

THE DAVA WAY ASSOCIATION

Minutes of the Board of Trustees Meeting held 20th October 2015

Venue: The Hub, 20 Tolbooth Street, Forres, Moray, IV36 1PH

Meeting Opened: 19:45

Item	Minute	Action By
1	<u>Welcome:</u> Robbie Roberts chaired the meeting and welcomed members.	
2	<u>Present:</u> Malcolm Campbell, Norman Thomson, Paul Barron, Robbie Roberts, Trevor Thornley.	
	<u>Apologies:</u> Neil Sinclair, Pete Mitchell.	
3	<u>Minutes of the last meeting:</u> Read and accepted. Proposed: PB Seconded: RR	
4	<u>Matters Arising</u>	
4.1	Ref 4.1: TT reported that the copyright statement on all OS mapping used on the DW website has now been updated. Action closed. TT reported that production of the emergency map/information sheets for inclusion in the DWA first aid kits and use by the emergency services is in progress. (This action is now part of the review of the DWA Health and Safety Management System. Action closed.)	
4.2	Ref 4.2: Action held over: Investigation by Historic Scotland (HS) into solutions for the problem with the sewage pipe from the Dallas Dhu Distillery site. PM is to maintain contact with HS and monitor the situation; Moray councillor George Alexander is to be kept informed of progress.	PM
4.3	Ref 4.3: MC reported he now has a good stock of stickered leaflets. MC will arrange for the remaining unstickered leaflets to be processed in due course. Action closed.	
4.4	Ref 4.5: PB reported that he has received the rough cutter spares ordered from MacGregors. TT reported that MacGregors have delivered the first two serviced Stihl FS87 strimmers and collected the remaining two strimmers requiring assessment for service/repair. PM is to monitor progress.	PM
4.5	Ref 4.7: Action held over: Reply awaited from the walker who requested a DW marker disc as a souvenir. PM will offer this person a DW cloth badge when they arrive.	PM
4.6	Ref 4.8: Action held over: NS is to attend the Long Distance Route Managers' Forum meeting to be held on 3 rd November 2015; NT not available. NT is to forward details for the event to NS nearer the time. It was noted that this event is on the same day as the DWA AMM; NS and NT to discuss if it is feasible to attend both.	NS & NT

4.7	Ref 4.9:	NT reported on his attendance at the Highland Railway Society AGM held 12 th September 2015. There were various talks about the work of the society. NT provided a display showing the history of the route and the work of the DWA. Action Closed.	
4.8	Ref 4.10:	PB reported that no design has been received from Moray Estates for a sign warning users of the DW not to pitch their tents on sections also used by vehicles. He proposed closing the action. Agreed unanimously. Action closed.	
4.9	Ref 4.17:	NT reported that he had not submitted any articles. John Davidson of The Northern Scot provided an excellent commemoration the 10 th anniversary of the DW in a recent Active Outdoors article . MC offered to contact John Davidson to discuss including an extract from the Active Outdoors article in a future issue of the Forres Gazette. Agreed unanimously.	MC
4.10	Ref 4.20:	PB reported that the Moray Way Association (MWA) payments associated with Moray Walking Festival (MWF) events run by the DWA have been settled. PMs agreed expenses for the MWF events, deferred pending settlement, are now due. PB sought approval for the payment of these expenses. Agreed unanimously.	PB
4.11	Ref 6.1:	PB reported on his attendance with NS at the Cairngorm Outdoor Access Trust (COAT) annual public meeting at Boat of Garten Community Hall on 17th September 2015. The trust reported another successful year and outlined their plans for future projects. Informal discussions with Cairngorm National Park attendees regarding support for the DW were positive. Action closed.	
4.12	Ref 6.3:	TT reported that PM has provided a selection of suitable photos of the DW to Moray-Speyside Tourism and these have been uploaded to the DW web page. Action closed.	
4.13	Ref 7.1:	MC reported that he has received the DW cloth badges and passed them to PM for sale. Action Closed.	
4.14	Ref 7.2:	(see Item 7.2 below)	
4.15	Ref 7.3:	(see Item 7.3 below)	
4.16	Ref 8.1:	(see Item 8.2 below)	
4.17	Ref 8.2:	(see Item 8.3 below)	
4.18	Ref 8.3:	Action held over: PM is to place a shared calendar into the DWA Dropbox to schedule the periodic renewal of DW Access Agreements, tree surveys, etc. Action held over: PM is to add 'Calendar Items' as an agenda item for DWA BoT meetings; use for discussion of 'due items' from the shared calendar.	PM PM
4.19	Ref 9.1:	Action held over: PM is to monitor progress with the issue of LANTRA certificates to those DWA volunteers who attended trimmer and rough cutter courses at Treewise.	PM
4.20	Ref 9.2:	(see Item 9.1 below)	
4.21	Ref 10.1:	Volunteers at the DWA work party held Saturday 19 th September 2015 enjoyed a sumptuous BBQ lunch to celebrate the 10 th Anniversary. Action closed.	
4.22	Ref 10.2.1:	Action held over: MC is to provide an event report for the Ghost Train Walk 2015.	MC

