## THE DAVA WAY ASSOCIATION

## Minutes of the Board of Trustees Meeting held 8th December 2020

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

Meeting Opened: 19:00

| Item | Minute  |  | Action By |
|------|---|--|-----------|
| 0    | Election of C<br>NS reminde<br>Way Associ<br>must elect (i<br>any further of<br>bearers wer |  |           |
|      | Chair<br>Treasurer<br>Secretary   | Neil Sinclair Vice Chair Robbie Roberts Paul Barron Dep Treasurer Neil Sinclair Malcolm Campbell   |           |
| 1    | Welcome:  | Neil Sinclair chaired the meeting and welcomed members.  |           |
| 2    | Present:  | Malcolm Campbell (MC), Neil Sinclair (NS),<br>Norman Thomson (NT), Pete Mitchell (PM), Trevor Thornley (TT)  |           |
|      | Apologies:  | Michael J Sutherland (MS), Paul Barron (PB),<br>Robbie Roberts (RR)  |           |
| 3    | Minutes of the The minutes 24/11/20 we  |  |           |
|      | Proposed:   | MC Seconded: RR  |           |
| 4    | Matters Aris  | sing from the AMM 24/11/20   |           |
| 4.1  | AMM 8.4:  | Action held over. MC will submit the DWA Trustees Annual Report (TAR) to the Office of the Scottish Charities Regulator (OSCR).  | MC        |
| 4.2  | AMM 12.3:   | Action held over. MC will follow the OSCR guidance and submit the following documents to OSCR:  1. Form 'Making changes to your charity's purposes'.  2. Form 'Notification of changes made' to the constitution.  3. A copy of the resolution whereby the DWA members | Me        |
| 4.3  | AMM 13.2:   | agreed to the change.  4. A copy of the updated constitution.  MC reported that he has added the installation of a plaque  | MC        |
|      |   | commemorating DWA volunteer Bill McRitchie as an agenda item (see Item 11.3.2 below). Action closed.   |           |
| 4.4  | AMM 14:   | Action held over. MC will arrange to hold the next AMM on 02/11/21; MC will ask PB to make a provisional booking to hold the AMM on 02/11/21 at the Forres Tennis Club.  | MC, PB    |

| 5                    | The minutes   | ne previous meeting 10/11/20 sof the DWA BoT meeting held on 10/11/20 were read and thout change.  |    |
|----------------------|---|--|----|
|                      | Proposed:   | MC Seconded: NS  |    |
| 6                    | Matters Aris  | ing from the meeting 10/11/20  |    |
| 6.1                  | Ref 4.1:  | 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 Dava Way Association (DWA). He is awaiting their response.   | MC |
| 6.2                  | Ref 4.2:  | 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  |    |
| 6.3                  | Ref 4.26:   | photo competition.  MC reported that he has informed the Community Off-Road Transport Action Group (COTAG) that the Ghost Train Walk 2021 (GTR) event has been cancelled. Action closed.  MC reported that he has also asked David Binney to update the GTR event details on the DWA website. Action closed. | NT |
| 6.4                  | Ref 9.3:  | (see Item 11.3.1 below)  |    |
| 6.5<br>6.6<br>6.7    | Ref 9.4:<br>Ref 9.5:<br>Ref 9.6.1:                                      | (see Item 11.4 below)<br>(see Item 11.5 below)<br>(see Item 11.2 below)  |    |
| 6.8<br>6.9           | Ref 9.6.2:<br>Ref 10.1:   | (see Item 11.6.3 below)<br>(see Item 12.1 below)   |    |
| 6.10<br>6.11         | Ref 11.1:<br>Ref 11.3:  | (see Item 13.1 below)<br>(see Item 13.3 below)   |    |
| 6.12<br>6.13         | Ref 12.2:<br>Ref 12.3:  | (see Item 14.2 below)<br>(see Item 14.3 below)   |    |
| 6.14                 | Ref 12.4.1:<br>Ref 12.4.2:  | (see Item 14.4.1 below) (see Item 14.4.2 below)  |    |
| 6.16<br>6.17<br>6.18 | Ref 12.4.3:<br>Ref 12.4.4:<br>Ref 12.4.5:                               | (see Item 14.4.3 below)<br>(see Item 14.4.4 below)<br>(see Item 14.4.5 below)  |    |
| 6.19<br>6.20         | Ref 12.4.6:<br>Ref 14.4:  | (see Item 14.4.6 below) MC reported that he collated the votes and feedback for each item on the AMM Agenda in a single document ready   |    |
| 6.21                 | Ref 15.2  | for the AMM. Action closed.  MC reported that the TAR was signed off by the accountant prior to the AMM. Action closed.  |    |
| 7                    | Treasurer's TT reported   | Report the following from notes provided by PB:  |    |
| 7.1<br>7.2           | A balance of £8045.97 is in the DWA account.  Significant Income: £ Nil |  |    |
| 7.3                  | Significant Expenditure: £ Nil  |  |    |
| 7.4                  | Anticipated   £ Nil   |  |    |
| 7.5                  | Anticipated I<br>£ Nil  | Expenditure (from DWA funds):  |    |

