## THE DAVA WAY ASSOCIATION

Minutes of the Board of Trustees Meeting held 13th November 2018

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

Meeting Opened: 19:00

Item	Minute		Action By
0	Election of C NS reminde Way Associated must elect (for any further of bearers wer		
	Chair Treasurer Secretary	Neil Sinclair Vice Chair Robbie Roberts Paul Barron Dep Treasurer Neil Sinclair Malcolm Campbell	
1	Welcome:	Neil Sinclair chaired the meeting and welcomed members.	
2	Present:	Doug Hartley (DH), Neil Sinclair (NS), Norman Thomson (NT), Paul Barron (PB), Pete Mitchell (PM), Trevor Thornley (TT). Michael J Sutherland (MS – DWA Member)	
	Apologies:	Malcolm Campbell (MC), Robbie Roberts (RR).	]
3	Minutes of the		
	Proposed:	PB Seconded: NS	
4	Matters Aris	ing from the meeting 16/10/18	
4.1	Ref 4.2:	TT presented the draft DWA Safeguarding Policy for approval. Following extensive discussion of the document content, the requirement for children and vulnerable adults to be accompanied by a parent/guardian or appropriate adult was made mandatory. The document was approved unanimously, subject to this change. Action closed. TT is to amend the document and pass a copy to David Binney for upload to the DWA website.	тт
4.2	Ref 4.5:	Action held over. TT will submit the verified route of the DW to Ordnance Survey (OS) for update, on completion of the Moray Core Paths Plan 2018 review.	тт
4.3	Ref 4.12:	PB reported that he has passed the event information and contact details for the Findhorn branch of the Scottish Women's Institute to NT. Action closed.  NT will provide a talk on the work of the DWA to the Findhorn branch of the Scottish Women's Institute at their meeting on 07/03/19.	NT
4.4 4.5 4.6	Ref 9.1.2: Ref 9.2.3: Ref 9.4.2:	(see Item 13.1 below) (see Item 13.2 below) (see Item 11.7 below)	

4.7 4.8 4.9 4.10 4.11 4.12 4.13 4.14 4.15 4.16 4.17 4.18 4.19 4.20 4.21 4.22 4.23 4.24	Ref 9.5.1: (see Item 12.5.1 below) Ref 9.5.2: (see Item 13.5.3 below) Ref 9.6.1: (see Item 13.6.1 below) Ref 9.6.2: (see Item 13.6.2 below) Ref 9.7: (see Item 13.4 below) Ref 10.1: (see Item 14.1 below) Ref 10.4: (see Item 14.4 below) Ref 11.3: (see Item 15.3 below) Ref 11.4: (see Item 15.4 below) Ref 12.1.2: (see Item 16.1 below) Ref 12.1.2: (see Item 16.2 below) Ref 13: (see Item 17 below) Ref 14.2: (see Item 18.1 below) Ref 14.3: (see Item 18.2 below) Ref 14.4: (see Item 18.3 below) Ref 14.5: (see Item 18.4 below) Ref 14.6: (see Item 18.5 below) Ref 14.6: (see Item 18.5 below) Ref 15.1: NS reported that he has contacted the Highland Railway Society (HRS) to enquire about membership options and ways to mutually promote the HRS and DWA. NS has received a reply suggesting reciprocal honorary membership and the sharing of information, news, etc. NS noted that honorary membership does not require the payment of a membership fee. Action closed. NS proposed that the reciprocal honorary memberships be progressed and closer ties forged. Agreed unanimously. NS will apply for honorary membership of the HRS.	NS
5	Minutes of the meeting 31/10/18: The minutes of the DWA BoT meeting held on 31/10/18 were read and accepted without change.  Proposed: PB Seconded: NS	
6	Matters Arising from the meeting 16/10/18	
	None.	
7	Minutes of the AMM 06/11/18: The reading and approval of the minutes of the DWA Annual Members Meeting (AMM) held on 06/11/18 was held over to the next DWA BoT meeting.  Proposed: n/a Seconded: n/a	
8	Matters Arising from the recent AMM:	
	Held over to next meeting.	
9 9.1 9.2 9.3 9.4	Treasurer's Report  PB reported that a balance of £10,615.59 is in the DWA account.  Significant Income:  £ Nil  Significant Expenditure:  £ Nil  Anticipated Expenditure (from DWA funds):	
	£ 50.00 to MacGregor Industrial Supplies; DR strimmer spares. £ 1,000.00 to MacDonald Contracting Ltd; Squirrel Neuk Ramp.	

