

THE DAVA WAY ASSOCIATION

Minutes of the Board of Trustees Meeting held 12th January 2021

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

Meeting Opened: 19:00

Item	Minute	Action By
1	<u>Welcome</u> : Neil Sinclair chaired the meeting and welcomed members.	
2	<u>Present</u> : Malcolm Campbell (MC), Neil Sinclair (NS), Norman Thomson (NT), Paul Barron (PB), Pete Mitchell (PM), Trevor Thornley (TT)	
	<u>Apologies</u> : Michael J Sutherland (MS), Robbie Roberts (RR)	
3	<u>Minutes of the previous meeting 08/12/20</u> The minutes of the DWA BoT meeting held on 08/12/20 were read and accepted without change. Proposed: MC Seconded: NS	
4	<u>Matters Arising from the meeting 08/12/20</u>	
4.1	Ref 4.1: MC reported that he has submitted the DWA Trustees Annual Report (TAR) to the Office of the Scottish Charities Regulator (OSCR). Action closed.	
4.2	Ref 4.2: MC reported that he has followed the OSCR guidance and submitted the following documents to OSCR: <ol style="list-style-type: none">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 agreed to the change.4. A copy of the updated constitution. He has proposed to the OSCR that the new constitution should come into effect on 31/03/21. MC is awaiting a response from the OSCR.	
4.3	Ref 4.4: 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 MC, PB
4.4	Ref 6.1: 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
4.5	Ref 6.2: Action held over until Covid-19 restrictions lifted. NT will contact the Forres Camera Club when the Covid-19 restrictions are lifted, then monitor the progress of the DWA photo competition.	NT
4.6	Ref 11.3.1: (see Item 9.3.1 below)	
4.7	Ref 11.3.2: (see Item 9.3.2 below)	

4.8	Ref 11.5: (see Item 9.5 below)	
4.9	Ref 11.6.1: (see Item 9.2.1 below)	
4.10	Ref 11.6.2: (see Item 9.2.2 below)	
4.11	Ref 11.6.3: (see Item 9.6.2 below)	
4.12	Ref 12.1: (see Item 10.1 below)	
4.13	Ref 13.1: (see Item 11.1 below)	
4.14	Ref 13.3: (see Item 11.3 below)	
4.15	Ref 14.1: (see Item 12.1 below)	
4.16	Ref 14.2: (see Item 12.2 below)	
4.17	Ref 14.3: (see Item 12.3 below)	
4.18	Ref 14.4.1: (see Item 12.4.1 below)	
4.19	Ref 14.4.2: (see Item 12.4.2 below)	
4.20	Ref 14.4.3: (see Item 12.4.3 below)	
4.21	Ref 14.4.4: (see Item 12.4.4 below)	
4.22	Ref 14.4.5: (see Item 12.4.5 below)	
4.23	Ref 14.4.6: (see Item 12.4.6 below)	
5	<u>Treasurer's Report</u>	
5.1	PB reported that a balance of £8296.22 is in the DWA account.	
5.2	Significant Income: £ 100 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	
5.7	PB reported that NT has submitted a gift aid claim to HMRC.	
5.8	PB reported that PM has passed details to him about how to create a free Just Giving page to raise funds for the DWA. PM noted that a link to the page could be added to the DWA website and Facebook group pages. PB proposed that he should go ahead and create a free Just Giving page. Agreed unanimously. PB will create a free Just Giving page for the DWA.	PB
5.9	PB reported that Leiths are currently offering a good deal on larger quantities of Type 1 subbase delivered to site. PB recently circulated an email to the trustees proposing that he order 20 tonnes to be delivered to each of the stockpiles at Clashdhu Crossing, Dunphail and Dava. The proposal was approved. PB will place the order for the three deliveries.	PB
6	<u>Correspondences</u>	
6.1	To the Secretary	
6.1.1	MC reported that he received an email from a local holiday accommodation provider enquiring about advertising on the DWA website. MC has informed her that the DWA website is due to be redeveloped soon and he would be contacting all current and potential advertisers when the redevelopment has been completed.	
6.1.2	MC reported that he received an email from the Derwent Valley Trust. The group promotes the history, arts, wildlife, access, and leisure opportunities that surround the river Derwent along its 55-mile course through the beautiful Derbyshire Dales, Peak District, and Derwent Valley Mills World Heritage Site. They have projects to implement off-road routes for walking, cycling, riding, and paddling the Derwent Valley and	

