

# THE DAVA WAY ASSOCIATION

## Minutes of the Board of Trustees Meeting held 10<sup>th</sup> December 2019

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

Meeting Opened: 19:00

Item	Minute	Action By
1	<u>Welcome:</u> Neil Sinclair chaired the meeting and welcomed members.	
2	<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).	
	<u>Apologies:</u> None.	
3	<u>Minutes of the previous meeting 19/11/19:</u> The minutes of the DWA BoT meeting held on 19/11/19 were read and accepted without change. Proposed: MC    Seconded: PB	
4	<u>Matters Arising from the meeting 19/11/19</u>	
4.1	Ref 0.2: PB reported that he has consulted the Office of the Scottish Charities Regulator (OSCR) guidance. He found no requirement for changes to the list of serving charity trustees to be reported to OSCR out with the annual return on the Trustees Annual Report (TAR). Action closed.	
4.2	Ref 6.2: MC reported that he has informed the Forres Action Community Trust (FACT) representative that Dava Way Association (DWA) work parties normally occur on the second weekend of the month and potential volunteers should register their interest using the email <a href="mailto:dwfriends@davaway.org.uk">dwfriends@davaway.org.uk</a> . Action closed.	
4.3	Ref 6.7: (see Item 9.4.3 below)	
4.4	Ref 6.24: (see Item 9.7.1 below)	
	Ref 8.1.5: MC reported that he did not attend the public meeting on 27/11/19 to discuss the future of the Edinkillie Village Hall as it coincided with the memorial service held for Bruno Cawley. NS noted that Pery Zakeri was intending to attend the hall meeting and should be able to provide a report at a future DWA BoT meeting. Action closed.	
4.5	Ref 8.1.6: MC reported that he has written to Dennis Walker to decline his offer to purchase the restored Dava station clock. MC has asked Dennis if he will provide a photograph of the clock for the DWA archive. No response. Action closed.	
4.6	Ref 11.1.1: (see Item 9.1.1 below)	
4.7	Ref 11.1.2: (see Item 9.1.2 below)	
4.8	Ref 11.1.3: (see Item 9.1.3 below)	
4.9	Ref 11.1.4: (see Item 11.2 below)	
4.10	Ref 11.4.1: (see Item 9.4.1 below)	
4.11	Ref 11.4.2: (see Item 9.4.2 below)	
4.12	Ref 11.5.1: (see Item 9.5.1 below)	

4.13	Ref 11.5.2: (see Item 9.5.2 below)	
4.14	Ref 11.5.3: (see Item 9.5.3 below)	
4.15	Ref 11.5.4: (see Item 9.5.4 below)	
4.16	Ref 11.7.1: (see Item 9.7.2 below)	
4.17	Ref 11.7.2: (see Item 9.7.3 below)	
4.18	Ref 12.1: (see Item 10.1 below)	
4.19	Ref 13.3: (see Item 11.3 below)	
4.20	Ref 14.1.3: (see Item 12.1.1 below)	
4.21	Ref 14.1.4: (see Item 12.1.2 below)	
4.22	Ref 14.2.1: (see Item 12.2.1 below)	
4.23	Ref 14.2.2: (see Item 12.2.2 below)	
4.24	Ref 14.4.1: (see Item 12.3.1 below)	
4.25	Ref 14.4.2: (see Item 12.3.2 below)	
4.26	Ref 14.4.3: (see Item 12.3.3 below)	
4.27	Ref 16.1: (see Item 13.2 below)	
4.28	Ref 16.2: (see Item 13.3 below)	
4.29	Ref 16.3: (see Item 13.4 below)	
4.30	Ref 17.1: NS reported that he represented the DWA at the memorial service held for Bruno Cawley, founder and first Chair of the DWA, on the evening of 27/11/19. There were 70 plus people in attendance, many of them current and former members of the DWA. Action closed.	
4.31	Ref 17.2: NS reported that the brass plaque in memory of Bruno Cawley has been manufactured and is ready for collection from the engraver. Action closed. When a suitable opportunity presents itself, NS will repaint the memorial bench just north of the Divie Viaduct, installed by Bruno in memory of his wife, and install the plaque.	NS
4.32	Ref 17.3: PB noted that Helen, one of Bruno Cawley's daughters, informed him at the memorial service that Bruno has made bequests to the DWA and the Forres Community Woodland Trust. PB has provided Helen with his contact details and will hear from her in due course.	PB
5	<u>Treasurer's Report</u>	
5.1	PB reported that a balance of £7,597.94 is in the DWA account.	
5.2	Significant Income: £ 100.00 from individual donation.	
5.3	Significant Expenditure: £ 108.00 to Forres Groups Action; use of The Hub.	
5.4	Anticipated Income: £ Nil	
5.5	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.	
5.6	Anticipated Expenditure (covered by external funding): £ Nil	
6	<u>Correspondences</u>	
6.1	<b>To the Secretary</b>	
6.1.1	John Muir Trust MC reported that he has received a follow-up email from the <a href="#">John Muir Trust</a> . They noted that the DWA is run entirely by volunteers and	

