THE DAVA WAY ASSOCIATION

Minutes of the Board of Trustees Meeting held 16th July 2020

Venue: Online meeting due to Covid-19 restrictions; hosted by Zoom.

Meeting Opened: 19:00

Item	Minute		Action By
1	Welcome:	Neil Sinclair chaired the meeting and welcomed members. He noted that the meeting planned for 14/07/20 was postponed as the board was not quorate.	
2	Present:	Malcolm Campbell (MC), Neil Sinclair (NS), Pete Mitchell (PM), Michael J Sutherland (MS), Norman Thomson (NT)	
	Apologies:	Paul Barron (PB), Robbie Roberts (RR), Trevor Thornley (TT)	
3		he previous meeting 16/06/20: The minutes of the DWA BoT d on 16/06/20 were read and accepted without change.	
	Proposed:	MS Seconded: MC	
4	Matters Aris	sing from the meeting 16/06/20	
4.1	Ref 4.1:	NS has painted the bench and installed the plaque commemorating Bruno. Action closed.	NO
4.2	Ref 4.2:	NS will write to Bruno's family about the bench and plaque. Action held over until Covid-19 restrictions lifted. MC has contacted the Glasgow School of Art on the Altyre Estate to see if they could do signage design, digital marketing,	NS
4.3	Ref 4.3:	artworks, etc for the DWA. He is awaiting their response. Action held over until Covid-19 restrictions lifted. NT will contact the Forres Camera Club when the Covid-19 restrictions lifted, then monitor the progress of the DWA	MC
4.4	Ref 5.7:	photo competition. Action held over. PM will provide PB with the appropriate invoices for several scheduled payments taken by 123.reg	NT PM
4.5	Ref 9.3.1:	for internet registration, etc. (see Item 9.3.1 below)	PIVI
4.6	Ref 9.3.2:	(see Item 9.3.2 below)	
4.7	Ref 9.4.1:	(see Item 9.4.1 below)	
4.8	Ref 9.4.3: Ref 9.5:	(see Item 9.4.2 below)	
4.9 4.10	Ref 9.5.	(see Item 9.5 below) (see Item 9.2.1 below)	
4.11	Ref 9.6.2:	(see Item 9.2.2 below)	
4.12	Ref 10.1:	(see Item 10.1 below)	
4.13	Ref 11.1:	(see Item 11.1 below)	
4.14	Ref 11.3:	(see Item 11.3 below)	
4.15 4.16	Ref 12.1.1: Ref 12.1.2:	(see Item 12.1.1 below) (see Item 12.1.2 below)	
4.10	Ref 12.1.2.	(see Item 12.1.2 below)	
4.18	Ref 12.3:	(see Item 12.3 below)	

4.19	Ref 12.4.1: (see Item 12.4.1 below)	
4.20	Ref 12.4.2: (see Item 12.4.2 below)	
4.21	Ref 12.4.3: (see Item 12.4.3 below)	
4.22 4.23	Ref 12.4.4: (see Item 12.4.4 below) Ref 13.1: (see Item 13.1 below)	
4.23 4.24	Ref 13.1: (see Item 13.1 below) Ref 13.2.1: (see Item 13.2.1 below)	
4.25	Ref 13.2.2: (see Item 13.2.2 below)	
4.26	Ref 13.3.1: (see Item 13.3.1 below)	
4.27	Ref 13.3.2: (see Item 13.3.2 below)	
4.28	Ref 13.3.3: (see Item 13.3.3 below)	
4.29	Ref 14.1: PM reported that he has distributed a mileage claim form to	
	each of the DWA volunteers who attended the work party.	
4.00	Action closed.	
4.30	Ref 14.2: (see Item 9.6 below)	
5	<u>Treasurer's Report</u>	
5.1	PB reported that a balance of £7,299.49 is in the DWA account.	
5.2	Significant Income:	
5.3	£ Nil Significant Expenditure:	
0.0	£ Nil	
5.4	Anticipated Income:	
	£ Nil	
5.5	Anticipated Expenditure (from DWA funds):	
F 6	£ Nil	
5.6	Anticipated Expenditure (covered by external funding): £ Nil	
6	Correspondences	
6.1	To the Secretary	
6.1.1	MC reported receipt of an email from a path user, commenting that the spraying of vegetation left brown edges to the track that detracted from	
	the experience. A response has been sent, pointing out that the DWA had	
	little alternative to using of herbicides to ensure the track surface	
	remained free of encroaching vegetation.	
6.1.2	MC report receipt of an email from Tom Summerscales, reporting rubbish	
	and evidence of a BBQ being held at Scurrypool. MC added that the	
	rubbish has now been removed and he has informed the Estate about	
6.0	the incident.	
6.2	Other Correspondence (Nothing to report)	
7 7 1	Feedback Feedback	
7.1	Footfall Counters MC reported the following readings:	
	Dunphail – 21/06/17 to 02/07/20	
	8,056 (15,129 – 7073)	
	Lochenoun	
	(not read)	
	Lynmore	
	(not read)	
	Dallas Dhu – 15/03/15 to 14/07/20	
	124,253 walkers (261,572 – 137,319)	
	18,188 cyclists (25,711 – 7,523)	

