



4.13	Ref 9.5.2: (see Item 9.5.2 below)	
4.14	Ref 9.5.3: (see Item 9.5.3 below)	
4.15	Ref 9.7.1: (see Item 9.3.1 below)	
4.16	Ref 9.7.2: (see Item 9.3.2 below)	
4.17	Ref 10.1: (see Item 10.1 below)	
4.18	Ref 11.1: (see Item 11.1 below)	
4.19	Ref 11.3: (see Item 11.3 below)	
4.20	Ref 11.4: (see Item 11.4 below)	
4.21	Ref 12.1.1: (see Item 12.1.1 below)	
4.22	Ref 12.1.2: (see Item 12.1.3 below)	
4.23	Ref 12.2.1: (see Item 12.2 below)	
4.24	Ref 12.2.2: (see Item 9.5.4 below)	
4.25	Ref 12.3.2: (see Item 12.3.1 below)	
4.26	Ref 12.3.3: (see Item 12.3.2 below)	
4.27	Ref 12.3.4: (see Item 12.3.3 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 15.1: From NT email, TT reported that NT has proposed that the DWA offer modest competition sponsorship to the Forres Camera Club totalling £50; £25 first prize, £15 second prize and £10 third prize. Agreed unanimously, with the caveat that that DWA hold the copyright for all photos submitted to the competition, enabling those photos to be used in DWA publications, etc. MC will inform NT of the decision. NT will liaise with the Forres Camera Club re arrangements for the competition.	MC, NT
5	<u>Treasurer's Report</u>	
5.1	PB reported that a balance of £7,736.90 is in the DWA account.	
5.2	Significant Income: £ 778.68 from HMRC; gift aid.	
5.3	Significant Expenditure: £ Nil	
5.4	Anticipated Income: £ Nil	
5.5	Anticipated Expenditure (from DWA funds): £ 230.88 to Leiths; 20 tonnes sub-base. £ 16.48 to KBM; fence posts and Postcrete.	
5.6	Anticipated Expenditure (covered by external funding): £ Nil	
6	<u>Correspondences</u>	
6.1	<b>To the Secretary</b> Chivas Brothers – Volunteer Work Party MC reported that he received an email from Chivas Brothers tentatively offering approximately 25 volunteers for a work party on or around 04/06/20. MC will receive more details nearer the date.	
6.2	<b>Other Correspondence</b> (Nothing to report)	

<p>7 7.1</p>	<p><u>Feedback</u> <b>Footfall Counters</b> MC/PM/TT reported the following readings: Dunphail (not read) Lochenoun (not read) Lynmore (not read) RR reported the following readings: Dallas Dhu – 15/03/15 to 13/02/20 110,829 walkers 14,212 cyclists</p> <p>7.2 <b>Other</b>; email, Facebook, etc. 7.2.1 PM reported that the DWA Facebook group <a href="#">Friends of the Dava Way</a> now has 430 members. 7.2.2 PM reported a Facebook post from a person walking from Forres to Glenmore. They enjoyed their walk along the Dava Way but noted how wet and muddy the route was in the Heatherbells Cutting, south of Dava. PM noted that this section is a known ‘wet point’ due to poor drainage.</p>									
<p>8 8.1</p>	<p><u>Dava Way Merchandise</u> <b>Sales and Stock</b></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Companions (NT)</td> <td style="width: 15%;">427</td> <td style="width: 30%;">Badges (MC)</td> <td style="width: 25%;">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>9 9.1 9.1.1 9.1.2 9.1.3 9.2 9.3 9.3.1 9.3.2</p>	<p><u>Dava Way Path Works</u> <b>Information Board Refurbishment Project</b> Ref 9.1.1: Action held over. NS will progress refurbishment work on the remaining information boards when time and weather allow. PM reported that NS replaced the posts for the Clashdhu Crossing information board during the recent work party and has since reinstalled the information panel. Ref 9.1.2: Action held over. NS will install the remaining information board 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. <b>Unplanned Work Since Last Meeting</b> RR reported that he has weeded and refreshed the gravel in the sleeper steps adjacent to the Sanquhar Mains Bridge. <b>Planned Work Since Last Meeting</b> Ref 9.7.1: PM reported that the following tasks were carried out at the work party held 08/02/20; action closed:  <ul style="list-style-type: none"> <li>• Replaced the Clashdhu Crossing information board posts.</li> <li>• Installed a drainage pipe where vehicles cross the ditch at the north end of the Clashdhu Cutting.</li> <li>• Filled potholes and ruts in the Clashdhu Cutting.</li> <li>• Investigated the viability of reinstating the original railway drainage system in the Clashdhu Cutting.</li> </ul> Ref 9.7.2: PB reported that he ordered 20 tonnes of subbase for delivery, prior to the work party, to the car park adjacent to the Clashdhu Crossing. Action closed.</p>	<p>NS NS NT</p>								

