

	<p>first prize, £15 second prize and £10 third prize, 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. Action closed.</p> <p>NT reported that he has liaised with the Forres Camera Club re arrangements for the competition. Action closed.</p> <p>NT will monitor the progress of the DWA photo competition.</p> <p>4.7 Ref 9.1.1: (see Item 9.1.1 below)</p> <p>4.8 Ref 9.1.2: (see Item 9.1.2 below)</p> <p>4.9 Ref 9.1.3: (see Item 9.1.3 below)</p> <p>4.10 Ref 9.4.1: (see Item 9.4.1 below)</p> <p>4.11 Ref 9.4.2: (see Item 9.4.2 below)</p> <p>4.12 Ref 9.4.3: (see Item 9.4.3 below)</p> <p>4.13 Ref 9.4.4: (see Item 9.4.4 below)</p> <p>4.14 Ref 9.5.1: (see Item 9.5.1 below)</p> <p>4.15 Ref 9.5.2: (see Item 9.5.2 below)</p> <p>4.16 Ref 9.5.4: (see Item 9.5.3 below)</p> <p>4.17 Ref 9.6.2: (see Item 9.6 below)</p> <p>4.18 Ref 9.7: (see Item 9.7 below)</p> <p>4.19 Ref 10.1: (see Item 10.1 below)</p> <p>4.20 Ref 11.1: (see Item 11.1.1 below)</p> <p>4.21 Ref 11.3: (see Item 11.3 below)</p> <p>4.22 Ref 11.4: (see Item 11.4 below)</p> <p>4.23 Ref 12.1.1: (see Item 12.1.1 below)</p> <p>4.24 Ref 12.1.2: (see Item 12.1.2 below)</p> <p>4.25 Ref 12.1.3: (see Item 12.1.3 below)</p> <p>4.26 Ref 12.2: (see Item 12.2 below)</p> <p>4.27 Ref 12.3.1: (see Item 12.3.1 below)</p> <p>4.28 Ref 12.3.2: (see Item 12.3.2 below)</p> <p>4.29 Ref 12.3.3: (see Item 12.3.3 below)</p> <p>4.30 Ref 13.1: (see Item 13.2 below)</p> <p>4.31 Ref 13.2: (see Item 13.4 below)</p> <p>4.32 Ref 13.3: (see Item 13.5 below)</p> <p>4.33 Ref 13.4: (see Item 13.6 below)</p>	NT
<p>5</p> <p>5.1</p> <p>5.2</p> <p>5.3</p> <p>5.4</p> <p>5.5</p> <p>5.6</p> <p>5.7</p>	<p><u>Treasurer's Report</u></p> <p>PB reported that a balance of £7,559.54 is in the DWA account.</p> <p>Significant Income: £ Nil</p> <p>Significant Expenditure: £ 230.88 to Leiths; 20 tonnes sub-base.</p> <p>Anticipated Income: £ Nil</p> <p>Anticipated Expenditure (from DWA funds): £ 250.00 to MacGregors Industrial Supplies; rough cutter maint. £ 366.71 to Zurich Insurance; charity insurance renewal.</p> <p>Anticipated Expenditure (covered by external funding): £ Nil</p> <p>PB reported that he has received notification from Zurich Insurance that the DWA charity insurance policy is due for renewal in April. The policy premium has been held at £366.71 for another year. PB proposed that the policy should be renewed with this company. Agreed unanimously. PB will renew the DWA charity policy with Zurich Insurance.</p>	PB