8.1 Dava Way Merchandise Sales and Stock Companions (NT) 427 Badges (MC) 26 Companions (NS) 92 9 Dava Way Path Works 9.1 Unplanned Work Since Last Meeting 9.1.1 MC reported that he and RR sprayed vegetation in the Lynmore Bypass. NS reported that all benches have been painted. Just Jess the dog that now needs a refresh. Planned Work Since Last Meeting 9.2.1 Ref 9.6.1: PM reported that the following works were completed at the DWA 'socially distanced' work party held 11/07/20: • Cleared around 50m of ditch to the south of Dava. • Filled and dusted Land Rover tracks between Dragoon and Dava. • Filled and dusted Land Rover tracks between Dragoon and Dava. • Sprayed encroaching growth alongside the path north of Dunphail and south of Clashdhu. Action closed. 9.2.2 Ref 9.6.2: PB reported that the grass was cut between Balvlair Crossing and Longley Crossing, then north to Peathillock where required at a mini work party held 01/07/2020. Action closed. 9.3.3 Signage 9.3.1 Ref 9.3.1: Action held over until Covid-19 restrictions lifted. PB will arrange for the collection and installation of the brown tourism signage for Grantown-On-Spey town centre. 9.3.2 Ref 9.3.2: PM reported that the finger post at the Rafford Junction requires no further repair action. Action closed. 7.00 Ing and Equipment 9.4.1 Ref 9.4.1: Actions held over. 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. 8.4 Ref 9.4.3: Action held over. PB will pass the leaf blower to PB and PB will obtain an estimate for its repair from MacGregor Industrial Supplies. 9.4.2 PM reported that he has contacted Paul Douglas and informed him that the DWA will pay for the replacement blades for his ride-on mower at a cost of £42.49. Action closed 9.5 Quarry Dust Path Surface Maintenance Operations Ref 9.5: MC reported that T1 has cleared leaf fall from the Lynmore Diversion, in preparation for weed control spraying. Action closed Gatepost Replace						
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Ref 14.2: Action held over. PM will research the relative costs and						
to replace the rotting gatepost at Glaschoil Farm, north of Lynmore. The						
options will be discussed at the next meeting.						

9.7 9.7.1	Priorities for Next Work Party and Mini Work Parties PM proposed that the next work party should be held 08/08/20, subject to Covid-19 restrictions in force at the time. He will decide on suitable tasks nearer the date. Agreed unanimously. PM will organise the next work	
9.7.2	party. NS reported that the oak benches could all do with being treated with teak	PM
	oil. PM or NS will carry out this task when possible.	PM/NS
10 10.1 10.2 10.3	Health and Safety 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. First Aid Kits The DWA first aid kits are held by MC, PB and PM. The completeness and serviceability of each kit was confirmed. Injury Reports and Incidents (Nothing to report)	TT
11 11.1 11.2	Dava Way Publicity Local, Regional and National Publications Ref 11.1: 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. DW Facebook Group	MC
11.3 11.4	(Nothing to report) DW StoryMap App Ref 11.3: Action held over. TT will continue development of the DW StoryMap application. DW Website (Nothing to report)	ТТ
12	Funding Opportunities	
12.1 12.1.1	Finderne Development Trust Ref 12.1.1: MC reported that he presented the DWA-FDT Memorandum of Understanding (MoU) for discussion and signatures at a meeting with Finderne Development Trust (FDT) representatives. The MoU has been agreed and signed off. Action closed.	
12.1.2	Ref 12.1.2: NS has reported the DWA decision to the FDT that the DWA will register the DW logo when the final format is known, following the rebranding exercise. Action closed. MC reported that the focus of DWA-FDT discussions should now move to a DW improvement project, with an improved ramp at Dallas Dhu identified as the highest priority project. A better ramp would improve disabled access and make it easier to get machinery onto the DW at that point.	
12.2	Tesco Bags of Help Ref 12.2.1: Action held over until Covid-19 restrictions lifted. MC will monitor progress with DWA submission to the Tesco Bags of Help scheme.	MC
12.3	Money for Moray Ref 12.3: Action held over until Covid-19 restrictions lifted. The Money for Moray organisers will contact all successful applicants in due course, to	

12.4	inform them when and how the showcasing of projects and the voting process will happen. NT will showcase the project for the DWA. Other Sources of Funding	NT
12.4.1 12.4.2	Ref 12.4.1: Action held over. NS will look for appropriate funding sources on the <u>Funding Scotland</u> site and report back to the DWA Trustees. Ref 12.4.2: Action held over until Covid-19 restrictions lifted. MC will apply	NS
12.4.3	for funding from the Scottish Forestry Community Fund when the scheme is up and running again. Ref 12.4.3: Action held over until Covid-19 restrictions lifted. PB will	MC
12.4.3	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.	РВ
	Scotways Small Grants Scheme.	NS
13 13.1	Review of the DWA Constitution Two-person Authorisation for Online Banking Ref 13.1: 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. PB would like the bank to confirm if it is possible to automate the notification to the co-signatory.	РВ
13.2 13.2.1	Financial Protection Ref 13.2.1: Action held over. All DWA Trustees will consider the risks raised in the document "GUIDANCE: Internal financial controls for charities" and whether the financial controls at clauses 109 to 121 should be adopted by the DWA.	DWA Trustees
13.2.2	Ref 13.2.2: 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 13.3.1	AMM Actions Ref 13.3.1/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
13.3.2	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 13.3.3/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	AOCB	
14.1	PM noted that DWA volunteers again travelled to site in their own vehicles at the recent work party. He proposed that the volunteers should be invited to submit a mileage claim for reimbursement. Agreed unanimously. PM will distribute a mileage claim form to each of the DWA volunteers who attended the work party.	PM
	volunteers who attended the work party.	I IVI

Date of the Next Meeting: 19:00 11/08/20 via Zoom, or at The Hub if Covid-19 restrictions are lifted.

Meeting Closed: 19:40

N Mindain's

Neil Sinclair Chairman

Dava Way Association