9.4	<b>Signage</b>	
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: PB reported that the Roads Department at Highland Council have agreed in principle to the installation of replacement tourism signage for Grantown-on-Spey, directing the public to the start of the Dava Way. Action closed. PB has requested a sign design from Moray Council and will submit this to Highland Council for approval. He will then arrange for the manufacture and installation of the replacement signage.	PB
9.4.4	PM reported that the finger has detached from the fingerpost indicating the route to the Dava Way from Lower Rafford. As the sign was installed by Moray Council, PB will take the detached finger to Ian Douglas, Moray Access Manager.	PB
9.5	<b>Tooling and Equipment</b>	
9.5.1	Ref 9.5.1: PM reported that his house build project is preventing him from populating the Excel spreadsheet he has created to list all DWA tools and equipment held. PB offered to commence populating the spreadsheet with those tools held by him. PM will make the spreadsheet available to PB. PB will populate it with details of the tools he holds.	PM, PB
9.5.2	Ref 9.5.2: Action held over. PB reported that he has received an estimate of £250 from MacGregors Industrial Supplies for service and repair of the rough cutter. PB proposed that the works be carried out. Agreed unanimously. PB will instruct MacGregors to go ahead with the works.	PB
9.5.3	Ref 9.5.3: MS reported that he visited the AJ Engineering works with the root puller design. They have quoted £500 to fabricate a root puller to the design provided. PM noted that he considers £500 an excessive amount and proposed that the manufacture of the second root puller is postponed until after his house has been built. At that point he will have the necessary time and facilities to complete much of the fabrication work himself. Agreed unanimously. Action closed.	
9.5.4	Ref 12.2.2: Action held over. MC will pass his leaf blower to PB and PB will obtain an estimate for its repair from MacGregor Industrial Supplies.	MC, PB
9.6	<b>Quarry Dust Path Surface Maintenance Operations</b>	
9.6.1	RR reported that he will be unavailable for weed control spraying operations from 29/03/20 to 07/05/20 and enquired if it was likely that any spraying would be required during this period. After some discussion it was decided that it was unlikely that any spraying would be required that early in the season.	
9.6.2	TT noted that there has been a significant accumulation of leaf fall along the edge of the Lynmore Diversion and this is encouraging plants to encroach onto the quarry dust path. TT proposed that he organise a series of mini work parties to clear the leaf fall in preparation for weed control spraying later in the year. Agreed unanimously. TT will organise mini work parties to clear leaf fall from the Lynmore Diversion.	TT
9.6.3	RR noted that mud has accumulated on the quarry dust surface of the ramp at Mannachie Rise. He asked PM to add a task to the DWA maintenance list, to scrape the mud off and re dust the path surface.	

