



4.12	Ref 4.17:	Installation by The Moray Council of the footfall counter at the chicane 100m south of Dallas Dhu is still pending. RR has volunteered to take counter readings every 2 mths. NT is to contact Ian Douglas re counter installation.	NT
4.13	Ref 4.18:	PB proposed the DWA Christmas dinner should be held in the Mosset PH on Sat 28 <sup>th</sup> Feb 2015; agreed unanimously. [Note: Opening at the Mosset PH on Sat 28th Feb 2015 is no longer available; date and location of DWA Christmas dinner tbc.]	PB
4.14	Ref 6.3:	PB has reimbursed PM and GM for volunteer expenses.	
4.15	Ref 6.4:	PM has contacted all DW volunteers; no further requests for volunteer expenses have been received.	
4.16	Ref 7.1.1:	(See item 10.1 below)	
4.17	Ref 7.1.2:	PM offered the spare places on the First Aid course to other organisations; place taken up by Beverley Alexander of Forres Brownies.	
4.18	Ref 7.2.1:	PB reported that the rough cutter and DR strimmer have been serviced by W Thomson Saw Services Ltd.	
4.19	Ref 7.2.3:	PM reported that the DWA strimmer has been retrieved from the Edinkillie Community Hall trustees.	
4.20	Ref 7.3.1:	TT reported that compilation of the emergency maps and contact sheets for inclusion in the first aid kits is on hold pending the supply of digital mapping by The Moray Council. (See item 4.11 above)	
4.21	Ref 7.3.3:	(See item 10.5 below)	
4.22	Ref 7.4.1:	(See item 10.1 below)	
4.23	Ref 7.4.2:	(See item 10.3 below)	
4.24	Ref 10.1:	PM reported that the scheduled work party was cancelled due to bad weather. Allocated tasks to be carried forward to next work party.	
5	<u>Treasurer's Report</u>		
5.1	A balance of £3974.61 is in the account.		
5.2	Significant Income: £370.00 from individual donations.		
5.3	Significant Expenditure: £229.00 to W Thomson Saw Services Ltd and £508.00 PM for Land Rover use and miscellaneous sundries.		
5.4	Outstanding items: £516.00 to Bill McRitchie for digger hire and £450.00 to Moray College for first aid training.		
6	<u>Correspondences</u>		
6.1	PM reported contact with Logie Estate regarding the gates, fencing and embankment erosion in the Muir of Logie and Presley areas. Awaiting a response from the estate re a meeting or options for resolution.		PM
6.2	PM reported on feedback provided by a DW user cycling the southern sections. PM has thanked the user for his observations and noted each of the points raised. The use of suitable user feedback in support of submissions for funding was discussed; agreed unanimously		
6.3	PM reported contact from Cawdor Forestry re the Logie Estate Forest Plan Renewal proposals. The issues of damage to the Dava Way path surface, drainage and Scurrypool access ramp that have occurred on prior extraction and not been made good were discussed. PM is to raise these issues with Cawdor Forestry and seek an assurance that there will not be a repeat of such issues if their proposals are implemented.		PM