9.5	Anticipated Expenditure £ 9,183.26 to MacDon Squirrel Ne	ald Contra	acting Ltd from SNH;	
10 10.1	Correspondences To the Secretary Dallas Dhu TPO – Moray Council NS reported that a letter has been received from the Moray Council acknowledging receipt of the objections to the TPO, as submitted by the DWA. The TPO will be considered by the Planning and Regulatory Committee on 28/01/19.			
10.2	Other Correspondence (nothing to report)			
11 11.1	Feedback Footfall Counters PM reported the following Dunphail (not read) Lochenoun (not read) Lynmore (not read) Dallas Dhu (not read)	g:		
11.2	Other; email, Facebook (Nothing to report)	etc.		
12 12.1	Dava Way Merchandise Sales and Stock			
	Companions (NT)	558	(PM stock transferred to NT)	
	Companions (NS)	95		
	Badges (MC)	33	(PM stock transferred to MC)	
13 13.1 13.2	06/11/18 and the invoice Some minor finishing too see Item 13.4 below. The reinstalled using galvanity small amount of tree deback. These works have Information Board Reference Ref 9.2.3: Action held on information for this project over to the next meeting  Size and quantity  Options for board	hat the content of th	entractor works were signed off on rrive shortly. Action closed. The carried out on the recent work party; were posts at the site will need to be as, probably at a future mini work party. At the beremoved and some saplings cut ded to the DWA Improvements Plan. The Project (Budge Foundation) ported that he is still gathering asion of the following topics was held entitled in the project in the following topics was held entitled in the project in the following topics was held entitled in t	
	Choice of contract			NS

**Unplanned Work Since Last Meeting** 13.3 (nothing to report) Planned Work Since Last Meeting 13.4 Ref 9.7: PM reported that the following tasks were carried out during the 13.4.1 work party held 20/10/18 at Cairn Eney Cutting: Cut offlets to drain puddles on the trackbed. Constructed bunds to restrict water flow along the trackbed. Cleared culverts. Rodded adjacent drainage pipes. Filled depressions in the trackbed using sub-base from the stockpile at the BBC Breathing Place. Action closed. PM reported that the following tasks were carried out during the work 13.4.2 party held 10/11/18 at various locations: Filled depressions in the trackbed at Cairn Eney and Bantrach using sub-base from the stockpile at the BBC Breathing Place. Cleared ditches either side of the trackbed in Bantrach Cutting. Reburied the private water supply pipe at Squirrel Neuk Bridge. Bagged surplus guarry dust from the Squirrel Neuk Ramp project and stored under bridge. Removed timber recovered from the Squirrel Neuk Steps. Reinstalled the two fingerposts; temporary installation with rocks. pending permanent installation using galvanized bases. 13.5 Signage 13.5.1 Ref 9.5.1: PM reported that Greg McAulay has completed manufacturing the replacement post and fingers for the Dallas Dhu fingerpost. The fingerpost will be installed at a suitable future work party. Action closed. 13.5.2 NS reminded PM that he still has the waymarker from the Sanguhar Pond car park and it requires reinstallation. PM stated that he is aware of this task and it will be carried out at a suitable future work party. Ref 9.5.2: Action held over. PB will monitor progress with the repair/ 13.5.3 refurbishment of the Dava Summit sign. PB 13.6 **Tooling and Equipment** Ref 9.6.1: PM reported that he has provided MC with the necessary 13.6.1 software and a suitable connecting cable for downloading data from the counter at the Lynmore Diversion. Action closed. 13.6.2 Ref 9.6.2: Action held over. PM will seek advice from the original supplier of the tipping trailer as to whether it is more cost effective to fully service PM the trailer or seek to replace it. **Quarry Dust Path Surface Maintenance Operations** 13.7 PB noted that removing the accumulated natural from guarry dust path surfaces has proved to be very manpower intensive. The following topics were discussed at some length: Feasibility of scheduling an annual removal of leaf fall from paths with a quarry dust surface. Options for the control of encroaching grass/weeds; weed killer, burn back, scraping, etc. Those present concluded that advice on best practice should be sought. PB will contact Ken Kennedy, Lands and Parks Officer at Moray Council, PB and seek his advice.