9.7	<p><b>Priorities for Next Work Party and Mini Work Parties</b> PM proposed that the following tasks should be carried out at the work party to be held 14/03/20:</p> <ul style="list-style-type: none"> <li>• Progress the top dressing of the filled ruts south of Dava.</li> <li>• Progress clearance of ditches in Heatherbells Cutting.</li> <li>• If weather poor, progress clearance of ditches in the Clashdhu Cutting.</li> </ul> <p>Agreed unanimously. PM will make the necessary arrangements.</p>	PM
10	<p><u>Health and Safety</u></p> <p><b>10.1 Review of DWA Health and Safety Management System</b> 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.</p> <p><b>10.2 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.</p> <p><b>10.3 Injury Reports and Incidents</b> (Nothing to report)</p>	TT
11	<p><u>Dava Way Publicity</u></p> <p><b>11.1 Local, Regional and National Publications</b> Ref 11.1: Action held over. 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.</p> <p><b>11.2 DW Facebook Group</b> (Nothing to report)</p> <p><b>11.3 DW StoryMap App</b> Ref 11.3: Action held over. TT will continue development of the DW StoryMap application.</p> <p><b>11.4 DW Website</b> Ref 11.4: Action held over. NT will check that the wording of the <a href="#">gift aid declaration</a> on the DWA website and DWA gift aid form is correct.</p>	MC  TT  NT
12	<p><u>Funding Opportunities</u></p> <p><b>12.1 Funderne Development Trust</b></p> <p><b>12.1.1</b> Ref 12.1.1: Action held over. TT reported that he provided MS with the information clarifying the legislation and official guidance governing the operation of the DWA. MS reported that he has incorporated the provided information into a second draft of the DWA Strategic Business Plan. MS will circulate the final draft document to the DWA Trustees for comment by the end of the month (Feb 2020).</p> <p><b>12.1.2</b> MS reported that he requires an agreed list of DWA priority projects to be implemented within the next five years, along with target dates for their completion. This list will be included as an annex to the DWA Strategic Business Plan, with elements incorporated into the Terms of Reference for DWA partnership working with the Funderne Development Trust (FDT). MC will circulate a list of projects for discussion. The DWA Trustees will select those projects that they consider have the greatest priority.</p> <p><b>12.1.3</b> 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 FDT. MS reported that he has updated the draft Terms of Reference provided by PZ. The final version will be agreed between the DWA and FDT prior to signing.</p>	MS  MC, All  NS

12.2	<p><b>Tesco Bags of Help</b>  Ref 12.2.1: Action held over. MC will investigate if the original funding 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 through <a href="#">Groundwork</a> for funding under the new scheme.</p>	MC
12.3	<p><b>Other Sources of Funding</b></p>	
12.3.1	<p>Ref 12.3.2: Action held over. NS will look for appropriate funding sources on the <a href="#">Funding Scotland</a> site and report back to the DWA Trustees.</p>	NS
12.3.2	<p>Ref 12.3.3: Action held over. MC will investigate funding from <a href="#">Scottish Forestry</a> through their <a href="#">Community Fund</a>.  MC reported that he has written to the Community Fund administrator and awaits their response.</p>	MC
12.3.3	<p>Ref 12.3.4: PB reported that he has researched the Keith Builders Merchants (KBM) funding scheme, the <a href="#">KBM Charity Fund</a>, and they prefer to support projects that achieve a specific result. A quantity of drainage pipes would not be a suitable subject for a funding bid under the KBM scheme. Action closed.  PB proposed that he should submit a bid for the repair/replacement of the handrails at the Mannachie Avenue Ramp. Agreed unanimously. PB will submit a bid for funding to purchase materials to repair/replace the handrails at the Mannachie Avenue Ramp.</p>	PB
13	<p><u>Review of the DWA Constitution</u></p>	
13.1	<p>Ref 13.1: TT reported that he has reviewed the current DWA Constitution against the latest template issued by the Scottish Council for Voluntary Organisations (SCVO)/Office of the Scottish Charities Regulator (OSCR) and produced an updated draft. TT provided details of the changes incorporated into the updated draft document. The only item of concern was the practicality of the electronic banking process detailed at clauses 107 and 108 of the template. PB proposed that he confirm whether the process is workable. Agreed unanimously. PB will investigate the practicality of the process for electronic banking detailed at clauses 107 and 108 of the SCVO/OSCR template constitution and advise TT whether to the wording should revert to that in the current DWA Constitution. TT will update clauses 107 and 108 in the draft DWA Constitution, if required, and produce the final draft version. This document will be used by MS as a reference for the DWA Strategic Business Plan and Terms of Reference for DWA partnership working with the FDT (see Items 12.1.1 and 12.1.3 above).</p>	PB
13.2	<p>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).</p>	TT, MS DWA Trustees
13.3	<p>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).</p>	DWA Secretary
13.4	<p>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.).</p>	DWA Trustees

14	<u>AOCB</u> (Nothing to report)	
15	Date of the Next Meeting: 19:00 10/03/20 at The Hub.	

Meeting Closed: 20:55

(file copy signed)

Robbie Roberts  
Vice Chair  
Dava Way Association