

THE DAVA WAY ASSOCIATION

Minutes of the Board of Trustees Meeting held 19th November 2019

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

Meeting Opened: 19:00

Item	Minute	Action By												
0	<u>Election of Office-Bearers</u>													
0.1	<p>NS reminded those present that, under clauses 67 and 68 of the Dava Way Association (DWA) Constitution, the DWA Board of Trustees (BoT) must elect (from among themselves) a chair, a treasurer, a secretary and any further office-bearers considered appropriate. The following office-bearers were duly elected:</p> <table border="0"> <tr> <td>Chair</td> <td>Neil Sinclair</td> <td>Vice Chair</td> <td>Robbie Roberts</td> </tr> <tr> <td>Treasurer</td> <td>Paul Barron</td> <td>Dep Treasurer</td> <td>Neil Sinclair</td> </tr> <tr> <td>Secretary</td> <td>Malcolm Campbell</td> <td></td> <td></td> </tr> </table>	Chair	Neil Sinclair	Vice Chair	Robbie Roberts	Treasurer	Paul Barron	Dep Treasurer	Neil Sinclair	Secretary	Malcolm Campbell			
Chair	Neil Sinclair	Vice Chair	Robbie Roberts											
Treasurer	Paul Barron	Dep Treasurer	Neil Sinclair											
Secretary	Malcolm Campbell													
0.2	PB stated that he would consult the Office of the Scottish Charities Regulator (OSCR) guidance to confirm whether any changes to the list of serving charity trustees need to be reported to the OSCR out with the return on the Trustees Annual Report (TAR).	PB												
1	<u>Welcome:</u> Neil Sinclair chaired the meeting and welcomed members.													
2	<p><u>Present:</u> Malcolm Campbell (MC), Michael J Sutherland (MS), Neil Sinclair (NS), Norman Thomson (NT), Paul Barron (PB), Pete Mitchell (PM), Robbie Roberts (RR), Trevor Thornley (TT). Pery Zakeri (PZ)(Development Mgr, Funderne Development Trust)</p> <p><u>Apologies:</u> None.</p>													
3	<p><u>Minutes of the AMM 05/11/19:</u> The minutes of the DWA Annual Members Meeting (AMM) held on 05/11/19 were read and accepted without change.</p> <p>Proposed: MC Seconded: RR</p>													
4	<u>Matters Arising from the meeting 05/11/19</u>													
4.1	AMM 8.2: MC reported that he has submitted the DWA TAR to the OSCR. Action closed.													
4.2	AMM 8.4: (see Item 16.1 below)													
4.3	AMM 8.5: (see Item 16.2 below)													
4.4	AMM 8.6: (see Item 16.3 below)													
4.5	AMM 10.4: (see Item 14.3.3 below)													
4.6	AMM 12.2: (see Item 11.1.4 below)													
5	<p><u>Minutes of the previous meeting 15/10/19:</u> The minutes of the DWA BoT meeting held on 15/10/19 were read and accepted without change.</p> <p>Proposed: PB Seconded: MC</p>													

6	<u>Matters Arising from the meeting 15/10/19</u>		
6.1	Ref 4.3:	MC reported that Historic Environment Scotland (HES) at Dallas Dhu have placed the concrete railway distance markers, unearthed from alongside the Dava Way (DW) during the sewage pipe upgrade works, in a pile at the side of the DW close to the ramp at Mannachie Avenue. Action closed.	
6.2	Ref 4.2:	MC reported that he has contacted the Forres Action Community Trust (FACT) representative and registered the DWA for the volunteer element of the FACT volunteer database scheme. Action closed. There was some further discussion about how the FACT scheme works and how best to publicise work party dates. MC will let the FACT representative know that DWA work parties normally occur on the second weekend of the month and potential volunteers should register their interest using the email dwfriends@davaway.org.uk . PZ offered to add a notice about upcoming DWA work parties to the Finderne Development Trust (FDT) e-newsletter. PZ will receive advanced notice of work parties through the draft minutes of DWA BoT meetings.	MC
6.3	Ref 5.7:	PB reported that the TAR was signed off by the DWA accountant prior to the DWA AMM. Action closed.	
6.4	Ref 6.1.1:	MC reported that he has emailed Marc Hindley of Canary Dwarf and declined the offer to redevelop the DWA App. Action closed.	
6.5	Ref 6.1.2:	MC reported that PM provided him with a DW waymarker disc and this has been sent to Darren Moody. Action closed.	
6.6	Ref 6.1.2:	MC reported that TT provided him with contact details for Yvonne Joss, project lead for the project to regenerate Forres town centre , particularly the square at the north end of Tolbooth Street. MC has written to Yvonne and suggested the incorporation of signage marking the start/end of the DW and Moray Coastal Trail. Action closed.	
6.7	Ref 6.1.2:	TT reported that he has written to CNPA to see if it is possible to erect signage marking the start/end of the DW in Grantown-On-Spey square. The erection of signage in the square is a sensitive topic, but the addition of directions to the Dava Way on existing tourist signage at the junction of Seafield Avenue and the High Street may be acceptable. However, such signage will come under the remit of the Highland Council. Action closed. TT showed a photograph of the tourist sign mentioned above and proposed that the DWA should investigate adding the words Dava Way and the DWA logo. Agreed unanimously. TT will provide PB with the dimensions of the sign, text height, etc. PB will investigate the cost of having a replacement sign manufactured and approval for its installation.	TT, PB