4.23	Ref 10.2.2: Action held over: MC is to detail any outstanding actions from the Ghost Train Walk 2015.	MC
4.24	Ref 11.1: (see Item 11.1 below)	
4.25	Ref 11.2: (see Item 11.2 below)	
4.26	Ref 11.3: (see Item 11.3 below)	
4.27	Ref 12.3: RR reported that NS has emailed a copy of the sign, used by the DWA in tackling the problem of motorcycles on the DW, to the Moray Council Access Manager. Action closed.	
4.28	Ref 12.4: RR reported that he has spoken to the leader of the 1 st Forres Scout Group. The group have confirmed that they intend to carry out litter picking and undergrowth cutback from Spring to Autumn on the section of the DW between the Dallas Dhu distillery and the Rafford bridge. They considered the installation of signage at each end of their 'patch' a good idea; inform users of the DW about the work carried out by the group and provide contact details for those requiring more information. RR will continue to act as DWA liaison with the group. Action closed.	
5	<u>Treasurer's Report</u>	
5.1	A balance of £11,188.73 is in the account. (Includes £6,080.00 from the Big Lottery Fund for the Lynmore project)	
5.2	Significant Income: Nil.	
5.3	Significant Expenditure: £175.00 to MC; reimbursement for cloth badges. £126.00 to The Moray Council for 30 tonnes of planings.	
5.4	Outstanding items: Nil.	
5.5	Summary of Moray Walking Festival events income/expenditure: Ghost Train Walk. Income £2079 Expenditure <u>£1065</u> Surplus £1014 Five Day Challenge. Income £ 740 Expenditure <u>£ 561</u> Surplus £ 179 Presentation and Navigation Day. Income £ 52 Expenditure <u>£ 0</u> Surplus £ 52	
6	<u>Correspondences</u>	
6.1	RR reported that there has been no correspondence direct to the DWA Secretary in this period.	
6.2	RR reported that there was no mail in the DWA mail tray at The Hub.	
6.3	PB reported that he has received a request from the Forestry Commission for a second set of copy invoices for the training provided to the DWA by Treewise. The DWA grant for training has been selected for routine audit. PB is to provide the Forestry Commission with the copy invoices by the end of October 2015.	PB

7	<u>Dava Way Merchandise</u>	
7.1	Cloth Badges Following the discussion of options, it was unanimously decided that the cloth badges should be offered for direct sale (at events, talks, etc.) at a cost of £5 each and online/by post at a cost of £6 each.	
7.2	Dava Way Companion NT proposed that a reprint of the Dava Way Companion should be reconsidered when a stock level of 50 has been reached. Agreed Unanimously.	
7.3	Merchandise Committee Post Item held over to next meeting. PM to include in meeting agenda.	PM
8	<u>Dava Way Improvements and Maintenance</u>	
8.1	SUSTRANS Funding Offer MC reported that SUSTRANS have offered £100k of funding to the DWA, contingent on it being spent by the end of March 2016. The Lynmore Improvement Project was identified as the best target for this funding, with any surplus used to improve the DW north of Lynmore or the roadside section at Dava. RR proposed that the DWA accept the offer. Agreed unanimously. MC is to liaise with SUSTRANS and identify what action needs to be taken by the DWA to secure the funding.	MC
8.2	Lynmore Improvement Project PB confirmed that DWA feedback on the bridge designs proposed by COAT was provided to Murray Swapp at the COAT annual public meeting. With SUSTRANS funding now available, PB is to ask PM to contact Murray Swapp as soon as possible and push for progress with this project.	PB & PM
8.3	Bantrach Improvement Project PB reported that this project has not been progressed due to other commitments. NT noted that the next quarterly deadline for funding applications to the Berry Burn Wind Farm Community Benefit Fund is Monday 18 th January 2016. Action held over: PB is to add the requirement for route diversion signs to the Bill of Quantities. Action held over: PB is to obtain three contractor estimates for the work listed in the Bill of Quantities, for discussion by the committee prior to making an application for funding.	PB
8.4	General Improvements and Maintenance	PB
8.4.1	TT, PB and RR reported the following progress with improvement and maintenance tasks: <ul style="list-style-type: none"> • Surface of ramp south of Clashdhu Crossing improved using planings from the pile at that location. • Route posts at Clashdhu Crossing installed more securely. • Rut filling progressed south of Dava. • Undergrowth cutback and grass cut in areas north and south of the Halfway Hut. • Undergrowth cut back between Longley Crossing and gate south of Presley overbridge. • Undergrowth trimmed at south end of Braemoray Cutting. • Drains rodded between field gate north of Peathillock access point and location approximately 50m south of Peathillock Bridge. • Drainage improvements progressed at the north end of the Heatherbells Cutting. 	

