

4.14	Ref 11.3: (see Item 11.3 below)	
4.15	Ref 12.2: (see Item 12.2 below)	
4.16	Ref 12.3: (see Item 12.3 below)	
4.17	Ref 12.4.1: (see Item 12.4.1 below)	
4.18	Ref 12.4.2: (see Item 12.4.2 below)	
4.19	Ref 12.4.3: (see Item 12.4.3 below)	
4.20	Ref 12.4.4: (see Item 12.4.4 below)	
4.21	Ref 13.1: (see Item 13.1 below)	
4.22	Ref 13.2.1: (see Item 13.2.1 below)	
4.23	Ref 13.2.2: (see Item 13.2.2 below)	
4.24	Ref 13.3.1: (see Item 13.3.1 below)	
4.25	Ref 13.3.2: (see Item 13.3.2 below)	
4.26	Ref 13.3.3: (see Item 13.3.3 below)	
4.27	Ref 14: (see Item 14 below)	
5	<u>Treasurer's Report</u>	
5.1	PB reported that a balance of £7,717.97 is in the DWA account.	
5.2	Significant Income: £ 150.00 from an individual donation.	
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 (Nothing to report)	
6.2	Other Correspondence (Nothing to report)	
7	<u>Feedback</u>	
7.1	Footfall Counters MC reported the following readings: Dunphail (not read) Lochenoun (not read) Lynmore (not read) Dallas Dhu (not read)	
7.2	Other ; email, Facebook, etc. PM reported that the DWA Facebook group Friends of the Dava Way now has 590 members.	
8	<u>Dava Way Merchandise</u>	
8.1	Sales and Stock	
	Companions (NT) 427 Badges (MC) 20	
	Companions (NS) 86	

9	<u>Dava Way Path Works</u>	
9.1	Unplanned Work Since Last Meeting PM reported that, during the recent heavy rain, he went out and cleared leaves and other debris from the concrete channels alongside the path section south of the Dunphail Bypass.	
9.2	Planned Work Since Last Meeting Ref 9.6.1: PM reported that the DWA work party scheduled for 10/10/20 was cancelled due to the Covid-19 restrictions in force at the time. Action closed.	
9.3	Signage Ref 9.3: 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.	PB
9.4	Tooling and Equipment Ref 9.4: Action held over. All custodians will, when possible, record on the distributed spreadsheet all the DWA tools and equipment that they hold.	MC, NS, PB, PM
9.5	Gatepost Replacement Ref 9.5: Action held over. PM will research the relative costs and benefits of using longer lasting materials, such as oak or galvanised steel, to replace the rotting gatepost at Glaschoil Farm, north of Lynmore. The options will be discussed at the next meeting.	PM
9.6	Priorities for Next Work Party and Mini Work Parties	
9.6.1	PM proposed that the next work party should be held 14/11/20, subject to Covid-19 restrictions in force at the time. Agreed unanimously. PM will organise the next work party, deciding on suitable tasks nearer the date.	PM
9.6.2	Ref 9.6.2: Action held over. PM or NS will treat the oak benches with teak oil 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. MC will submit an article about the work of the DWA and the contribution made by Bruno Cawley; Bruno's memorial plaque has been installed.	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 NS reported that the Funderne Development Trust (FDT) are continuing their research into options for the update and continued management of both the DWA and FDT websites.	