6.8	Ref 6.1.3:	NT reported that he has contacted Dan Cottam at Grantown Museum and provided appropriate details about the history of the railway at Dava and the surrounding communities. The museum will shortly be hosting an exhibition about the Dava crofts. Action closed.	
6.9	Ref 6.1.4:	MC reported that he has been in touch with Outfit Moray about the Cairngorm to Coast event planned for 23/05/20. Outfit Moray will provide the DWA with more details nearer to the date of the event. Action closed.	
6.10	Ref 6.1.5:	MC reported that he has registered two delegates for the Outdoor Access Trust for Scotland (OATS) Conference, to take place on 30/04/20. The delegates will be nominated nearer the date of the event. Action closed.	
6.11	Ref 6.1.6:	NS reported that, in the end, nobody from the DWA attended the Moray Speyside Tourism annual conference on 08/11/19. PZ reported that she attended and noted that there were several interesting talks and workshops. She encouraged DWA representation at any similar events in the future. Action closed.	
6.12	Ref 6.2.1:	TT reported that he has forwarded contact details for NS (Chair) and MC (Secretary) to the Perth and Kinross Countryside Trust (PKCT) via Peter Crane, Head of Visitor Services at CNPA. NS and MC reported that the PKCT have not contacted them so far. Action closed.	
6.13	Ref 9.1.1:	(see Item 11.1.1 below)	
6.14	Ref 9.1.2:	(see Item 11.1.2 below)	
6.15	Ref 9.1.3:	(see Item 11.1.3 below)	
6.16	Ref 9.4.1:	(see Item 11.4.1 below)	
6.17	Ref 9.4.2:	(see Item 11.4.2 below)	
6.18	Ref 9.5.1:	(see Item 11.5.1 below)	
6.19	Ref 9.5.2:	(see Item 11.5.2 below)	
6.20	Ref 9.5.3:	(see Item 11.5.3 below)	
6.21	Ref 9.7.1:	(see Item 11.3 below)	
6.23	Ref 9.7.2:	PB reported that the 20 tonnes of quarry dust have been delivered to Dava. Action closed.	
6.24	Ref 9.7.3:	MC reported that he has obtained permission to prune back the trees adjacent to the Dava estate track. Action closed. PM will arrange for Greg McAulay to carry out the pruning.	PM
6.25	Ref 10.1:	(see Item 12.1 below)	
6.26	Ref 11.1:	(see Item 13.1 below)	
6.27	Ref 11.3:	(see Item 13.3 below)	
6.28	Ref 12.1.1:	(see Item 14.1.3 below)	
6.29	Ref 12.1.4:	(see Item 14.1.4 below)	
6.30	Ref 12.2:	(see Item 14.2 below)	
6.31	Ref 12.3:	(see Item 14.3 below)	
6.32	Ref 12.7:	(see Item 14.4.1 below)	
6.33	Ref 13.3:	(see Item 15.2 below)	
7	<u>Treasurer's Report</u>		
7.1	PB reported that a balance of £7,551.94 is in the DWA account.		
7.2	Significant Income: £ Nil		
7.3	Significant Expenditure: £ 90.00 to Forres Scouts; donation for GTW assistance		

