

THE DAVA WAY ASSOCIATION

Minutes of the Board of Trustees Meeting held 14th January 2020

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 10/12/19:</u> The minutes of the DWA BoT meeting held on 10/12/19 were read and accepted without change. Proposed: MC Seconded: RR	
4	<u>Matters Arising from the meeting 10/12/19</u>	
4.1	Ref 4.31: Action held over. When a suitable opportunity presents itself, NS will repaint the memorial bench just north of the Divie Viaduct, installed by Bruno Cawley in memory of his wife, and install the plaque commemorating Bruno.	NS
4.2	Ref 4.32: Action held over. PB will be contacted in due course by Helen, one of Bruno Cawley's daughters, about the bequest that Bruno made to the Dava Way Association (DWA).	PB
4.3	Ref 9.1.1: (see Item 9.1.1 below)	
4.4	Ref 9.1.2: (see Item 9.1.2 below)	
4.5	Ref 9.1.3: (see Item 9.1.3 below)	
4.6	Ref 9.4.1: (see Item 9.4.1 below)	
4.7	Ref 9.4.2: (see Item 9.4.2 below)	
4.8	Ref 9.4.3: (see Item 9.4.3 below)	
4.9	Ref 9.5.1: (see Item 9.5.1 below)	
4.10	Ref 9.5.2: (see Item 9.5.2 below)	
4.11	Ref 9.5.4: (see Item 9.5.3 below)	
4.12	Ref 9.7.1: (see Item 9.3.1 below)	
4.13	Ref 9.7.2: (see Item 9.3.2 below)	
4.14	Ref 9.7.3: (see Item 9.3.3 below)	
4.15	Ref 9.7.4: (see Item 9.3.4 below)	
4.16	Ref 10.1: (see Item 10.1 below)	
4.17	Ref 11.1: (see Item 11.1 below)	
4.18	Ref 11.3: (see Item 11.3 below)	
4.19	Ref 11.4.1: (see Item 11.4 below)	
4.20	Ref 12.1.1: (see Item 12.1.1 below)	
4.21	Ref 12.1.2: (see Item 12.1.2 below)	
4.22	Ref 12.2.1: (see Item 12.2.1 below)	
4.23	Ref 12.2.2: (see Item 12.2.1 below)	
4.24	Ref 12.3.1: (see Item 12.3.1 below)	
4.25	Ref 12.3.2: (see Item 12.3.2 below)	

4.26	Ref 12.3.3: (see Item 12.3.3 below)	
4.27	Ref 12.3.4: (see Item 12.3.4 below)	
4.28	Ref 13.1: (see Item 13.1 below)	
4.29	Ref 13.2: (see Item 13.2 below)	
4.30	Ref 13.3: (see Item 13.3 below)	
4.31	Ref 13.4: (see Item 13.4 below)	
4.32	Ref 14.1: (see Item 14.1 below)	
4.33	Ref 14.2: (see Item 14.2 below)	
4.34	Ref 15.1: (see Item 9.2.1 below)	
4.35	Ref 15.2: Action held over. MC reported that he has contacted the Glasgow School of Art on the Altyre Estate to see if they could do signage design, digital marketing, artworks, etc for the DWA. He is awaiting their response.	MC
5	<u>Treasurer's Report</u>	
5.1	PB reported that a balance of £6,831.93 is in the DWA account.	
5.2	Significant Income: £ Nil	
5.3	Significant Expenditure: £ 264.00 to Big Sky Print; information board panels. £ 541.10 to PM; expenses reimbursement for 2019.	
5.4	Anticipated Income: £ Nil	
5.5	Anticipated Expenditure (from DWA funds): £ Nil	
5.6	Anticipated Expenditure (covered by external funding): £ Nil	
6	<u>Correspondences</u>	
6.1	To the Secretary	
6.1.1	Moray Council – Developer Obligations 2020 MC reported that he received an email from Moray Council consulting on the revised Developer Obligations Supplementary Guidance for 2020 . MC has responded on behalf of the DWA.	
6.1.2	tsiMoray – Join the Dots 2020 MC reported that he received an email from tsiMoray advertising their Join the Dots 2020 event to be held 25/03/20 at the Mansefield Hotel, Elgin. MC will represent the DWA at this event.	MC
6.2	Other Correspondence	
6.2.1	39 Engineer Regiment – Community Engagement PB reported that he received an email from 39 Engineer Regiment at Kinloss Barracks announcing that they are considering the requests for assistance that they have received from various community groups in the area. The representative has requested some additional details re land ownership and insurance liability. PB will respond and provide the information requested.	PB
7	<u>Feedback</u>	
7.1	Footfall Counters TT reported the following readings: Dunphail – 21/06/17 to 01/01/20 7,000 (14,073 – 7073) Lochenoun – 13/11/15 to 01/01/20 12,702 (12,768 – 66)	