<p>6.1.3</p> <p>6.1.4</p> <p>6.1.5</p> <p>6.2</p>	<p>wish to set up a forum with similar groups for the sharing of information, advice, and experience. MC will be the DWA contact/forum member.</p> <p>MC noted that three reports of fallen trees have been received. Greg McAulay will be dealing with these in due course. Altyre Estates previously stated that they would remove the one in the Clashdhu Cutting but have recently approved its removal by the DWA.</p> <p>MC reported that he received an email from the Moray Walking Festival organisers scoping interest for running events between 11/06/21 and 21/06/21. NT noted that it is highly likely the festival would soon be cancelled due to Covid-19 restrictions and the resultant administrative burden of having to inform and reimburse participants.</p> <p>MC reported that he received an email from TsiMORAY inviting representation from the DWA at the inaugural meeting of Moray's Climate Assembly. NS will attend this online event as the DWA representative.</p> <p>Other Correspondence (Nothing to report)</p>	<p>NS</p>								
<p>7</p> <p>7.1</p> <p>7.2</p>	<p><u>Feedback</u></p> <p>Footfall Counters</p> <p>MC reported the following readings:</p> <p>Dunphail – 21/06/17 to 12/01/21 9,702 (16,775 – 7073)</p> <p>Lochenoun (not read)</p> <p>Lynmore (not read)</p> <p>Dallas Dhu – 15/03/15 to 12/01/21 139,098 walkers (276,417 – 137,319) 21,079 cyclists (28,602 – 7,523)</p> <p>Other; email, Facebook, etc. (Nothing to report)</p>									
<p>8</p> <p>8.1</p>	<p><u>Dava Way Merchandise</u></p> <p>Sales and Stock</p> <table border="0" data-bbox="240 1357 1222 1458"> <tr> <td>Companions (NT)</td> <td>200</td> <td>Badges (MC)</td> <td>16</td> </tr> <tr> <td>Companions (NS)</td> <td>86</td> <td></td> <td></td> </tr> </table>	Companions (NT)	200	Badges (MC)	16	Companions (NS)	86			
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<p>9</p> <p>9.1</p> <p>9.1.1</p> <p>9.1.2</p>	<p><u>Dava Way Path Works</u></p> <p>Unplanned Work Since Last Meeting</p> <p>PB reported that on 29/12/20 he discovered a small sink hole above the bridge north of the Altyre Estate/Logie Estate boundary gate. High water in the burn prevented access under the bridge arch. PB will borrow some chest waders and carry out a detailed examination of the bridge structure.</p> <p>TT reported that on 01/01/21 he carried out a survey at Peathillock Cutting to identify the cause of the flooding reported by PB on 29/12/20. The area was generally wet following recent heavy rain but the primary source for the flooding is overflow cascading down the east bank from a private water supply holding tank. TT suggested that the water should be directed to the adjacent stone-lined chute where it will flow into the nearby burn via a large bore drainage pipe. Some temporary remedial work was carried out by TT to enable the overflow water to enter the existing railway drainage, but this will inevitably be clogged again by the silt and debris being washed down the bank.</p>	<p>PB</p>								

