THE DAVA WAY ASSOCIATION

Minutes of the Board of Trustees Meeting held 12th August 2020

Venue: Garden of Orchard House, Orchard Road, Forres, IV36 1LG.

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 11/08/20 was postponed as the board was not quorate.	
2	Present:	Malcolm Campbell (MC), Neil Sinclair (NS), Paul Barron (PB), Pete Mitchell (PM), Michael J Sutherland (MS), Norman Thomson (NT), Robbie Roberts (RR)	
	Apologies:	Trevor Thornley (TT)	
3		he previous meeting 16/07/20: The minutes of the DWA BoT d on 16/07/20 were read and accepted without change.	
	Proposed:	PM Seconded: NT	
4	Matters Aris	ing from the meeting 16/07/20	
4.1	Ref 4.1:	NS reported that he has written to Bruno's family about the bench and plague. Action closed.	
4.2	Ref 4.2:	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, artworks, etc for the DWA. He is awaiting their response.	MC
4.3	Ref 4.3:	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 photo competition.	NT
4.4	Ref 4.4:	Action held over. PM will provide PB with the appropriate invoices for several scheduled payments taken by 123.reg	
1 E	Ref 9.3.1:	for internet registration, etc.	PM
4.5 4.6	Ref 9.3.1.	(see Item 9.3 below) (see Item 9.4.1 below)	
4.7	Ref 9.4.2:	(see Item 9.4.2 below)	
4.8	Ref 9.6:	(see Item 9.5 below)	
4.9	Ref 9.7.1:	(see Item 9.2 below)	
4.10	Ref 9.7.2:	(see Item 9.6.2 below)	
4.11	Ref 10.1:	(see Item 10.1 below)	
4.12	Ref 11.1:	(see Item 11.1 below)	
4.13	Ref 11.3:	(see Item 11.3 below)	
4.14	Ref 12.2:	(see Item 12.2 below)	
4.15 4.16	Ref 12.3: Ref 12.4.1:	(see Item 12.3 below)	
		(see Item 12.4.1 below) (see Item 12.4.2 below)	
4.17	Ref 12.4.2:	(see Item 12.4.2 below)	

The Dava Way Association is a Scottish Charitable Incorporated Organisation (SCIO), registered Scottish Charity No: SC030496. Our registered office is 20 Tolbooth Street, Forres, Moray, IV36 1PH.

4.18 4.19 4.20 4.21 4.22 4.23 4.24 4.25 4.26	Ref 12.4.3:(see Item 12.4.3 below)Ref 12.4.4:(see Item 12.4.4 below)Ref 13.1:(see Item 13.1 below)Ref 13.2.1:(see Item 13.2.1 below)Ref 13.2.2:(see Item 13.2.2 below)Ref 13.3.1:(see Item 13.3.1 below)Ref 13.3.2:(see Item 13.3.2 below)Ref 13.3.3:(see Item 13.3.3 below)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.	
5	Treasurer's Report	
5.1	PB reported that a balance of £7,411.96 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	Correspondences	
6.1	Correspondences	
0.1	To the Secretary MC reported receipt of a complimentary email from a path user K Turner,	
	who had cycled the Dava Way with his family the previous week. He	
	purchased two badges and indicated he would like to use the DW as a	
	school project. The DWA trustees agreed that they are happy to support	
	any such approach by schools.	
6.2	Other Correspondence	
0.2	(Nothing to report)	
7	Feedback	
7.1	Footfall Counters	
	MC reported the following readings:	
	Dunphail – 21/06/17 to 06/08/20	
	8,648 (15,721 – 7073)	
	Lochenoun – 13/11/15 to 06/08/20	
	15,480 (15,546 - 66)	
	Lynmore	
	(not read)	
	Dallas Dhu – 15/03/15 to 06/08/20	
	127,295 walkers (264,614 – 137,319)	
70	19,054 cyclists (26,577 – 7,523)	
7.2	Other; email, Facebook, etc.	
	PM reported that the DWA Facebook group <u>Friends of the Dava Way</u> now has 508 members.	