<p>8.4.2</p> <p>8.5</p> <p>8.6</p>	<ul style="list-style-type: none"> • Pond at Muddy Puddles cleared and underground pipe rodded. Drainage ditches cleared and undergrowth in area cut back. <p>PB reported that there were no new improvement or maintenance items.</p> <p>Tree survey and management (Access Agreement obligations) item held over to next meeting. PM to include in meeting agenda and extend an invitation to Greg McAulay.</p> <p>A number of options for the next working party, scheduled for 14th November 2015, were discussed. PB proposed that it would be best to let PM decide what tasks should be progressed. Agreed unanimously.</p>	<p>PM</p> <p>PM</p>
<p>9</p> <p>9.1</p> <p>9.1.1</p> <p>9.1.2</p> <p>9.1.3</p> <p>9.2</p> <p>9.3</p>	<p><u>Health and Safety</u></p> <p>Risk Assessments</p> <p><u>Use of Site Specific Risk Assessments</u></p> <p>TT reported that he has researched the use of site specific risk assessments in conjunction with the Arboriculture and Forestry Advisory Group (AFAG) guides, as suggested by Malcolm Moore during the LANTRA (LANd TRAINing) courses at Treewise. He has concluded that this approach would be inadequate as many DWA activities are not directly related to forestry, thus are not covered by AFAG guides. TT suggested that site specific risk assessments should be used, but in conjunction with DWA generic risk assessments and H&S policy statements. The site specific risk assessment format provides an efficient framework to assist work party organisers in preparing for the issues of health and safety, emergency planning, welfare and resourcing for activities at a specific location.</p> <p><u>Use of Role Descriptions</u></p> <p>TT stated that he then looked for other sources of guidance and best practice; Volunteer Scotland, Health and Safety Executive (HSE), The Scout Association, etc. He suggested that the DWA should use Role Descriptions to ensure that the organisation is fulfilling its statutory/non-statutory obligations. In particular he suggested the role of Work Party Supervisor to support the Work Party Coordinator; completes site specific risk assessment, trains and supervises volunteers working at a given location, looks after their health, safety and welfare.</p> <p><u>Review of DWA Health and Safety Management System</u></p> <p>TT proposed that, as he has now completed the necessary research, he should be tasked with completing the review; compiling the generic risk assessments, drafting the associated H&S policy statements and producing the emergency map/information sheets for inclusion in the DWA first aid kits. Agreed unanimously.</p> <p>First Aid Kits</p> <p>(No further action. All three DW first aid kits are at the agreed standard.)</p> <p>Injury Reports and Incidents</p> <p>PB reported that there have been no injuries or incidents since the previous meeting.</p>	<p>TT</p>
<p>10</p> <p>10.1</p>	<p><u>Events</u></p> <p>Report on 10th Anniversary Events and Publicity</p> <p>Item held over to next meeting. PM to include in meeting agenda.</p>	<p>PM</p>

11	<u>DWA Annual Members Meeting (AMM)</u>	
11.1	Trustee Notifications PB reported that PM has notified the DWA members via email, or text message, that the AMM will take place from 19:00 to 21:30 on Tuesday 3 rd November at the Forres Tennis Club.	PM
11.2	Venue Booking Accommodation at the Mosset Tavern was not available on the required evening. PB has booked the Forres Tennis Club. After some discussion on catering options, it was unanimously agreed that MC should purchase a selection of beverages and finger foods suitable for the event.	MC
11.3	Trustees Annual Report PB presented the draft Trustees Annual Report for approval by those present. Approved unanimously.	
12	<u>AOCB</u>	
12.1	NT noted that submission of the DWA Gift Aid Declaration to HMRC is pending. PB is to compile and submit this document.	PB
12.2	NT stated that there will be a public consultation on the design of the new Forres railway station at the current station 11:25 on 2 nd November 2015.	
12.3	RR reported that from 15 th March 2015 to 20 th October 2015 there have been no fewer than 16,483 walkers and 2007 cyclists on the Dallas Dhu section of the DW.	
13	Date of the Next Meeting: 19:30 17 th November 2015 at The Hub.	

Meeting Closed: 21:50



Neil Sinclair
Chairman
Dava Way Association