

4.17	Ref 11.3: (see Item 11.3 below)	
4.18	Ref 12.1.3: (see Item 12.1.1 below)	
4.19	Ref 12.2: (see Item 12.2 below)	
4.20	Ref 12.3: (see Item 12.3 below)	
4.21	Ref 12.4: (see Item 12.4 below)	
4.22	Ref 12.5: (see Item 12.5 below)	
4.23	Ref 13.1: (see Item 13.1.1 below)	
4.24	Ref 13.7: (see Item 13.1.2 below)	
4.25	Ref 13.8: (see Item 13.2 below)	
4.26	Ref 15: NS reported that he informed RR about the date of the DWA BoT meeting by phone. Action closed.	
5	<u>Treasurer's Report</u>	
5.1	PB reported that a balance of £5,587.38 is in the DWA account.	
5.2	Significant Income: £ 1,500.00 from PM; purchase of old DWA tipping trailer. £ 208.00 from Moray Walking and Outdoor Festival; GTW entrants. £ 100.00 individual donation.	
5.3	Significant Expenditure: £ 259.81 to Leiths; purchase of sub-base. £ 377.97 to NS; reimbursement for purchase of GTW medals. £ 190.02 to Murdochs; sausages for Ghost Train Walk (GTW). £ 264.00 to GAP; hire of portable toilets for GTW. £ 400.00 to Kineil; hire of coaches for GTW. £ 170.00 to COTAG; donation for GTW assistance. £ 600.00 to Forres Cricket Club; purchase of ride-on mower. £ 112.62 to MacGregor Industrial Supplies; parts for ride-on mower. £ 3945.60 to DR Alexander; purchase of new DWA tipping trailer.	
5.4	Anticipated Income: £ 2840.00 from Berry Burn Community Fund; grant for purchase of new DWA tipping trailer.	
5.5	Anticipated Expenditure (from DWA funds): £ 90.00 to Forres Scouts; donation for GTW assistance (not cashed) £ 20.00 to Royal British Legion Grantown-On-Spey; donation for GTW assistance (not cashed) £ 260.00 to Leiths; purchase of sub-base. £ 13.99 to PM; reimbursement for purchase of parts for new trailer.	
5.6	Anticipated Expenditure (covered by external funding): £ Nil	
5.7	PB requested a formal record of the financial decisions below, made via email during the summer recess.	
5.7.1	Sale of old DWA tipping trailer to PM for £1500.00; independent valuation provided by DR Alexander. Agreed unanimously. PM has offered use of the old tipping trailer by the DWA when required.	
5.7.2	Purchase of new DWA tipping trailer from DR Alexander for £3945.60. Agreed unanimously. The original email agreement was subject to the award of a £2840.00 grant from Berry Burn Community Fund, based on a trade-in value of £1,000 from DR Alexander for the old DWA tipping trailer. Repairs to the old DWA tipping trailer, at a cost of £1,024.92, were subsequently agreed to enable its continued use while awaiting purchase of the new DWA tipping trailer. At the point of sale, DR Alexander independently revalued the old DWA tipping trailer at £1,500.	

<p>5.7.3</p> <p>5.7.4</p> <p>5.7.5</p> <p>5.7.6</p>	<p>DR Alexander applied a discount to the actual purchase price of the new DWA tipping trailer as this had become a cash sale, not requiring trade-in of the old DWA tipping trailer.</p> <p>Purchase and refurbishment/repair of ride-on mower; replacing DR strimmer. Agreed unanimously.</p> <p>£ 600.00 to Forres Cricket Club; purchase of ride-on mower.</p> <p>£ 112.62 to MacGregor Industrial Supplies; parts for ride-on mower.</p> <p>Expenditure related to the Ghost Train Walk event. Agreed unanimously.</p> <p>£ 377.97 to NS; reimbursement for purchase of GTW medals.</p> <p>£ 190.02 to Murdochs; sausages for GTW.</p> <p>£ 264.00 to GAP; hire of portable toilets for GTW.</p> <p>£ 400.00 to Kineil; hire of coaches for GTW.</p> <p>Donations to those organisations assisting the DWA with running the GTW event. Agreed unanimously.</p> <p>£ 170.00 to COTAG</p> <p>£ 90.00 to Forres Scouts</p> <p>£ 90.00 to Explorer Scouts</p> <p>£ 20.00 to Royal British Legion Grantown-On-Spey</p> <p>Miscellaneous payments above £100 threshold, not covered in previous minutes. Agreed unanimously.</p> <p>£ 259.81 to Leiths; purchase of 20 tonnes of sub-base.</p> <p>£ 260.00 to Leiths; purchase of 20 tonnes of sub-base.</p>	
<p>6</p> <p>6.1</p> <p>6.1.1</p> <p>6.2</p>	<p><u>Correspondences</u></p> <p>To the Secretary</p> <p>FACT Volunteer Database</p> <p>TT reported that MC received an email from the Forres Action Community Trust (FACT) offering to run a database where people could volunteer for work with the various voluntary organisations in the Forres area. It was decided by email at the time that MC would seek additional information about the scheme, for discussion at the next meeting.</p> <p>Other Correspondence</p> <p>(Nothing to report)</p>	<p>MC</p>
<p>7</p> <p>7.1</p> <p>7.2</p>	<p><u>Feedback</u></p> <p>Footfall Counters</p> <p>PM reported the following readings:</p> <p>Dunphail (not read)</p> <p>Lochenoun – 13/11/15 to 16/09/19 12,214 (12,284 – 66)</p> <p>Lynmore (not read)</p> <p>RR reported the following readings:</p> <p>Dallas Dhu – 15/03/15 to 23/09/19 104,229 walkers 13,446 cyclists</p> <p>RR noted that it has only taken 4.5 years to pass the 100,000 walker point. There have been over 13,000 cyclists in the same period.</p> <p>Other; email, Facebook, etc.</p> <p>(Nothing to report)</p>	