| 7.6                      | Anticipated Expenditure (cove   | red by external fundin | ng):              |    |  |
|--------------------------|---|------------------------|-------------------|----|--|
| 8<br>8.1<br>8.2<br>8.2.1 | Correspondences To the Secretary (Nothing to report) Other Correspondence NT reported that Rucksack Rewill be publishing an updated with Dava Way and Moray Way   |                        |                   |    |  |
| 9 9.1                    | Feedback Footfall Counters MC reported the following real Dunphail (not read) Lochenoun (not read) Lynmore (not read) Dallas Dhu  | dings:                 |                   |    |  |
| 9.2                      | (not read) Other; email, Facebook, etc. (Nothing to report)   |                        |                   |    |  |
| 10<br>10.1               | Dava Way Merchandise Sales and Stock  |                        |                   |    |  |
|                          | Companions (NT) 200 Companions (NS) 86  | Badges (M              | C) 19             |    |  |
| 11<br>11.1<br>11.2       | Dava Way Path Works Unplanned Work Since Last (Nothing to report)   | •                      |                   |    |  |
| 11.2                     | Planned Work Since Last Meeting Ref 9.6.1: PM reported that the following works were carried out at the work party held 14/11/20:  Resurfaced a section of path near Dallas Dhu, where a wind blown tree had broken up the path surface.  Infilled small sink holes on a section of path near Muir of Logie.  Cleared drainage at Clashdhu Woods.  Cleared encroaching undergrowth from a section of concrete |                        |                   |    |  |
|                          |   |                        |                   |    |  |
|                          | channel at Belnain Wood Cutting, Dunphail. Action closed. Ref 9.6.1: MC reported that he and NS had an on-site meeting with Fiona MacLeod, the Factor for Altyre Estates, to discuss the flood damage north of the Clashdhu Cutting. The estate will investigate the drainage problems  |                        |                   |    |  |
| 11.3                     | and suggested improvements <b>Signage</b>   | identified by the DWA  | A. Action closed. |    |  |
| 11.3.1                   | Ref 9.3: Action held over until for the collection and installate Grantown-On-Spey town centers.  | on of the brown touris | •                 | PB |  |
| 11.3.2                   | Ref AMM 13.2: NS reported to obituary for DWA volunteer B   | nat he has retained a  |                   |    |  |

| 11.4<br>11.5               | commemorative plaque be installed on the bench north of the Squirrel Neuk Bridge. Agreed unanimously. NS will arrange for the manufacture of the plaque and install it on the bench.  Tooling and Equipment Ref 9.4: PM noted the DWA equipment sheet is complete. Action closed.  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.   | NS    |
|----------------------------|---|-------|
| 11.6<br>11.6.1             | Priorities for Next Work Party and Mini Work Parties PM will organise the work party scheduled for 12/12/20, deciding on  |       |
| 11.6.2                     | suitable tasks nearer the date.<br>NS will contact Fiona MacLeod and confirm whether there is a shooting  | PM    |
| 11.6.3                     | party planned for 12/12/20 in the area north of the Clashdhu Cutting.  Ref 9.6.2: Action held over. PM or NS will treat the oak benches with teak   | NS    |
|                            | oil when possible.  | PM/NS |
| 12<br>12.1<br>12.2<br>12.3 | 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  | ТТ    |
|                            | (Nothing to report)   |       |
| 13<br>13.1<br>13.2         | Dava Way Publicity 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 now Bruno's memorial plaque has been installed.  DW Facebook Group   | MC    |
| 13.2                       | PM reported that the <u>Friends of the Dava Way</u> group now has 621 members.  |       |
| 13.3                       | <b>DW StoryMap App</b> Ref 11.3: Action held over. TT will continue development of the DW StoryMap application.   | ТТ    |
| 13.4                       | DW Website (Nothing to report)  |       |
| 14<br>14.1                 | Funding Opportunities  Finderne Development Trust  MC reported on progress with the rebranding and website project. The host/developer company have produced a document outlining the proposed functionality for the website, including the ability to market events/merchandise and take in donations. It is expected that the Finderne Development Trust (FDT) will pay the initial development cost of £5,000, but a continuing annual maintenance fee of £1,000 will also be payable and who will pay this has yet to be decided. A webmaster would need to be nominated and decisions made on what content the new |       |

| 14.2       | website should have. MC also noted that managing donations received via the website may increase the workload of PB, the DWA Treasurer. MC will circulate the host/developer company document to the DWA Trustees for discussion at the next meeting.  Tesco Bags of Help                                | MC  |
|------------|--|-----|
| 14.2       | Ref 12.2: Action held over until Covid-19 restrictions lifted. MC will monitor progress with the DWA submission to the Tesco Bags of Help scheme.  | MC  |
| 14.3       | 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  |
| 14.4       | Other Sources of Funding   |     |
| 14.4.1     | 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.  | NS  |
| 14.4.2     | 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  |
| 14.4.3     | 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.  | РВ  |
| 14.4.4     | Ref 12.4.4: Action held over. NS will research possible funding from the   | NS  |
| 14.4.5     | Scotways Small Grants Scheme. Ref 12.4.5: Action held over. NS reported that another charity in Moray  | INO |
|            | recently received funding from a scheme administered by <u>Groundworks</u> . He will research possible funding from this organisation.   | NS  |
| 14.4.6     | Ref 12.4.6: Action held over. NT reported that £8m of funding for cycling related infrastructure improvements is available from the SportScotland Cycling Facilities Fund. NS will research possible funding from this   |     |
|            | organisation.  | NS  |
| 15<br>15.1 | AOCB NS proposed that, due to current Covid-19 restrictions, there should be no DWA Annual Dinner in 2021. Agreed unanimously.   |     |
| 16         | Date of the Next Meeting: 19:00 12/01/21 via Zoom, or at The Hub if Covid-19 restrictions are lifted.  |     |

Meeting Closed: 19:40

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Neil Sinclair Chairman

Dava Way Association