<p>7.4</p> <p>7.5</p> <p>7.6</p> <p>7.7</p>	<p>£ 245.00 to Gordon Scott; accountancy fees (2 years). £ 259.41 to Greg McAulay; repairs to fingerposts. £ 247.48 to Leiths; purchase of quarry dust.</p> <p>Anticipated Income: £ Nil</p> <p>Anticipated Expenditure (from DWA funds): £ 20.00 to Royal British Legion Grantown-On-Spey; donation for GTW assistance (not cashed) £ 44.71 to Moray Council; signage.</p> <p>Anticipated Expenditure (covered by external funding): £ Nil</p> <p>RR reported that 1st Forres Scouts have expressed their thanks for the very generous donation they received from the DWA for their assistance at the Ghost Train Walk (GTW) event.</p>	
<p>8</p> <p>8.1</p> <p>8.1.1</p> <p>8.1.2</p> <p>8.1.3</p> <p>8.1.4</p> <p>8.1.5</p> <p>8.1.6</p>	<p><u>Correspondences</u></p> <p>To the Secretary</p> <p>11/11/19 Moray Walking and Outdoor Festival Feedback MC reported that he received an email from the Moray Walking and Outdoor Festival organiser containing feedback about the DWA GTW event. All the comments were very positive; MC read out a sample.</p> <p>11/11/19 John Muir Trust Questionnaire MC reported that he received an email from the John Muir Trust containing a questionnaire about how organisations raise funding, what has worked and what has not. MC has completed and returned the questionnaire.</p> <p>13/11/19 Scottish Government Social Enterprise Questionnaire MC reported that he received an email from Scottish Government containing a questionnaire about Social Enterprises in Scotland. MC has completed and returned the questionnaire.</p> <p>13/11/19 Moray Council Draft Corporate Plan Engagement Event MC reported that he received an email from the Community Support Unit at Moray Council announcing that an engagement event to discuss a Draft Corporate Plan will be held in Elgin on 26/11/19. The email contained very little information but TT suggested that the event could be related to the Moray Council Corporate Plan, outlining council spending priorities. NS proposed that the DWA should not be represented as the subject matter did not appear to be of interest. Agreed unanimously.</p> <p>13/11/19 Edinkillie Village Hall Public Meeting MC reported that he received an email from the Edinkillie Community Association announcing a public meeting to discuss the future of the hall, to take place at the hall 17:45 27/11/19. NS proposed that he should attend. Agreed unanimously. NS will attend the meeting.</p> <p>18/11/19 Dava Station Clock MC reported that he received an email from a Dennis Walker, who received the remains of the Dava station clock some years ago. He has had the clock fully restored and offers it for sale to the DWA for £2,000. Following a discussion of options, it was decided that the DWA would not have a suitable location to mount the clock, the former Dava Station now being a private dwelling. NT suggested that it would be nice to have a photo of the clock for the archive. MC will write to Dennis Walker to decline his offer and ask if he could provide a photograph of the clock for the DWA archive. MC will suggest that he contact the current occupant of the former Dava Station, as he</p>	<p>NS</p>