7	<p><u>Storm Damage to Dava Way</u> PM reported on the work already completed. He stated that the Breathing Place still needs to be tidied and that ballast needs to be removed from the root plates of downed trees near Dallas Dhu, tasks that should be completed as and when the necessary manpower is available.</p>	PM
8	<p><u>Lynmore Improvement Project</u> NS reported on the progress of the application to the Big Lottery Fund. PB suggested that he should approach COAT for them to carry out a feasibility study and advise on next steps; agreed unanimously. PB to contact COAT when funding agreed.</p>	PB
9	<p><u>Bantrach Improvement Project</u> (Held over to next DWA committee meeting)</p>	
10	<p><u>Health and Safety</u></p>	
10.1	<p>a) <u>H&amp;S Policy Document Approval</u> PB &amp; PM submitted the draft document for approval; approved unanimously. PM is to forward a copy to NS for signature and an unsigned copy to David Binney for upload to the DW website. NS is to place the signed copy on file in The Hub.</p>	PM NS
10.2	<p>b) <u>Training</u></p>	
10.2.1	<p>PM reported that the following persons successfully completed the first aid course: Beverley Alexander, David Brown, Greg McAulay, Malcolm Campbell, Norman Thomson, Paul Barron, Pete Mitchell and Tom Summerscales. It was noted that Robbie Roberts is also a qualified first aider.</p>	
10.2.2	<p>PM reported that the training for the power tools is postponed until the Spring; currently insufficient undergrowth in the area around Treewise in Kellas on which to use the tools. PM has contacted the Forestry Commission Community Fund and they have stated that the change does not affect the training grant, provided the invoice for training is paid before expiry of the grant period.</p>	
10.3	<p>c) <u>Risk Assessment Format</u> PB displayed several options for a Risk Assessment form to be used by the DWA; agreed unanimously that the <a href="#">Volunteer Scotland landscape format</a> should be used.</p>	
10.4	<p>d) <u>DWA Activities Requiring Risk Assessment</u> There was discussion on what activities required risk assessment. PB &amp; PM proposed that the risk assessment of power tools should be given the highest priority; agreed unanimously. (See item 10.6 below)</p>	
10.5	<p>e) <u>First Aid Kit Requirements</u> MC reported that, following his completion of the first aid course, he sought advice on suitable first aid kits from the St John Ambulance retail site. MC proposed that the content of the existing DWA first aid kits be aligned with that listed for the Small Standard workplace compliant first aid kit, with any expired items replaced as required; agreed unanimously. MC is to liaise with PB and PM to bring the DWA first aid kits to the required standard.</p>	MC, PB & PM

10.6	f) <u>Risk Assessment Next Steps</u> PB & PM proposed the formation of a committee sub-group (PB, PM & RR) to carry out the risk assessments; agreed unanimously. The sub-group will risk assess the rough cutter and hand-held	PB, PM & RR
11 11.1	<u>Ghost Train 2015</u> The Ghost Train 2015 event is scheduled to take place overnight 20 <sup>th</sup> -21 <sup>st</sup> June 2015. With reference to documentation from the previous Ghost Train event, there was discussion of what tasks needed to be completed and when. MC offered to coordinate the project; agreed unanimously. PB & PM are to brief MC and forward appropriate documentation to him. PM to contact volunteers to find out who is available to help.	MC PB & PM PM
11.2	NT pointed out the increased contribution required by the Moray Walking Festival. PB proposed raising the ticket cost to £20; agreed unanimously.	
12	<u>Tree Survey</u> (Held over to next DWA committee meeting)	
13	<u>Proposed Windfarm SE of Dava</u> PM reported that Swedish government company Vattenfall are proposing to construct a windfarm on land southeast of Dava. (More information at: <a href="http://corporate.vattenfall.co.uk/projects/wind-energy-projects/ourack/">http://corporate.vattenfall.co.uk/projects/wind-energy-projects/ourack/</a> ) PM & NT offered to attend the public meeting at Edinkillie Village Hall 2pm – 8pm on Wednesday 21 January; agreed unanimously.	PM & NT
14	<u>Priorities for Next Working Party</u> PM proposed that, due to the unavailability of committee members, the next working party should be rescheduled to Sat 21 <sup>st</sup> Feb 2015 and the following work progressed: a) Repair the post and rail fence at Mannachie; rotted posts to be replaced, only upper 2/3 of fence to be retained. b) Cut back undergrowth between Mannachie Avenue and Woodside. c) Implement a solution to the muddy puddles forming at Woodside. PMs proposals agreed unanimously.	PM
11	<u>AOCB</u> There was no other business.	
12	Date of the Next Meeting: 19:30 17 <sup>th</sup> Feb 2015 at The Hub.	

Meeting Closed: 21:40