7.2	<p>Lynmore (not read) RR reported the following readings: Dallas Dhu – 15/03/15 to 05/01/20 109,034 walkers (average for year 21,000) 14,044 cyclists (average for year 3,000) Other; email, Facebook, etc. PM reported that the DWA Facebook group Friends of the Dava Way now has 429 members.</p>									
8 8.1	<p><u>Dava Way Merchandise</u> Sales and Stock</p> <table data-bbox="240 562 1225 663"> <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			
Companions (NT)	427	Badges (MC)	26							
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9 9.1 9.1.1 9.1.2 9.1.3 9.2 9.2.1 9.2.2 9.2.3 9.3 9.3.1 9.3.2 9.3.3	<p><u>Dava Way Path Works</u> Information Board Refurbishment Project Ref 9.1.1: Action held over. NS will progress refurbishment work on the remaining information boards when time and weather allow. Ref 9.1.2: Action held over. NS reported that he has received the replacement information board panels from NT and has already installed the one at Dunphail. NS will install the remaining panel at Dulicht Bridge when time and weather allow. 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. Unplanned Work Since Last Meeting Ref 15.1: RR reported that he spent a total of 5 hours refurbishing and reinstalling all 14 bird boxes alongside the Dava Way (DW) between Forres and the south end of the Rafford Bank. Action closed. TT reported that on 21/12/19 he and Kate spent about 3.5 hours each clearing accumulated leaf fall from the bridges and adjacent path sections at the Lynmore Diversion. The pine needles are accumulating at the side of the path and providing a medium for encroaching plant growth. TT noted that it would be beneficial to clear the remaining path sections before applying the next treatment of herbicide. TT reported that on 26/12/19 he and his son spent about an hour each clearing a 'beaver dam' of accumulated material from under the larger bridge on the Lynmore Diversion. Planned Work Since Last Meeting Ref 9.7.1: PM reported that on 16/12/19 he and Greg McAulay pruned back the trees adjacent to the Dava estate track. Action closed. Ref 9.7.2: PM reported that the following tasks were carried out at the work party held 14/12/19; action closed:</p> <ul style="list-style-type: none"> • Rectified the cause of the recent flooding of the path surface south of Auchearn. • Cleared leaves and other debris from the ditches and channels in the Auchearn area. • Cleared the three banking slippages from the west side of the Auchearn Cutting. • Cleared the drainage pipe outlet by the Sluggan Burn Bridge. <p>Ref 9.7.3: PM reported that he added Pery Zakeri to the distribution list for emails notifying the arrangements for each work party. Action closed.</p>	NS NS NT								

9.3.4	Ref 9.7.4: PM reported that the work party planned for 11/01/20 was cancelled due to bad weather. Action closed.	
9.4	Signage	
9.4.1	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.	PB
9.4.2	Ref 9.4.2: Action held over. NS will replace the existing damaged motor vehicle prohibition signs at the south end of the Lynmacgregor embankment, adjacent to Sunnyside Cottage and at the Dava North access track when time and weather allow.	NS
9.4.3	Ref 9.4.3: Action held over. PB reported that he is still awaiting a response from the Roads Department at Highland Council re the cost of having the replacement tourism signage for Grantown-on-Spey manufactured and gaining approval for its installation. PB will chase Highland Council.	PB
9.5	Tooling and Equipment	
9.5.1	Ref 9.5.1: Action held over. PM will circulate a suitable Excel spreadsheet to list all DWA tools and equipment held.	PM
9.5.2	Ref 9.5.2: Action held over. PB reported that he has taken the rough cutter to MacGregors Industrial Supplies and awaits their quote for a full service and any associated maintenance/repair work required.	PB
9.5.3	Ref 9.5.4: Action held over. PM reported that he has supplied a detailed design for a second current root puller to AJ Engineering but they have not responded. MS offered to visit the AJ Engineering works to see what can be done to expedite the matter. PM will provide MS with the necessary information and MS will visit the AJ Engineering works.	PM, MS
9.6	Quarry Dust Path Surface Maintenance Operations (Nothing to report)	
9.7	Priorities for Next Work Party and Mini Work Parties	
9.7.1	PM proposed that the following tasks should be carried out at the work party to be held 08/02/20: <ul style="list-style-type: none"> • Install drainage pipe where vehicles cross the ditch at the north end of the Clashdhu Cutting. • Fill potholes and ruts in the Clashdhu Cutting. • Investigate the viability of reinstating the original railway drainage system in the Clashdhu Cutting. 	
9.7.2	Agreed unanimously. PM will make the necessary arrangements. PB noted that 20 tonnes of subbase would be required for the works above. This would cost approximately £200 and PB and requested approval from the DWA Trustees to make the purchase. Approved unanimously. PB will order 20 tonnes of subbase for delivery, prior to the work party, to the car park adjacent to the Clashdhu Crossing.	PM PB
10	<u>Health and Safety</u>	
10.1	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
10.2	First Aid Kits The DWA first aid kits are held by MC, PB and PM. The completeness and serviceability of each kit was confirmed.	
10.3	Injury Reports and Incidents (Nothing to report)	