<p>8.1.7</p> <p>8.2</p> <p>8.2.1</p>	<p>may be interested in purchasing the clock for reinstallation in its original location.</p> <p>18/11/19 Berry Burn Windfarm Extension</p> <p>MC reported that he received an email from Statkraft UK Ltd announcing consultation events for the Berry Burn Windfarm extension; Edinkillie Hall 11:00 to 15:00 21/11/19, Rafford Village Hall 14:00 to 18:00 22/11/19, Forres Town Hall 11:00 to 15:00 23/11/19. NS reminded those present of the neutral stance taken by the DWA towards windfarms. However, DWA Trustees may wish to attend as private individuals.</p> <p>Other Correspondence</p> <p>Clash Gour Windfarm Planning Application</p> <p>NS reported that he received a package of documents from Force 9 Energy, providing an update on their planning application for the Clash Gour Windfarm. It is available to DWA Trustees if they are interested.</p>	<p>MC</p>								
<p>9</p> <p>9.1</p> <p>9.2</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 09/11/19 12,576 (12,642 – 66)</p> <p>Lynmore (not read)</p> <p>NS reported the following readings from RR:</p> <p>Dallas Dhu – 15/03/15 to 01/11/19 106,042 walkers 13,701 cyclists</p> <p>Other; email, Facebook, etc. (Nothing to report)</p>									
<p>10</p> <p>10.1</p>	<p><u>Dava Way Merchandise</u></p> <p>Sales and Stock</p> <table border="0" data-bbox="244 1323 1225 1417"> <tr> <td>Companions (NT)</td> <td>427</td> <td>Badges (MC)</td> <td>26</td> </tr> <tr> <td>Companions (NS)</td> <td>93</td> <td></td> <td></td> </tr> </table>	Companions (NT)	427	Badges (MC)	26	Companions (NS)	93			
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<p>11</p> <p>11.1</p> <p>11.1.1</p> <p>11.1.2</p>	<p><u>Dava Way Path Works</u></p> <p>Information Board Refurbishment Project</p> <p>Ref 9.1.1: Action held over. NS reported that he has not had the opportunity to refurbish/replace more of the information boards. He will progress work on the remaining boards when time allows.</p> <p>Ref 9.1.2: Action held over. NT reported that Big Sky Print insisted on approval of a final draft for the updated replacement panels for the information boards located at Dunphail and Dulicht Bridge. NT circulated a print of each final draft and proposed that they be approved. Agreed unanimously.</p> <p>NS sought confirmation from NT that the panels will be printed on the same plastic laminate material as the originals and suggested that NT take one of the original panels with him to show to Big Sky Print.</p> <p>NS will provide NT with one of the original information board panels.</p> <p>NT will place an order with Big Sky Print for the printing of the two replacement panels; content as approved above, on the same backing</p>	<p>NS</p> <p>NS</p>								

11.1.3	<p>material as the original panels and at the same size as the original panels. On receipt, he will pass them to NS for installation.</p> <p>Ref 9.1.3: Action held over. When a funding source has been identified, NT will fully review the content of each information board and present details of any proposed changes to the DWA Trustees for comment.</p>	NT, NS NT
11.1.4	<p>Ref AMM 12.2: MC reported that, at the AMM, Greg McAulay suggested that the DWA should add something to the various information boards along the DW to encourage donations from route users towards the cost of maintaining the route, Howard Davenport suggested that a QR code could be used to provide a link to the appropriate page on the DWA website and PM suggested that a link to the donations web page could also be provided from the DWA Facebook group.</p> <p>PZ noted that free QR code creators are available online (example). She also suggested that the DWA could connect with academia via Interface Scotland to collaborate on projects such as signage design, digital marketing, artworks, etc.</p>	
11.2	<p>After a short discussion of the options and their practicality, TT proposed that the inclusion of appropriate text and a QR code should be rolled into the full review of information board content (see Item 11.1.3 above), but the link from the DWA Facebook group should be implemented straight away. Agreed unanimously.</p> <p>PM will add a link from the DWA Facebook group to the donation web page of the DWA website.</p>	PM
11.2	<p>Unplanned Work Since Last Meeting (Nothing to report)</p>	
11.3	<p>Planned Work Since Last Meeting</p> <p>Ref 9.7.1: PM reported that the following tasks were carried out during the work party (WP) held 09/11/19:</p> <ul style="list-style-type: none"> • Progressed cutback of overhanging broom and gorse on the east side of the Rafford Bank, chipped the brash and pulled roots. • Moved back the edge of the quarry dust pile at Dava to improve vehicle access for residents. • Repaired gutter at the Half-Way Hut and installed the Christmas decorations. • Removed low/overhanging branches from trees lining the route between Auchearn and Dunphail. <p>Action closed.</p>	
11.4	<p>Signage</p>	
11.4.1	<p>Ref 9.4.1: Action held over. PB will arrange installation of the official metal sign from Moray Council for the access point to the section of the DW from Loch View to Mannachie Rise.</p>	PB
11.4.2	<p>Ref 9.4.2: Action held over. PM will supply NS with replacement motor vehicle prohibition signs for installation at the south end of the Lynmacgregor embankment, adjacent to Sunnyside Cottage and the Dava North access track. NS will install the signs in conjunction with his works refurbishing the information boards.</p>	PM, NS
11.5	<p>Tooling and Equipment</p>	
11.5.1	<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
11.5.2	<p>Ref 9.5.2: Action held over. When grass cutting operations have ceased, 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