<p>6 6.1</p>	<p><u>Correspondences</u> To the Secretary OATS Conference MC reported that he received an email from the Outdoor Access Trust for Scotland (OATS) inviting delegates from the DWA to book their attendance at the OATS Conference 2020, to be held on 30/04/20. The cost will be £50 per person to cover all refreshments, lunch and supporting handouts. It was agreed at the DWA BoT meeting 15/10/19 (Item 6.1.5) that the DWA should send two delegates, costs to be paid from DWA funds. NS will book the delegate places and finalise arrangements re transport, etc.</p>	<p>NS</p>								
<p>6.2</p>	<p>Other Correspondence (Nothing to report)</p>									
<p>7 7.1</p>	<p><u>Feedback</u> Footfall Counters 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 05/03/20 111,865 walkers 14,299 cyclists</p>									
<p>7.2</p>	<p>Other; email, Facebook, etc. PM reported that the DWA Facebook group Friends of the Dava Way now has 434 members.</p>									
<p>8 8.1</p>	<p><u>Dava Way Merchandise</u> Sales and Stock</p> <table border="0" data-bbox="244 1317 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>9 9.1 9.1.1 9.1.2 9.1.3 9.2 9.3</p>	<p><u>Dava Way Path Works</u> Information Board Refurbishment Project Ref 9.1.1: NS reported that all refurbishment work on the information boards has now been completed. Action closed. Ref 9.1.2: NS reported that he has installed the information board panel at Dulicht Bridge. Action closed. Ref 9.1.3: TT proposed that the action to review the content of each information board and present details of any proposed changes to the DWA Trustees for comment should be closed until a funding source has been identified. Agreed unanimously. Action closed. Unplanned Work Since Last Meeting (Nothing to report) Planned Work Since Last Meeting (Nothing to report; no work party since last DWA BoT meeting)</p>									

9.4	Signage	
9.4.1	Ref 9.4.1: PB reported that he has installed the official metal sign from Moray Council at the access point to the section of the DW from Loch View to Mannachie Rise. Action closed.	
9.4.2	Ref 9.4.2: NS reported that he has replaced 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. Action closed.	
9.4.3	Ref 9.4.3: PB reported that the Roads Department at Highland Council have approved the installation of replacement signage for the square in Grantown-on-Spey, directing the public to the start of the Dava Way. Details for green (walking route) and brown (tourism) signs were submitted and the brown design was approved. Action closed. PB proposed to go ahead with the replacement signage; estimated cost of £100 for manufacture. Agreed unanimously. PB will arrange for the manufacture and installation of the replacement signage.	PB
9.4.4	Ref 9.4.4: PB reported that he has taken the finger from Lower Rafford to Ian Douglas, Moray Access Manager at Moray Council. Action closed.	
9.5	Tooling and Equipment	
9.5.1	Ref 9.5.1: PM reported that the Excel spreadsheet for listing all DWA tools and equipment held has been made available to PB. Action closed. PB will populate the spreadsheet with details of the tools he holds.	PB
9.5.2	Ref 9.5.2: Action held over. PB reported that MacGregors Industrial Supplies are awaiting delivery of some parts required for the maintenance of the rough cutter. PB will monitor progress.	PB
9.5.3	Ref 9.5.4: Action held over. MC reported that he passed his leaf blower to PM by mistake. PM will pass the leaf blower to PB and PB will obtain an estimate for its repair from MacGregor Industrial Supplies.	PM, PB
9.5.4	PM reported that the blades on several of the long-handled shovels are worn and proposed that he should purchase replacement items. Agreed unanimously. PM will purchase replacement long-handled shovels or spares up to a value of £100.	PM
9.6	Quarry Dust Path Surface Maintenance Operations	
	Ref 9.6.2: Action held over. TT will organise mini work parties to clear leaf fall from the Lynmore Diversion, in preparation for weed control spraying later in the year.	TT
9.7	Priorities for Next Work Party and Mini Work Parties	
	Ref 9.7: PM proposed that the following tasks should be carried out at the work party to be held 14/03/20: <ul style="list-style-type: none"> • Scrape accumulated mud from the ramp surface at Mannachie Rise. • Scrape excess mud off the trackbed surface in the Clashdhu Cutting and use sub-base to improve the surface. • Progress clearance of ditches in the Clashdhu Cutting and investigate drainage pipes uncovered during the Army work party. Agreed unanimously. PM will make the necessary arrangements.	PM
10	Health and Safety	
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	
11.1.1	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.	MC
11.1.2	MC reported that a Press and Journal photographer attended the recent Army work party, so there will probably be a report in that newspaper. MC will submit an article and photographs of the event to the Forres Gazette and Northern Scot newspapers.	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: NT reported that he has checked the wording of the gift aid declaration and it is now correct on the DWA website and DWA gift aid form. Action closed.	
12	<u>Funding Opportunities</u>	
12.1	Finderne Development Trust	
12.1.1	Ref 12.1.1: Action held over. MC reported that he and MS have produced draft four of the DWA Strategic Business Plan. MC requested the following additional information to complete the final draft: <ul style="list-style-type: none"> - PB is to provide a figure for the annual DWA base running costs. - NT is to provide the SNH generic figure for annual maintenance cost per mile of quarry dusted path. - PM is to provide a figure for annual DWA volunteer hours. MS will circulate the final draft document to the DWA Trustees for comment by the end of the month (Mar 2020).	PB NT PM
12.1.2	Ref 12.1.2: MC reported that he has added the agreed list of DWA priority projects as an annex to the DWA Strategic Business Plan. Action closed.	MS
12.1.3	Ref 12.1.3: Action held over. NS will sign the Terms of Reference (ToR) for the Dava Way partnership working project between the DWA and Finderne Development Trust (FDT).	NS
12.1.4	MC reported that he and MS have produced a draft Memorandum of Understanding (MoU) defining the relationship between the DWA and FDT. TT questioned why two documents, FDT ToR and DWA MoU, are required if they both have the same purpose. MC replied that the DWA MoU will supersede the FDT ToR at some point. MC will circulate the draft MoU to the DWA Trustees.	MC
12.1.5	PZ reported that the FDT are researching the feasibility of employing a digital marketing apprentice and asked if the DWA would make use of such a service; promoting and selling products and services by leveraging digital technologies such as social media, websites and email. Those present agreed that the DWA would be interested.	