11	<u>Dava Way Publicity</u>	
11.1	Local, Regional and National Publications Ref 11.1: MC will submit an article about the work of the DWA and the contribution made by Bruno Cawley, to coincide with the installation of Bruno's memorial plaque.	MC
11.2	DW Facebook Group (Nothing to report)	
11.3	DW StoryMap App Ref 11.3: Action held over. TT will continue development of the DW StoryMap application.	TT
11.4	DW Website Ref 11.4 1: Action held over. NT will check that the wording of the gift aid declaration on the DWA website and DWA gift aid form is correct.	NT
12	<u>Funding Opportunities</u>	
12.1	Finderne Development Trust	
12.1.1	Ref 12.1.1: MS reported that he has completed a first draft of the DWA Strategic Business Plan. Action closed. MS read out key points from the plan for comment by the DWA Trustees and requested clarification on some of the legislation and official guidance governing the operation of the DWA. TT will provide MS with the requested information and MS will include this in the final draft.	TT, MS
12.1.2	Ref 12.1.2: Action held over. NS will sign the Terms of Reference for the Dava Way partnership working project between the DWA and Finderne Development Trust (FDT).	NS
12.2	Tesco Bags of Help	
12.2.1	Ref 12.2.1 and 12.2.2: MC reported that the Tesco Bags of Help scheme to which Doug Hartley originally applied may no longer exist as Groundwork now administer this and a number of similar schemes. Doug has provided MC with details of how to access the Tesco Bags of Help website through which the original application was made. MC will investigate if the original application is still extant and, if so, whether the wording is ambiguous enough to allow a change of purpose from rough cutter purchase to drainage works. If the original application has expired, MC will apply for funding under the new scheme.	MC
12.2.2	TT noted that, if the original application is still extant and limited to the purchase of equipment, any surplus funds could be used to purchase backpack style leaf blowers to clear leaf fall from quarry dust path surfaces. MC reported that he has a petrol driven leaf blower that the DWA could use for that purpose, but it has not been run for some time. He proposed that PB should take the blower to MacGregor Industrial Supplies so they may ascertain if it is repairable and at what cost. Agreed unanimously. MC will pass the leaf blower to PB and PB will obtain an estimate for its repair from MacGregor Industrial Supplies.	MC, PB
12.3	Other Sources of Funding	
12.3.1	Ref 12.3.1: NS noted that details for most of the Wild Things supporter (funder) organisations are available on the Funding Scotland website (see Item 12.3.2 below). Action closed.	
12.3.2	Ref 12.3.2: NS reported that he has joined on behalf of the DWA as a member of the Scottish Council for Voluntary Organisations (SCVO) and now has access to the Funding Scotland site. Action closed. NS will look for appropriate funding sources on the Funding Scotland site and report back to the DWA Trustees.	NS

12.3.3	Ref 12.3.3: Action held over. MC will investigate funding from Scottish Forestry through their Community Fund .	MC
12.3.4	Ref 12.3.4: Action held over. PB will contact Keith Builders Merchants (KBM) and see if a quantity of drainage pipes would be a suitable subject for a grant from the KBM Charity Fund .	PB
13	<u>Review of the DWA Constitution</u>	
13.1	Ref 13.1: Action held over. 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 13.2/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 13.3/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 13.4/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	<u>DWA Annual Dinner</u>	
14.1	Ref 14.1: NS reported that he passed a copy of the menu to MC. MC reported that he included a copy of the menu with the invitation to the DWA members and volunteers. Action closed.	
14.2	Ref 14.2: NS reported that Chris Piper and his wife attended the dinner as guests of the DWA. Action closed.	
15	<u>AOCB</u>	
15.1	NS asked NT if the Forres Camera Club might be willing to provide a range of photographs for the DWA to use for promotional purposes. NT will contact the Forres Camera Club and see what they think.	NT
16	Date of the Next Meeting: 19:00 18/02/20 at The Hub.	

Meeting Closed: 20:55



Neil Sinclair
Chairman
Dava Way Association