9.3.3	<p>Ref 9.7: PM reported that the following tasks were carried out during the work party held 14/09/19:</p> <ul style="list-style-type: none"> • Progressed the filling of the ruts south of Dava. • Progressed clearance of the wood-lined ditch that runs adjacent to the trackbed across the Dava Moor. 	
	<p>Action closed.</p>	
9.4	<p>Signage</p>	
9.4.1	<p>Ref 9.4.1: NS reported that he has provided PB with a photograph of the proposed sign for the access point to the section of the DW from Loch View to Mannachie Rise. Action closed.</p>	
	<p>Ref 9.4.1: Action held over. PB reported that he has obtained verbal permission from Moray Council to attach a direction sign to the lamp post. He is awaiting the written permission, along with an estimate for the manufacture of an official metal sign.</p>	PB
9.4.2	<p>Ref 9.4.2: PM reported he installed the replacement fingerpost next to the minor road at the south end of the northern section of the Lynemore Diversion at the mini work party 14/06/19. Action closed.</p>	
9.4.3	<p>PM reported that the motor vehicle prohibition signs at the south end of the Lynmacgregor embankment, adjacent to Sunnyside Cottage and the Dava North access track have been vandalised. He will arrange for their replacement at a future WP/MWP.</p>	PM
9.5	<p>Tooling and Equipment</p>	
9.5.1	<p>Ref 9.5.1: Action held over: PM will circulate a suitable Excel spreadsheet to list all DWA tools and equipment held.</p>	PM
9.5.2	<p>Ref 9.5.2: PB reported that the DR strimmer was stolen on 12/06/19, during the MWP where he and TT carried out grass cutting and undergrowth cutback from the Clashdhu Crossing to Peathillock. The theft was reported to Police Scotland, but the stolen equipment has not been recovered. Action closed.</p>	
9.5.3	<p>PM reported that a ride-on mower has been purchased as a replacement for the DR Strimmer. It is proving to be a very efficient way of cutting the grass on large sections of the DW.</p>	
9.5.4	<p>PB reported that it is now two years since the Billy Goat rough cutter had a full service. He hopes to complete one more cut of the grass between Dallas Dhu and Rafford Bank before the end of the season, weather and other commitments permitting. PB proposed that he should then take the rough cutter to MacGregors Industrial Supplies and obtain a quote for the work required. Agreed unanimously. PB will take the rough cutter to MacGregors Industrial Supplies and obtain a quote for a full service and any associated maintenance/repair work required.</p>	PB
9.5.5	<p>PM reported that he has purchased an ISO container for on-site storage while building his house. He suggested that the ISO container would be eminently suitable for the storage of DWA tools and equipment and proposed that he gives the DWA the option to purchase it when he no longer needs it. NS thanked PM for his kind offer but pointed out that the DWA does not currently have access to a suitable site on which to store an ISO container. NS noted that several potential sites have been identified and suggested that this topic be aired again when a suitable site has been secured.</p>	
9.6	<p>Quarry Dust Path Surface Maintenance Operations</p>	
9.6.1	<p>Ref 9.6.3: RR reported that DH and MC did not identify any additional sections of the DW that require spraying. RR stated that he would clean the spray equipment and prepare it for winter storage. Action closed.</p>	