11.5.3	Ref 9.5.3: Action held over. PM and PB will discuss what works are required to prepare the ride-on mower for winter lay-over and make arrangements for these works to be carried out.	PM, PB
11.5.4	RR proposed that the DWA should have a second root puller manufactured as root pulling productivity was not keeping pace with cutting and chipping on the recent work party. Agreed unanimously. PM will take the current root puller to AJ Engineering and have another one made, but with a lighter specification handle to make it easier to use.	PM
11.6	Quarry Dust Path Surface Maintenance Operations (Nothing to report)	
11.7	Priorities for Next Work Party and Mini Work Parties	
11.7.1	PM proposed that the next WP should be held 14/12/19 and the following tasks should be carried out: <ul style="list-style-type: none"> • Quarry dust the filled ruts south of Dava. • Progress clearance of the wood-lined channels either side of the trackbed through the Heatherbells Cutting • Progress grass cutting/stripping at the Lynmore Diversion (if volunteer numbers allow). • If weather poor, progress cutback of overhanging broom and gorse on the east side of the Rafford Bank, chip brash and pull roots. Agreed unanimously. PM will decide nearer that date what works have priority and make the necessary arrangements.	PM
11.7.2	PZ reported that she is working on a film project about people in the Finderne area. She asked if she could film the DWA volunteers at work during the next work party. All present supported this request. PM will inform PZ about arrangements for the next work party.	PM
12	<u>Health and Safety</u>	
12.1	Review of DWA Health and Safety Management System Ref 10.1: Action held over. TT will liaise with Jim Patterson and provide him with any assistance he requires to take the project forward.	TT
12.2	First Aid Kits The DWA first aid kits are held by MC, PB and PM. The completeness and serviceability of each kit was confirmed.	
12.3	Injury Reports and Incidents (Nothing to report)	
13	<u>Dava Way Publicity</u>	
13.1	Local, Regional and National Publications Ref 11.1: MC reported that he has submitted an article promoting the fact that 100,000 walkers have used the DW since 2015. It was published in the Forres Gazette 08/11/19 . Action closed.	
13.2	DW Facebook Group PM reported that the DWA Facebook group Friends of the Dava Way now has 411 members. Details of upcoming WP and completed works are promoted through the group.	
13.3	DW StoryMap App Ref 11.3: Action held over. TT will continue development of the DW StoryMap application.	TT
13.4	DW Website (Nothing to report)	

14	Funding Opportunities	
14.1	Finderne Development Trust	
14.1.1	MC reported that he contacted Sustrans to ask about National Cycle Network (NCN) designation for the DW. They have replied that the DW is not included in their current key project Paths for Everyone ; the focus is on improving the existing NCN routes to make them safer and more accessible. Sustrans did point out that if the DW was to be designated as an NCN route at some point in the future it would need to adhere to the new design principles. One of these principles would require the entire length of the DW to have some type of sealed path surface, e.g. asphalt or bonded resin.	
14.1.2	TT reported that a grand opening will be held 30/11/19 for the Speyside Way upgrade element of the Craigellachie to Carron Hub project. Funding of £810,000 came from the European Regional Development Fund (ERDF) > Transport Scotland > Energy Saving Trust - Low Carbon Travel and Transport Challenge Fund . TT suggested that a similar project could be feasible for Finderne, using an upgraded DW to link communities to Forres.	
14.1.3	Ref 12.1.1: Action transferred. MS stated that the DWA need to formulate a Strategic Business Plan to identify what the organisation wishes to achieve, how and within what timescales. A Memorandum of Understanding (Terms of Reference) would then identify those aims common to both the DWA and FDT and formalise the relationship between the two organisations. An Action Plan would then be drawn up to detail what actions the two organisations will carry out together. MS proposed that, with his background in project management, he should draft the DWA Strategic Business Plan. Agreed unanimously. MS will draft the DWA Strategic Business Plan and submit it to the DWA Trustees for comment.	MS
14.1.4	Ref 12.1.4: Action held over. NS will sign the Terms of Reference for the Dava Way partnership working project between the DWA and FDT.	NS
14.2	Tesco Bags of Help	
14.2.1	Ref 12.2: Action transferred. MC reported that Doug Hartley 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. MC will keep in contact with Doug and monitor progress.	MC
14.2.2	From Doug's notes, MC added that the scheme grants are now capped at £2,000 and must be match funded by the recipient organisation. TT noted that the potential £4,000 pot far exceeds the £2,619.00 cost of a second Billy Goat rough cutter and suggested that the money could instead be used to fund digger work to improve the drainage in the Clashdhu Cutting. MC will obtain a copy of the wording used in the bid submitted by Doug to see if it is ambiguous enough to allow such a change of purpose.	MC
14.3	Tesco Centenary Grant Scheme Ref 12.3: TT noted that the deadline for bids to the Tesco Bags of Help Centenary Grants scheme has passed. Action closed.	
14.4	Other Sources of Funding	
14.4.1	Ref 12.7: Action held over. NS will research whether funding from several Wild Things supporter (funder) organisations may be appropriate for the DWA.	NS
14.4.2	TT noted that the Scottish Council for Voluntary Organisations (SCVO) provide some types of funding and host the Funding Scotland site, listing many sources of funding that may be applicable to the DWA. PZ agreed	

