Ramp Improvements MC showed his presentation outlining planned improvements to the access ramp at Dallas Dhu. MC proposed that he assume the role of Project Manager and progress the project. Agreed unanimously. MC will assume the role of Project Manager for the Dallas Dhu Ramp Improvements Project, finalise the design specification and develop a project plan, research approximate costs, seek an Approval in Principle from Historic Scotland and Altyre Estate and identify funding sources.	MC
14	Date of the Next Meeting: 19:00 14/04/21 via Zoom, or at The Hub if Covid-19 restrictions are lifted.	

Meeting Closed: 20:20



Neil Sinclair
Chairman
Dava Way Association