12	<u>Funding Opportunities</u>	
12.1	Finderne Development Trust NS reported that plans to obtain aerial drone footage of the DW for use in an update to the DWA website have been postponed until the spring. DWA-FDT discussions to identify other potential joint projects are continuing.	
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.	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: PB reported that he has confirmed it is not possible to automate the notification to the co-signatory during the current process for electronic banking. Users of the process have noted that it is not smooth, and the bank has received many complaints about it not working properly. Action closed.	
13.2	Financial Protection	
13.2.1	Ref 13.2.1: The DWA Trustees present confirmed they have considered the risks raised in the document " GUIDANCE: Internal financial controls for charities " and the corresponding financial controls detailed at clauses 109 to 121 of the draft DWA Constitution. Action closed. PB proposed that the financial controls at clauses 109 to 121 of the draft DWA Constitution should be adopted by the DWA. Agreed unanimously.	
13.2.2	Ref 13.2.2: Based on his research (see Item 13.1 above), PB proposed the following amendment to the wording of clauses 107 and 108 from the Scottish Council for Voluntary Organisation (SCVO)/Office of the Scottish Charities Regulator (OSCR) template constitution, to provide some level of protection to the DWA while not requiring use of the two signatory process for electronic transactions: "107 The signatures of two out of three signatories appointed by the board will be required in relation to all non-electronic operations (other than the lodging of funds) on the bank and building society accounts held by the organisation; and both signatures must be the signature of a	

	<p>charity trustee. In no circumstances should payments be made in cash without prior exceptional approval at a trustees meeting.”</p> <p>“108 Where the organisation uses electronic facilities for the operation of any bank or building society account, the authorisations required for operations on that account must be consistent with the approach reflected in clauses 111 to 117 inclusive.”</p> <p>Agreed unanimously. TT will incorporate the amended clauses 107 and 108 into the draft DWA Constitution.</p> <p>13.2.3 TT noted that the current wording of clause 111 in the draft DWA Constitution could allow each individual trustee to spend up to £500 between DWA BoT meetings without oversight. TT proposed that the wording of clause 111 should be changed as follows:</p> <p>“111 Subject to clause 110, a charity trustee may purchase consumable items up to a total value not exceeding £100 between board meetings.”</p> <p>Agreed unanimously. TT will incorporate the amended clause 111 into the draft DWA Constitution.</p> <p>13.3 AMM Actions</p> <p>13.3.1 Ref 13.3.1/AMM 8.4: TT noted that the DWA Trustees have now completed their review the DWA Constitution, ready for the draft document to be submitted for discussion at the upcoming DWA Annual Members Meeting (AMM) (see clause 111 of the current DWA Constitution). Action closed.</p> <p>13.3.2 MC will add an item to the AMM agenda for a resolution proposing that the changes to the DWA Constitution, as identified in the draft document, are approved by the members.</p> <p>Ref 13.3.2/AMM 8.5: 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 current DWA Constitution). Action closed.</p> <p>MC will add an item to the AMM agenda requiring that, should the resolution for approval of the draft DWA Constitution be passed, the DWA Secretary will obtain written consent from the OSCR for any alteration to clause 4 ‘Charitable Purposes’ of the DWA Constitution.</p> <p>13.3.3 Ref 13.3.3/AMM 8.6: MC noted that the DWA Trustees have prepared a Strategic Plan for development of the DW infrastructure, based on the ‘Charitable Purposes’ in the revised DWA Constitution. The DWA Trustees have also sought advice from Sustrans on the implications of the DW becoming a recognised National Cycle Network (NCN) route and have been informed that, in light of a change in government strategy, it is highly unlikely that the DW will be recognised as an NCN route for the foreseeable future. Action closed.</p> <p>MC will circulate a copy of the DWA Strategic Plan to the members and report on the Sustrans guidance at the upcoming AMM.</p>	<p>TT</p> <p>TT</p> <p>MC</p> <p>MC</p> <p>MC</p>
<p>14</p> <p>14.1</p>	<p><u>Arrangements for the DWA AMM</u></p> <p>Ref Item 14: MC reported that he sought advice from OSCR on options for holding the DWA AMM safely during Covid-19 restrictions. Their emailed response was circulated to the DWA Trustees prior to the meeting. Action closed</p>	