14.4.3	<p>that this is a very useful site. NS will investigate membership of the SCVO and access to Funding Scotland.</p> <p>Ref AMM 10.4: RR stated at the AMM that funding for further training may now be available from Scottish Forestry through their Community Fund. TT noted that the DWA does appear to be a suitable candidate for funding from the Community Fund referred to on the Scottish Forestry website but there are no details of how to apply. RR or MC will seek advice from the Scottish Forestry representative at the Moray Local Outdoor Access Forum (LOAF).</p>	NS RR, MC
15 15.1 15.2 15.3	<p><u>DWA Annual Members Meeting</u></p> <p>NS reported that the DWA AMM was held at Forres Tennis Club, Albert St, Forres, IV36 1PR on 05/11/19. The event was well attended and there were some positive suggestions made that the DWA Trustees will take forward.</p> <p>Ref 13.3: MC reported that he purchased the food and drink for the event. Action closed.</p> <p>PB reported that he has booked the Forres Tennis Club for the next DWA AMM, to be held 03/11/20.</p>	
16 16.1 16.2 16.3	<p><u>Review of the DWA Constitution</u></p> <p>NS proposed that, as time was getting on, the items below should be held over for discussion at the next DWA BoT meeting. Agreed unanimously.</p> <p>Ref AMM 8.4: Action held over. The DWA Trustees will review the DWA Constitution and submit the draft document for discussion at a members' meeting (see clause 111 of the DWA Constitution).</p> <p>Ref AMM 8.5: Action held over. Having obtained the agreement of the members, the DWA Secretary will obtain written consent from the OSCR for any alteration to clause 4 'Charitable Purposes' of the DWA Constitution (see clause 112 of the DWA Constitution).</p> <p>Ref AMM 8.6: Action held over. The DWA Trustees will prepare a Strategic Plan for development of the DW infrastructure, based on the 'Charitable Purposes' in the revised DWA Constitution. Within this action, the DWA Trustees will consider the implications of the DW becoming a recognised NCN route and quantify the obligations that such recognition may require (e.g. service level agreements for maintenance and repair of the path surface, changes to legal liability, etc.).</p>	DWA Trustees DWA Secretary DWA Trustees
17 17.1 17.2 17.3	<p><u>AOCB</u></p> <p>NS reported that the founder and first Chair of the DWA, Bruno Cawley has passed away. NS will represent the DWA at the funeral.</p> <p>NS noted that the memorial bench just north of the Divie Viaduct was installed by Bruno in memory of his wife. NS proposed that the DWA add a brass plaque to the bench in memory of Bruno. Agreed unanimously. NS will arrange for the manufacture and installation of the plaque.</p> <p>NS reported that he has made a provisional booking at the Mosset Inn for the DWA Annual Dinner on 11/01/20. He submitted this date and location for agreement by the DWA Trustees. Agreed unanimously.</p>	NS NS

Meeting Closed: 21:20

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

Neil Sinclair
Chairman
Dava Way Association