6.2 6.2.1	<p>requested additional details about the management of the organisation and how it is funded. MC has replied to their email and answered their questions.</p> <p><b>Other Correspondence</b>  39 Engineer Regiment – Community Engagement  PB reported that he received an email from <a href="#">39 Engineer Regiment</a> at Kinloss Barracks asking community groups to propose tasks that regiment personnel may be able to undertake as part of their programme of community engagement. PB has written to the Army representative but has received no response.</p>									
7 7.1 7.2	<p><u>Feedback</u>  <b>Footfall Counters</b>  PM reported the following readings:  Dunphail  (not read)  Lochenoun  (not read)  Lynmore  (not read)  RR reported the following readings:  Dallas Dhu – 15/03/15 to 02/12/19  107,173 walkers  13,851 cyclists</p> <p>7.2 <b>Other</b>; email, Facebook, etc.  (Nothing to report)</p>									
8 8.1	<p><u>Dava Way Merchandise</u>  <b>Sales and Stock</b></p> <table border="0"> <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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9 9.1 9.1.1 9.1.2 9.1.3 9.2 9.3	<p><u>Dava Way Path Works</u>  <b>Information Board Refurbishment Project</b>  9.1.1 Ref 11.1.1: Action held over. NS reported that only one information board is still to be refurbished. He will progress work on the remaining board when time allows.  9.1.2 Ref 11.1.2: NS reported that he has provided NT with one of the original information board panels. Action closed.  Ref 11.1.2: NT reported that he has placed an order with Big Sky Print for the printing of the two replacement panels; content as approved, on the same backing material as the original panels and at the same size as the original panels. Big Sky have printed that panels and they are ready for collection. Action closed.  NT will collect the panels and pass them to NS for installation.  9.1.3 Ref 11.1.3: 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.  9.2 <b>Unplanned Work Since Last Meeting</b>  (Nothing to report)  9.3 <b>Planned Work Since Last Meeting</b>  (Nothing to report)</p>	<p>NS</p> <p>NT, NS</p> <p>NT</p>								

9.4	<b>Signage</b>	
9.4.1	Ref 11.4.1: Action held over. PB will arrange installation of the official metal sign from Moray Council for the access point to the section of the Dava Way (DW) from Loch View to Mannachie Rise.	PB
9.4.2	Ref 11.4.2: PM reported that he has supplied NS with replacement motor vehicle prohibition signs. Action closed. NS will replace the existing damaged signs at the south end of the Lynmacgregor embankment, adjacent to Sunnyside Cottage and the Dava North access track.	NS
9.4.3	Ref 6.7: Action held over. TT reported that he has provided PB with details of the existing tourism signage in Grantown-On-Spey. PB reported that he has contacted the Roads Department at Highland Council to investigate the cost of having the replacement signage manufactured and gain approval for its installation. PB awaits their response.	PB
9.5	<b>Tooling and Equipment</b>	
9.5.1	Ref 11.5.1: Action held over. PM will circulate a suitable Excel spreadsheet to list all DWA tools and equipment held.	PM
9.5.2	Ref 11.5.2: 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.	PB
9.5.3	Ref 11.5.3: PM reported that he and PB have completed the works required to prepare the ride-on mower for winter lay-over. Action closed.	
9.5.4	Ref 11.5.4: Action held over. 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
9.6	<b>Quarry Dust Path Surface Maintenance Operations</b> (Nothing to report)	
9.7	<b>Priorities for Next Work Party and Mini Work Parties</b>	
9.7.1	Ref 6.24: Action held over. PM reported that he has contacted Greg McAulay to check his availability for a mini work party to prune back the trees adjacent to the Dava estate track. He is awaiting Greg's reply.	PM
9.7.2	Ref 11.7.1: PM proposed that the following tasks should be carried out at the next work party, to be held 14/12/19: <ul style="list-style-type: none"> <li>• Rectify the cause of the recent flooding of the path surface south of Auchearn.</li> <li>• Clear leaves and other debris from the ditches and channels in the Auchearn area.</li> <li>• Clear the three banking slippages from the west side of the Auchearn Cutting.</li> </ul> Agreed unanimously. PM will make the necessary arrangements.	PM
9.7.3	Ref 11.7.2: PM will inform Pery Zakeri about the arrangements for the next work party, so she can arrange for the DWA volunteers to be filmed at work.	PM
9.7.4	PM proposed that the following tasks should be carried out at the work party to be held 11/01/20: <ul style="list-style-type: none"> <li>• Quarry dust the filled ruts south of Dava.</li> <li>• Progress clearance of the wood-lined channels either side of the trackbed through the Heatherbells Cutting</li> <li>• Progress grass cutting/stripping at the Lynmore Diversion (if volunteer numbers allow).</li> <li>• If weather poor, progress cutback of overhanging broom and gorse on the east side of the Rafford Bank, chip brush and pull roots.</li> </ul>	