14.2	<p>TT proposed that MC send a package of documents, contents as listed below, to each DWA member no later than 18/10/2020; this would meet the 14-day deadline stipulated at Clause 33 of the current DWA Constitution. The Chair's Annual Report, Treasurer's Annual Report, and a report on DWA partnership working with the FDT would need to be completed and presented to MC by that Sunday. MC would need to provide reports for AMM items 8.6, 10.4 and 12.2.</p> <p>Each DWA member would then have 7 days to use the Voting and Feedback Form to vote on the 4 resolutions proposed in the Reports document and provide any appropriate feedback. MC would then record the votes and/or feedback against each item on the AMM Agenda ready for an AMM hosted on Zoom. The members will have read the reports and had their say via the Voting and Feedback Form, so there should be no need for the Chair or Treasurer to read out their reports in full at the AMM. Some feedback may need to be discussed, but this could be choreographed in the week preceding the AMM.</p> <p>Proposed Package Contents:</p> <ol style="list-style-type: none"> a. Covering email/letter to members. b. AMM Agenda. c. Minutes of the AMM 2019. d. AMM Reports. e. DWA Strategic Plan. f. Draft Trustees Annual Report 2020. g. Current DWA Constitution. h. Proposed Draft DWA Constitution. i. Voting and Feedback Form. <p>PB expressed his concern at issuing a draft copy of the Draft Trustees Annual Report (TAR) 2020 to members and proposed that the AMM should be postponed to allow the TAR to be signed off by the accountant. NS proposed that that the AMM be postponed until 24/11/20. Agreed unanimously.</p>	
14.2.1	<p>MC will inform the DWA members that the AMM has been postponed from 03/11/20 to 24/11/20.</p>	MC
14.2.2	<p>The trustees will submit the following documents to MC by no later than 03/11/20:</p> <ol style="list-style-type: none"> a. Covering email/letter to members. b. AMM Agenda. c. Minutes of the AMM 2019. [already submitted] d. AMM Reports (main document). <ul style="list-style-type: none"> Report for AMM 2019 Item 8.2. [already submitted] Report for AMM 2019 Item 8.4. [already submitted] Report for AMM 2019 Item 8.5. [already submitted] Report for AMM 2019 Item 8.6 (1). [already submitted] Report for AMM 2019 Item 8.6 (2). Report for AMM 2019 Item 10.4. Report for AMM 2019 Item 12.2. Chair's Annual Report. Treasurer's Annual Report. Report on DWA-FDT Partnership Working. 	TT TT TT TT MC TT MC MS MC MC MC NS PB MC

	<p>e. DWA Strategic Plan. [already submitted]</p> <p>f. Trustees Annual Report 2020.</p> <p>g. Current DWA Constitution.</p> <p>h. Proposed Draft DWA Constitution.</p> <p>i. Voting and Feedback Form.</p>	<p>MS</p> <p>PB</p> <p>TT</p> <p>TT</p> <p>TT</p>
14.2.3	MC will distribute a copy of the document package (contents listed above) to the DWA members on 03/11/20, with a 17/11/20 deadline for return of the Voting and Feedback Forms. MC will record the votes and/or feedback against each item on the AMM Agenda ready for the AMM.	MC
15	<u>DWA Trustees Annual Report 2020</u>	
15.1	PB reported that he circulated a copy of the draft TAR 2020 to the DWA Trustees for review prior to the meeting. PB proposed that the trustees approve the draft TAR. Approved unanimously.	
15.2	PB reported that the accountant (Gordon Scott) has already been sent a copy of the draft TAR 2020. PB will liaise with the accountant to ensure that the TAR has been signed off by the accountant prior to 03/11/20, ready for its inclusion in the document package to be sent out to the DWA members.	PB
16	<u>AOCB</u>	
16.1	<p>PB asked for confirmation as to whether a Ghost Train Walk (GTR) event would be held in 2021. Various options and factors were discussed. NS proposed that the event should be postponed until Covid-19 restrictions have been lifted. Agreed unanimously.</p> <p>MC will inform 1st Forres Scouts and the Community Off-Road Transport Action Group (COTAG) of this decision.</p> <p>MC will ask David Binney to update the GTR details on the DWA website.</p>	<p>MC</p> <p>MC</p>
17	Date of the Next Meeting: 19:00 10/11/20 via Zoom, or at The Hub if Covid-19 restrictions are lifted.	

Meeting Closed: 20:25



Neil Sinclair
Chairman
Dava Way Association