

4.14	Ref 10.1: (see Item 10.1 below)	
4.15	Ref 11.1.1: (see Item 11.1.1 below)	
4.16	Ref 11.1.2: (see Item 11.1.2 below)	
4.17	Ref 11.3: (see Item 11.3 below)	
4.18	Ref 12.1.1: (see Item 12.1.1 below)	
4.19	Ref 12.1.3: (see Item 12.1.2 below)	
4.20	Ref 12.1.4: (see Item 12.1.3 below)	
4.21	Ref 12.2: (see Item 12.2 below)	
4.22	Ref 12.3.1: (see Item 12.4.1 below)	
4.23	Ref 12.3.2: (see Item 12.4.2 below)	
4.24	Ref 12.3.3: (see Item 12.4.3 below)	
4.25	Ref 12.3.4: (see Item 12.4.4 below)	
4.26	Ref 13.2: (see Item 13.1 below)	
4.27	Ref 13.3.1: (see Item 13.2.1 below)	
4.28	Ref 13.3.2: (see Item 13.2.2 below)	
4.29	Ref 13.3.3: (see Item 13.2.3 below)	
4.30	Ref 13.4: (see Item 13.3.1 below)	
4.31	Ref 13.5: (see Item 13.3.2 below)	
4.32	Ref 13.6: (see Item 13.3.3 below)	
5	<u>Treasurer's Report</u>	
5.1	PB reported that a balance of £7,174.38 is in the DWA account.	
5.2	Significant Income: £ Nil	
5.3	Significant Expenditure: £ 366.71 to Zurich Insurance; charity insurance renewal.	
5.4	Anticipated Income: £ Nil	
5.5	Anticipated Expenditure (from DWA funds): £ 250.00 to MacGregors Industrial Supplies; rough cutter maint. £ ?? to Greg McAulay; tree surgery works at Dava.	
5.6	Anticipated Expenditure (covered by external funding): £ Nil	
6	<u>Correspondences</u>	
6.1	To the Secretary	
6.1.1	Forres Greenspace Meetings MC reported that he received an email from Moray Council stating that Forres Greenspace meetings are suspended until further notice due to Covid-19 restrictions.	
6.1.2	Timberwolf Warranty MC reported that he received a circular from Timberwolf Ltd stating that, where equipment was still in warranty on 25/03/20, the warranty period of that equipment will be automatically extended for 3 months due to limitations placed on its usage by the Covid-19 restrictions.	
6.1.3	Outfit Moray Cairngorm to Coast MC reported that he has received an email from Outfit Moray stating that the Cairngorm to Coast event has been delayed until 30/10/20 due to Covid-19 restrictions.	
6.1.4	tsiMoray Community Development Officer MC reported that he has received an email from tsiMoray promoting the services provided by their local Community Development Officer , Jo Smithson.	

6.1.5	Moray Walking and Outdoors Festival 2020 MC reported that he has received an email from Diane Smith stating that the Moray Walking and Outdoors Festival 2020 has been cancelled due to Covid-19 restrictions. A smaller event may be run later in the year and Diane has asked for suggestions for suitable events.	
6.2	Other Correspondence (Nothing to report)	
7	<u>Feedback</u>	
7.1	Footfall Counters MC/PM/TT reported the following readings: Dunphail – 21/06/17 to 14/04/20 7,125 (14,198 – 7073) Lochenoun (not read) Lynmore (not read) RR reported the following readings: Dallas Dhu – 15/03/15 to 05/03/20 115,551 walkers (252,870 – 137,319) 15,185 cyclists (22,708 – 7,523)	
7.2	Other ; email, Facebook, etc. PM reported that the DWA Facebook group Friends of the Dava Way now has 439 members.	
8	<u>Dava Way Merchandise</u>	
8.1	Sales and Stock Companions (NT) 427 Badges (MC) 26 Companions (NS) 93	
9	<u>Dava Way Path Works</u>	
9.1	Unplanned Work Since Last Meeting (Nothing to report; no works carried out due to Covid-19 restrictions)	
9.2	Planned Work Since Last Meeting (Nothing to report; no works carried out due to Covid-19 restrictions)	
9.3	Signage Ref 9.4.3: Action held over until Covid-19 restrictions lifted. PB will arrange for the manufacture and installation of the replacement signage. PB reported that he has received no update from the manufacturer of the brown tourism signage.	PB
9.4	Tooling and Equipment	
9.4.1	Ref 9.5.1: PB reported that, due to work commitments, he has been unable to populate the spreadsheet with details of the tools he holds. PB will distribute a copy of the spreadsheet to other DWA custodians. All custodians will, when possible, record the DWA tools and equipment that they hold.	PB PB, PM, NS, MC
9.4.2	Ref 9.5.2: Action held over until Covid-19 restrictions lifted. PB will monitor MacGregors Industrial Supplies (MIS) progress with maintenance of the rough cutter. PB reported that MIS were awaiting delivery of some required parts, but he has since heard that the workshop is closed until further notice due to Covid-19 restrictions.	PB