12.2	Tesco Bags of Help Ref 12.2: MC reported that the bid has been accepted and the DWA should be one of the charities represented in the Forres Tesco store during April, May and June. It was not possible to change the purpose from rough cutter purchase to drainage works. Action closed. MC will monitor progress.	MC
12.3	Other Sources of Funding	
12.3.1	Ref 12.3.1: Action held over. NS will look for appropriate funding sources on the Funding Scotland site and report back to the DWA Trustees.	NS
12.3.2	Ref 12.3.2: MC reported that he has written to the Scottish Forestry Community Fund administrator for a second time and has not received any acknowledgement. MC awaits their response.	MC
12.3.3	Ref 12.3.3: Action held over. PB will submit a bid for funding to the Keith Builders Merchants (KBM) funding scheme, the KBM Charity Fund , to purchase materials to repair/replace the handrails at the Mannachie Avenue Ramp.	PB
12.3.4	RR reported that Scotways operate a Small Grants Scheme and proposed that NS may wish to research this scheme as a source of funding. NS will research the Scotways scheme.	NS
13	Review of the DWA Constitution	
13.1	TT reported that the Purposes at clause 4 of the draft DWA Constitution must incorporate terminology from the list of charitable purposes set out in section 7 of the Charities and Trustee Investment (Scotland) Act 2005 and show the Office of the Scottish Charities Regulator (OSCR) that the 'public benefit test' is satisfied. TT distributed printed copies of the revised wording for clause 4 for discussion and approval. Approved unanimously.	
13.2	Ref 13.1: Action held over. PB reported that two-person authentication for electronic banking is possible with the DWA account, but it is still not clear how this would work in practice. PB will continue to investigate the process practicality for electronic banking as detailed at clauses 107 and 108 of the Scottish Council for Voluntary Organisation (SCVO)/OSCR template constitution.	PB
13.3	PB reported that he has drafted a protocol covering the operation of the DWA accounts. TT has incorporated the protocol items into the draft DWA Constitution at clauses 109 to 121. PB noted that the DWA Trustees are collectively responsible for the DWA accounts and should be aware of the pitfalls that clauses 109 to 121 are there to protect from.	
13.3.1	TT will distribute a copy of the document " GUIDANCE: Internal financial controls for charities " produced by the Charity Commission for England and Wales and endorsed by the OSCR.	TT
13.3.2	All DWA Trustees will consider the risks raised in the guidance document and whether the suggested financial controls are applicable to the DWA.	DWA Trustees
13.3.3	The inclusion/wording/practicality of clauses 107 to 121 of the draft DWA Constitution will be discussed at the next DWA BoT meeting.	DWA Trustees
13.4	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
13.5	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

13.6	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>AOCB</u> (Nothing to report)	
15	Date of the Next Meeting: 19:00 14/04/20 at The Hub.	

Meeting Closed: 21:15



Neil Sinclair
Chairman
Dava Way Association