	Agreed unanimously. PM will make the necessary arrangements.	PM
10	<u>Health and Safety</u>	
10.1	<b>Review of DWA Health and Safety Management System</b> Ref 12.1: Action held over. TT will liaise with Jim Patterson and provide him with any assistance he requires to take the project forward.	TT
10.2	<b>First Aid Kits</b> The DWA first aid kits are held by MC, PB and PM. The completeness and serviceability of each kit was confirmed.	
10.3	<b>Injury Reports and Incidents</b> (Nothing to report)	
11	<u>Dava Way Publicity</u>	
11.1	<b>Local, Regional and National Publications</b> MC suggested that an article about the work of the DWA, and the contribution made by Bruno Cawley, should be submitted for local publication to coincide with the installation of the memorial plaque. Agreed unanimously. MC will submit the article.	MC
11.2	<b>DW Facebook Group</b> Ref 11.1.4: PM reported that he has added a link from the DWA Facebook group <a href="#">Friends of the Dava Way</a> to the donation web page of the DWA website. Action closed.	
11.3	<b>DW StoryMap App</b> Ref 13.3: Action held over. TT will continue development of the DW StoryMap application.	TT
11.4	<b>DW Website</b>	
11.4.1	PB noted that the wording of the <a href="#">gift aid declaration</a> on the website may not be current, though the wording on the DWA gift aid form is correct. NT will check the wording in both locations.	NT
11.4.2	NS reported that delegates to the recent Long Distance Route Managers' Forum were asked to check that their route websites have a link to the <a href="#">Scotland's Great Trails</a> website. TT and PM confirmed that the required link is already on home page of the DWA website.	
12	<u>Funding Opportunities</u>	
12.1	<b>Finderne Development Trust</b>	
12.1.1	Ref 14.1.3: Action held over. MS will draft the DWA Strategic Business Plan and submit it to the DWA Trustees for comment.	MS
12.1.2	Ref 14.1.4: Action held over. NS will sign the Terms of Reference for the Dava Way partnership working project between the DWA and FDT.	NS
12.1.3	NS reported that he attended the grand opening held 30/11/19 for the Speyside Way upgrade element of the <a href="#">Speyside Low Carbon Hub</a> project. Janet MacDonald, the Active Travel Officer at Moray Council, announced that Moray Council will be holding a conference on active/sustainable travel at the end of January 2020.	
12.2	<b>Tesco Bags of Help</b>	
12.2.1	Ref 14.2.1: Action held over. MC reported that Doug Hartley is still awaiting the shortlisting result for the bid he has submitted to the <a href="#">Tesco Bags Of Help</a> scheme for the purchase of a second rough cutter. MC will keep in contact with Doug and monitor progress.	MC
12.2.2	Ref 14.2.2: Action held over. MC will obtain a copy of the wording used in the bid submitted by Doug Hartley to see if it is ambiguous enough to allow a change of purpose from rough cutter purchase to drainage works.	MC

12.3	<b>Other Sources of Funding</b>	
12.3.1	Ref 14.4.1: Action held over. NS will research whether funding from several Wild Things <a href="#">supporter (funder) organisations</a> may be appropriate for the DWA.	NS
12.3.2	Ref 14.4.2: Action held over. NS will investigate membership of the <a href="#">Scottish Council for Voluntary Organisations</a> (SCVO) and access to the <a href="#">Funding Scotland</a> site.	NS
12.3.3	Ref 14.4.3: Action held over. MC will investigate funding from <a href="#">Scottish Forestry</a> through their <a href="#">Community Fund</a> .	MC
12.3.4	PB noted that a recent invoice from Keith Builders Merchants (KBM) included a newsletter announcing grants from the <a href="#">KBM Charity Fund</a> . Grants of between £150 and £250 are awarded monthly to local charities. PB proposed that he should approach KBM and see if a quantity of drainage pipes would be a suitable subject for a grant. Agreed unanimously. PB will contact KBM and apply for funding.	PB
12.3.5	NS reported that he attended one of the consultation events for the <a href="#">Berry Burn Windfarm extension</a> . He noted that the energy output would double and this would in turn increase the level of funding available to the <a href="#">Berry Burn Community Fund</a> .	
13	<b><u>Review of the DWA Constitution</u></b>	
13.1	NS proposed that the DWA Trustees should individually review the content of the DWA Constitution and discuss any proposed changes at the next DWA BoT meeting. Agreed unanimously. The DWA Trustees will individually review the content of the DWA Constitution and note proposed changes for discussion at the next DWA BoT meeting.	All
13.2	Ref 16.1/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).	DWA Trustees
13.3	Ref 16.2/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).	DWA Secretary
13.4	Ref 16.3/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.).	DWA Trustees
14	<b><u>DWA Annual Dinner</u></b>	
14.1	NS confirmed that the Mosset Inn has been booked as the venue for the DWA Annual Dinner on 11/01/20, the evening following the next DWA work party. NS will pass a copy of the menu to PM for distribution with an invitation to the DWA members and volunteers.	NS, PM
14.2	NS proposed that Chris Piper, Chair of the Finderne Development Trust, plus one be invited to the dinner as guests of the DWA. Agreed unanimously. NS will extend an invitation to Chris Piper plus one.	NS
15	<b><u>AOCB</u></b>	
15.1	RR reported that several bird boxes installed alongside the DW between Forres and the south end of the Rafford Bank are in a poor state of repair.	