13.8	Priorities for Next Work Party and Mini Work Parties  PM proposed the following tasks for the work party scheduled for Saturday 08/12/18:  • Finish filling depressions in the trackbed using sub-base from the stockpile at the BBC Breathing Place.  • Progress resurfacing works in Bantrach Cutting; scrape back mud from centreline of trackbed and lay a surface of scrapings, using up the remaining stockpile at the BBC Breathing Place.  • Progress drainage improvements in Bantrach Cutting.  Agreed unanimously. PM will make the necessary arrangements.	РМ
14	Health and Safety	
14.1	Review of DWA Health and Safety Management System Ref 10.1: TT reported that Jim Patterson, a recently retired H&S professional, has offered to assist with the review of the DWA H&S Management System. He will initially be carrying out risk assessments.	DH & TT
14.2	First Aid Kits The DWA first aid kits are held by PB, PM and TT. The completeness and serviceability of each kit was confirmed.	2110 11
14.3	Injury Reports and Incidents Those present confirmed that there have been no injuries or incidents since the previous meeting.	
14.4	PPE for Scouts and Boys Brigade Ref 10.4: NS reported that he has been unable to contact anyone in the Grantown-On-Spey Scout Group to confirm if they are still willing to carry out litter picking and minor undergrowth cutback at the south end of the DW. NS proposed that the extra gloves and pickers should be offered to the Forres Scout Group. Agreed unanimously.  NS will contact the Forres Scout Group and arrange to give them the gloves and pickers.	NS
15	Dava Way Publicity	
15.1	Local, Regional and National Publications NS proposed that he should summarise the content of the Trustees Annual Report as an article for submission to local media. Agreed unanimously. NS will discuss the requirements with MC and prepare an article for publication.	NS
15.2	DW Facebook Group  DH reported that membership of the Facebook group Friends of the Dava  Way has increased to 252.	
15.3	DW StoryMap App Ref 11.3: Action held over. TT will continue development of the DW StoryMap application.	ТТ
15.4	DW Website Ref 11.4: Action held over. DH will liaise with MC to author the 2017 Ghost Train Walk report text and forward this to PM. PM will pass the text and suitable images to David Binney for upload to the DW website.	DH, MC & PM
16 16.1	Funding Opportunities Ref 12.1.2: NS reported that he contacted Double A for advice on suitable equipment for the management of broom and gorse and has obtained costings for a range of potential equipment. However, following a recent work party it was suggested that access to a mini-digger would also be extremely useful when needing to clear extensive sections of open ditch.	

16.2	NS reported that, as a result, he contacted Ringlink Services Ltd, providers of the recent chipper training, for advice. They have provided details of their course for 360 degree excavators below 10 tonnes, a five day course that takes a complete novice to full Lantra accreditation. This qualification provides the operator 'ticket' required by plant hire companies. It would cost £2,200 incl. VAT to train two operators, but this does not include the cost of hiring a suitable excavator. NS proposed that he should complete his research before identifying a suitable project for a bid to the Tesco Bags Of Help scheme. Agreed unanimously. NS will contact the three local plant hire providers for prices, insurance requirements, etc.  Berry Burn Community Fund Ref 12.2: Action held over. NS will submit photographs of the chipper in use to the Berry Burn Community Fund for their publicity.	NS NS
17	Ghost Train Walk 2019 NS noted that the state of progress with preparations for the 2019 event is unknown. Several of those present expressed their concern that certain tasks listed in the project plan should have been completed. NS stated that he would contact MC and clarify the situation, with the option to call a special meeting of the DWA BoT if required.	NS
18 18.1	DWA Annual Members Meeting 2018 Ref 14.2: NS reported that he prepared the DWA Chair's Report on the activities of the DWA and presented it at the DWA Annual Members Meeting (AMM). Action closed.	
18.2	Ref 14.3: PB reported that he arranged a special meeting of the DWA BoT on 31/10/18 at which the DWA Trustees Annual Report (TAR) was approved. Action closed.	
18.3	Ref 14.4: PB reported that he prepared the DWA Treasurer's Report and produce copies of the DWA TAR for consideration by the DWA members at the AMM. Action closed.	
18.4	Ref 14.5: NS reported that he provided the food and drink for the AMM. Action closed.	
18.5	Ref 14.6: NT reported that he provided a presentation on the bridges along the DWA at the AMM. Action closed.	
18.6	NS noted that attendance at the AMM had been disappointing. It was suggested that the invitations may have been sent out too early this year, and it may also be beneficial to advertise future events on Facebook.	
18.7	PB confirmed that he has booked the Forres Tennis Club facilities for the AMM next year, to be held 05/11/19.	
19	Re-siting of Dragoon Sculpture The Dragoon sculpture has suffered two incidents of vandalism while located at the Dragoon Crossing. The relative merits of various sites along the DW were discussed as alternative locations for the Dragoon sculpture. A site in the Heatherbells Cutting, close to the interpretation board, was identified as the most suitable location. It was also suggested that, during the same work party, steps could be installed to improve access to the interpretation board. PM stated that these tasks will be carried out at a suitable future work party.	

20	AOCB  DWA Annual Dinner  NS proposed that an event similar to that held in 2018 should be held in mid-January 2019. Agreed unanimously. NS will check availability at the Mosset Inn.	NS
21	Date of the Next Meeting: 19:00 11/12/2018 at The Hub.	

Meeting Closed: 21:35

Neil Sinclair Chairman

**Dava Way Association**