

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	Ref 12.4.4: (see Item 12.4.4 below)	
4.23	Ref 13.1: (see Item 13.1 below)	
4.24	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. 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: £ Nil	
5.3	Significant Expenditure: £ Nil	
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	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 the incident.	
6.2	Other Correspondence (Nothing to report)	
7	<u>Feedback</u>	
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)	

9.7	Priorities for Next Work Party and Mini Work Parties	
9.7.1	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 party.	PM
9.7.2	NS reported that the oak benches could all do with being treated with teak oil. PM or NS will carry out this task when possible.	PM/NS
10	<u>Health and Safety</u>	
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.	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: 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.	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 (Nothing to report)	
12	<u>Funding Opportunities</u>	
12.1	Finderne Development Trust	
12.1.1	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	

	inform them when and how the showcasing of projects and the voting process will happen. NT will showcase the project for the DWA.	NT
12.4	Other Sources of Funding	
12.4.1	Ref 12.4.1: Action held over. NS will look for appropriate funding sources on the Funding Scotland site and report back to the DWA Trustees.	NS
12.4.2	Ref 12.4.2: Action held over until Covid-19 restrictions lifted. MC will apply for funding from the Scottish Forestry Community Fund when the scheme is up and running again.	MC
12.4.3	Ref 12.4.3: 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.	PB
12.4.4	Ref 12.4.4: Action held over. NS will research possible funding from the Scotways Small Grants Scheme .	NS
13	<u>Review of the DWA Constitution</u>	
13.1	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.	PB
13.2	Financial Protection	
13.2.1	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	AMM Actions	
13.3.1	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	Ref 13.3.2/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 13.3.3/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	<u>AOCB</u>	
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

15	Date of the Next Meeting: 19:00 11/08/20 via Zoom, or at The Hub if Covid-19 restrictions are lifted.	
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Meeting Closed: 19:40



Neil Sinclair
Chairman
Dava Way Association