9.7	<p>Priorities for Next Work Party and Mini Work Parties PM proposed that the next work party should be held 12/10/19 and the following tasks should be carried out:</p> <ul style="list-style-type: none"> • Progress the filling of the ruts south of Dava. • Progress grass cutting/stripping at the Lynmore Diversion (if volunteer numbers allow). <p>Agreed unanimously. PM will decide nearer that date what works have priority and make the necessary arrangements.</p>	PM
10 10.1 10.2 10.2.1 10.2.2 10.3 10.3.1 10.3.2	<p><u>Health and Safety</u></p> <p>Review of DWA Health and Safety Management System Ref 10.1: Action held over. TT and DH will liaise with Jim Patterson and provide him with any assistance he requires to take the project forward.</p> <p>First Aid Kits 10.2.1 The DWA first aid kits are held by MC, PB and PM. The completeness and serviceability of each kit was confirmed. 10.2.2 Ref 10.2.2: PB and PM confirmed that they have replaced the items in their kits that were nearing end-of-life. Action closed.</p> <p>Injury Reports and Incidents 10.3.1 TT reported that when offloading the mini tractor at the WP 14/09/19 the tyres began to slide sideways across the ramps. This movement was countered by volunteers pushing against the side of the tractor and the off loading was completed without further incident. On investigation it was decided that the lateral angle of the trailer bed and ramps was too great. In future, the supervisor must ensure that the trailer and ramps are level laterally before loading or offloading.</p> <p>10.3.2 TT reported that when adjusting the load (sub-base) on the bed of the DWA new tipping trailer his foot slipped off the edge and he ended up on the ground, sustaining minor bruising to the outside of the right thigh. On investigation it was decided that the smooth aluminium surface of the bed had become moist and slippery. In future, the supervisor must ensure that the sides of the trailer remain up when volunteers are working on the bed. This policy is subject to review as, with use, the surface of the bed will be abraded and become grippy.</p>	TT, DH
11 11.1 11.1.1 11.1.2 11.2 11.3 11.4	<p><u>Dava Way Publicity</u></p> <p>Local, Regional and National Publications 11.1.1 Ref 11.1: NS reported that MC submitted an article about the GTW and it was published in the Forres Gazette and Northern Scot newspapers. Action closed. 11.1.2 RR proposed that MC should submit an article promoting the fact that 100,000 walkers have used the DW since 2015. Agreed unanimously.</p> <p>DW Facebook Group 11.2 TT reported from DH notes that the DWA Facebook group Friends of the Dava Way now has 400 members.</p> <p>DW StoryMap App 11.3 Ref 11.3: Action held over. TT will continue development of the DW StoryMap application.</p> <p>DW Website 11.4 PM proposed that the DWA website front page should be updated to remove the references to the GTW 2019 event. Agreed unanimously. PM will provide David Binney with details of the required changes.</p>	MC TT PM

12	<u>Funding Opportunities</u>	
12.1	Finderne Development Trust	
12.1.1	Ref 12.1.3: Action held over. MC will draft a strategic project plan for the upgrade of the DW and submit it to the DWA Trustees for comment.	MC
12.1.2	NS reported that he met representatives of the Finderne Development Trust (FDT) earlier in the day (24/09/19). NS provided details of projects considered suitable for joint working between the FDT and DWA: Short Term – Replacement information boards along the DW. Medium Term – DW/DWA Marketing plan; FDT Development Manager is drafting a marketing plan (website update, social media, etc.) Medium Term – Installation of EV/Ebike/phone charging points. Long Term – Creation of bunk house accommodation at Dunphail.	
12.2	Tesco Bags of Help Ref 12.2: Action held over. DH is still awaiting the shortlisting result for the bid he has submitted to the Tesco Bags Of Help scheme for the purchase of a second rough cutter.	DH
12.3	Tesco Centenary Grant Scheme PB reported that Tesco are celebrating their Centenary year with the Tesco Bags of Help Centenary Grants scheme. Grants of £25,000, £15,000 and £10,000 are available. PB proposed that DH may wish to investigate this source of funding too. Agreed unanimously. NS will ask DH if he will investigate this scheme and apply if appropriate.	NS, DH
12.4	Berry Burn Community Fund Ref 12.3: NS reported that he awaits payment of the agreed £2840.00 grant from the Berry Burn Community Fund .	NS
12.5	The Youth and Philanthropy Initiative Ref 12.4: Action held over. NS will consider if the DWA is a suitable organisation for the The Youth and Philanthropy Initiative (YPI).	NS
12.6	Highlands and Islands Enterprise Ref 12.5: Action held over. NS will contact Highlands and Islands Enterprise (HIE) to enquire about possible funding.	NS
13	<u>Moray Walking and Outdoor Festival 2019</u>	
13.1	Ghost Train Walk 2019	
13.1.1	Ref 13.1: NS reported that MC managed the project and delegate tasks as required. Action closed.	
13.1.2	Ref 13.7: PB reported that he booked the required minibuses for the GTW. Action closed.	
13.1.3	PB reported that the GTW participants enjoyed the event immensely and positive comments abound on social media, but as a fundraising event the yield was very small considering the organisational effort required. PB noted that the consensus at the post event meeting held 09/07/19 was that the suggested donation amount should be increased for the next event.	
13.2	Ref 13.8: RR reported that he phoned PM, who interrogated the MWOFF website and obtained the required information. Action closed.	
14	<u>AOCB</u>	
14.1	PB noted that the DWA Annual Members Meeting (AMM) will be held 05/11/19 at Forres Tennis Club, Albert St, Forres, IV36 1PR. The date of the next DWA BoT meeting should be arranged so the DWA Secretary has time to carry out the administrative tasks required by the DWA Constitution.	

Meeting Closed: 22:00

A handwritten signature in black ink, appearing to read 'Neil Sinclair', written in a cursive style.

Neil Sinclair
Chairman
Dava Way Association