9.4.3	Ref 9.5.3: Action held over until Covid-19 restrictions lifted. PM will pass the leaf blower to PB and PB will obtain an estimate for its repair from MacGregor Industrial Supplies.	PM, PB
9.4.4	Ref 9.5.4: PM reported that he has purchased qty 3 replacement long-handled shovels at a cost of £83.97. Action closed.	
9.5	Quarry Dust Path Surface Maintenance Operations Ref 9.6: Action held over until Covid-19 restrictions lifted. 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
9.6	Priorities for Next Work Party and Mini Work Parties	
9.6.1	Ref 9.7: PM proposed that any decision on work party priorities be held over until the Covid-19 restrictions are lifted. Agreed unanimously. Action Closed.	
9.6.2	PB suggested that grass cutting mini work parties could take place where it is possible to do this while adhering to social distancing requirements.	
10	<u>Health and Safety</u>	TT
10.1	Review of DWA Health and Safety Management System Ref 10.1: Action held over until Covid-19 restrictions lifted. TT will liaise with Jim Patterson and provide him with any assistance he requires to take the project forward.	
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>	MC
11.1	Local, Regional and National Publications	
11.1.1	Ref 11.1.1: Action held over until Covid-19 restrictions lifted. MC will submit an article about the work of the DWA and the contribution made by Bruno Cawley; coincide with the installation of Bruno's memorial plaque.	
11.1.2	Ref 11.1.2: MC reported that he has submitted an article and photographs of the Army work party to the Forres Gazette newspaper. Action closed. MC added that articles about the event, submitted by Army PR, have appeared in the Press and Journal and Northern Scot newspapers.	
11.2	DW Facebook Group (Nothing to report)	TT
11.3	DW StoryMap App Ref 11.3: Action held over. TT will continue development of the DW StoryMap application.	
11.4	DW Website (Nothing to report)	
12	<u>Funding Opportunities</u>	
12.1	Finderne Development Trust	
12.1.1	Ref 12.1.1: PB reported that he has provided MS with a figure for annual DWA base running costs. Action Closed. Ref 12.1.1: NT reported that he has provide MS with the SNH figure for annual maintenance cost per mile of quarry dust path. Action closed. Ref 12.1.1: PM reported that he has provided MS with a figure for annual DWA volunteer hours. Action closed.	

<p>12.1.2</p> <p>12.1.3</p> <p>12.2</p> <p>12.3</p> <p>12.4</p> <p>12.4.1</p> <p>12.4.2</p> <p>12.4.3</p> <p>12.4.4</p>	<p>Ref 12.1.1: MC reported that the final draft of the DWA Strategic Business Plan was completed and a copy sent to each DWA Trustee for comment. Action closed.</p> <p>MC added that, following email agreement from the DWA Trustees, the DWA Strategic Business Plan has been signed off.</p> <p>Ref 12.1.3: NS reported that he has signed the Terms of Reference (ToR) for the Dava Way partnership working project between the DWA and Funderne Development Trust (FDT). Action closed.</p> <p>Ref 12.1.4: MC reported that he, NS and MS have agreed the final draft version of the Memorandum of Understanding (MoU), defining the relationship between the DWA and FDT. Action closed.</p> <p>MC added that the MoU will be presented for discussion, and hopefully signed off, at a Zoom meeting with FDT representatives on 17/04/20.</p> <p>Tesco Bags of Help</p> <p>Ref 12.2: Action held over until Covid-19 restrictions lifted. MC will monitor progress with DWA submission to the Tesco Bags of Help scheme.</p> <p>MC reported that the promotion by Tesco of the DWA as one of the Bags of Help charities at their Forres Tesco store during April, May and June has been postponed due to the impact of Covid-19.</p> <p>Money for Moray</p> <p>MC reported that Money for Moray opened a 2020 funding round and bids were to be submitted by 02/04/20. MC held a Zoom meeting with the DWA Trustees on 01/04/20 to discuss a proposed bid drafted by NT. It was agreed that drainage and resurfacing works to improve the Clashdhu Cutting would be a suitable project and NT would submit a bid for Money for Moray Funding. NT reported that he has submitted the bid. The organisers will contact all successful applicants in due course, to inform them when and how the showcasing of projects and the voting process will happen. NT will showcase the Money for Moray project for the DWA.</p> <p>Other Sources of Funding</p> <p>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.</p> <p>Ref 12.3.2: Action held over. MC will research possible funding from the Scottish Forestry Community Fund.</p> <p>MC stated that he is awaiting a response from the fund administrator.</p> <p>Ref 12.3.3: Action held over until Covid-19 restrictions lifted. 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.</p> <p>Ref 12.3.4: Action held over. NS will research possible funding from the Scotways Small Grants Scheme.</p>	<p></p> <p>MC</p> <p>MC</p> <p></p> <p>NT</p> <p>NS</p> <p>MC</p> <p>PB</p> <p>NS</p>
<p>13</p> <p>13.1</p>	<p><u>Review of the DWA Constitution</u></p> <p>Two-person Authorisation for Online Banking</p> <p>Ref 13.2: Action held over until Covid-19 restrictions lifted. PB will further investigate the process for electronic banking, as detailed at clauses 107 and 108 of the Scottish Council for Voluntary Organisation (SCVO)/OSCR template constitution.</p> <p>PB reported that two-person authentication for electronic banking is possible with the DWA account; the Treasurer would initiate a payment via the online banking app, then contact the co-signatory via email to ask them to complete the payment authorisation. PB would like the bank to confirm if it is possible to automate the notification to the co-signatory.</p>	<p>PB</p>

13.2	Financial Protection	
13.2.1	Ref 13.3.1: TT reported that he has distributed a copy of the document " GUIDANCE: Internal financial controls for charities " to the DWA Trustees. Action closed	
13.2.2	Ref 13.3.2: Action held over. All DWA Trustees will consider the risks raised in the guidance document and whether the financial controls at clauses 109 to 121 should be adopted by the DWA. PB and TT reiterated 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 them from.	DWA Trustees
13.2.3	Ref 13.3.3: Action held over. 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
13.3	AMM Actions	
13.3.1	Ref 13.4/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
13.3.2	Ref 13.5/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
13.3.3	Ref 13.6/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 09/06/20 via Zoom, or at The Hub on an earlier date TBN if Covid-19 restrictions are lifted.	

Meeting Closed: 19:50



Neil Sinclair
Chairman
Dava Way Association