8 8.1	Dava Way Merchandise Sales and Stock			
	Companions (NT) 427	Badges (MC)	22	
	Companions (NS) 86			
9 9.1	Dava Way Path Works Unplanned Work Since Last M	eeting		
9.1.1	RR reported that he treated som Hall and observed a large patch will write to A Laing at Logie Esta knotweed in the garden.	e Japanese Knotweed near Edin in the garden of an adjacent cott	age. MC	MC
9.2	Planned Work Since Last Meet Ref 9.7.1: PM reported that the f DWA 'socially distanced' work pa • Cleared another 50m of d • Filled and dusted Land Ro Action closed.	ollowing works were completed a arty held 08/08/20:		
9.3	Signage Ref 9.3.1: Action held over until (arrange for the collection and ins Grantown-On-Spey town centre.	stallation of the brown tourism sig		РВ
9.4	Tooling and Equipment	will distribute a capy of the aproc	debeet	
9.4.1	Ref 9.4.1: Actions held over. PB to other DWA custodians. All custodians will, when possible that they hold.			PB PB, PM, NS, MC
9.4.2	Ref 9.4.2: PB reported that he to Industrial Supplies and they conf	.	closed.	
9.5	Gatepost Replacement Ref 9.6: Action held over. PM will of using longer lasting materials, replace the rotting gatepost at G options will be discussed at the r	I research the relative costs and such as oak or galvanised steel laschoil Farm, north of Lynmore.	benefits to	PM
9.6 9.6.1	Priorities for Next Work Party a PM proposed that the next work Covid-19 restrictions in force at t nearer the date. Agreed unanimo	and Mini Work Parties party should be held 12/09/20, s he time. He will decide on suitab	le tasks	
9.6.2	party. Ref 9.7.2: Action held over. PM o oil when possible.	or NS will treat the oak benches	with teak	PM PM/NS
10	Health and Safety			
10.1	Review of DWA Health and Sat Ref 10.1: Action held over until C with Jim Patterson and provide h	Covid-19 restrictions lifted. TT will		TT
10.2	take the project forward. First Aid Kits The DWA first aid kits are held b and serviceability of each kit was		eness	ТТ
10.3	Injury Reports and Incidents (Nothing to report)			

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11 11.1 11.2 11.3 11.4	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 (Nothing to report) DW StoryMap App Ref 11.3: Action held over. TT will continue development of the DW StoryMap application. DW Website NS reported that the Finderne Development Trust (FDT) are researching options for the update and continued management of both the DWA and FDT websites.	MC TT
12 12.1	Funding Opportunities Finderne Development Trust MC reported that the FDT has the lead regarding the rebranding project. The focus of DWA-FDT discussions has moved 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: Action held over until Covid-19 restrictions lifted. MC will monitor progress with DWA submission to the Tesco Bags of Help scheme.	МС
12.3	Money for Moray Ref 12.3: Action held over until Covid-19 restrictions lifted. The <u>Money for</u> <u>Moray</u> 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 12.4.1	Other Sources of Funding Ref 12.4.1: Action held over. NS will look for appropriate funding sources	
12.4.2	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 for funding from the Scottish Forestry Community Fund when the scheme	NS
12.4.3	is up and running again.	MC
12.4.4	the handrails at the Mannachie Avenue Ramp. Ref 12.4.4: Action held over. NS will research possible funding from the Scotways <u>Small Grants Scheme</u> .	PB
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	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	DWA
	be adopted by the 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
	DWA BoT meeting.	Trustees
13.3	AMM Actions	
13.3.1		
	DWA Constitution and submit the draft document for discussion at a	DWA
	members' meeting (see clause 111 of the DWA Constitution).	Trustees
13.3.2	5 5	
	the members, the DWA Secretary will obtain written consent from the	
	OSCR for any alteration to clause 4 'Charitable Purposes' of the DWA	DWA
	Constitution (see clause 112 of the DWA Constitution).	Secretary
13.3.3		
	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	DWA
	may require (e.g. service level agreements for maintenance and repair of	
	the path surface, changes to legal liability, etc.).	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
15	Date of the Next Meeting: 19:00 15/09/20 via Zoom, or at The Hub if	
	Covid-19 restrictions are lifted.	

Meeting Closed: 20:40

No Anidains

Neil Sinclair Chairman Dava Way Association