9.2	Planned Work Since Last Meeting	
9.2.1	Ref 11.6.1: PM reported that the following works were carried out at the work party held 12/12/20: <ul style="list-style-type: none"> • Cut back trees encroaching on the path section just south of Clashdhu Crossing, scraped mud from the path, raised the level with subbase and surfaced with quarry dust. • Drainage works between Clashdhu Cutting and AJ's Bridge. • Removed fallen trees. Action closed.	
9.2.2	Ref 11.6.2: MC reported that he contacted Fiona MacLeod, the Factor for Altyre Estates, and she confirmed that there would be no shooting party on 12/12/20. Action closed.	
9.2.3	PM reported that the work party scheduled for 09/01/21 was cancelled due to an increase in the Covid-19 restrictions.	
9.3	Signage	
9.3.1	Ref 11.3.1: 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.	PB
9.3.2	Ref 11.3.2: Action held over. NS will arrange for the manufacture of a plaque commemorating DWA volunteer Bill McRitchie and install it on the bench north of the Squirrel Neuk Bridge.	NS
9.4	Tooling and Equipment (Nothing to report)	
9.5	Gatepost Replacement Ref 11.5: 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 will organise the work party scheduled for 13/02/21, with a focus on drainage works in the Peathillock Cutting. This will be dependent on Covid-19 restrictions in force at the time.	PM
9.6.2	Ref 11.6.3: 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 12.1: TT reported that he has really gone as far as he can with the project. Jim Patterson is busy with his role as a councillor with Burghead and Cummingston Community Council and his training and expertise is in American health and safety systems. Action closed. TT proposed that the Trustees look again at obtaining assistance from a professional health and safety organisation. Safe Hands at Lossiemouth were the lead contender when this option was looked at in 2017 and their monthly fee was £125 plus VAT, with a minimum contract of 12 months. TT estimated that engaging their services for 1 year would cost between £2,000 and £2,500 and enable the review project to be completed. MC proposed that he first ask the members of the Derwent Valley Trust forum if they have any advice regarding this matter. Agreed unanimously. MC will ask the members of the Derwent Valley Trust forum how they have approach health and safety in their own organisations.	MC
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)	
10.4	First Aid Training TT reported that PM and RR are now the only currently qualified DWA first aiders. The HSE recognises that there are problems sourcing first aid training, but the temporary extension they gave expired in October 2020. TT proposed that arrangements are made to recertify those DWA first aiders with expired qualifications as soon as the current Covid-19 lockdown has been lifted. TT suggested that one of the following training providers could be used: Outfit Moray , ACE Adventures , Moray College , Moray Firth Training Group . TT will obtain costings and details of availability and report on these at the next DWA BoT meeting.	TT
11	<u>Dava Way Publicity</u>	
11.1	Local, Regional and National Publications Ref 13.1: 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.	MC
11.2	DW Facebook Group (Nothing to report)	
11.3	DW StoryMap App Ref 13.3: TT reported that he spent most of the holiday week working on the DW StoryMap application. He has concluded that the ESRI StoryMap platform does not function efficiently enough on mobile devices; maps take a long time to load, map panels cannot be zoomed to show more detail and the application cannot be used offline. Action closed. TT proposed that the Trustees either reconsider the offer from Canary Dwarf to redevelop the original app for Android and Apple devices at a cost of £300, with a continuing yearly maintenance fee of £250, or abandon the app completely. MC queried whether an app would be required once the new website is in use and proposed that any decision on the app be postponed until then. Agreed unanimously.	
11.4	DW Website (Nothing to report)	
12	<u>Funding Opportunities</u>	
12.1	Finderne Development Trust Ref 14.1: Action held over. MC will circulate the website host/developer company document to the DWA Trustees for discussion at the next meeting.	MC
12.2	Tesco Bags of Help Ref 14.2: Action held over until Covid-19 restrictions lifted. MC will monitor progress with the DWA submission to the Tesco Bags of Help scheme.	MC
12.3	Money for Moray Ref 14.3: 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 14.4.1: 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 14.4.2: 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 14.4.3: 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 14.4.4: Action held over. NS will research possible funding from the Scotways Small Grants Scheme .	NS
12.4.5	Ref 14.4.5: Action held over. NS will research possible funding from a scheme administered by Groundworks .	NS
12.4.6	Ref 12.4.6: Action held over. NS will research possible funding from the SportScotland Cycling Facilities Fund .	NS
13	<u>AOCB</u>	
13.1	NT reported that Findhorn Bay Arts are hosting a Window Wonderland project along Forres High Street from 12/02/21 to 14/02/21. He proposed that he should investigate whether this would be a suitable opportunity to promote the Dava Way. Agreed unanimously. NT will investigate the suitability of the project.	NT
13.2	NS noted that it has been a while since the DWA approached the Berry Burn Community Fund for funding. In view of the number of drainage improvement projects that need to be tackled along the DW, he proposed that the purchase of a mini digger and operator training should be the focus of the next application. Agreed unanimously. NS will cost the purchase of a mini digger and training, then research how best to fund it. TT noted that Ringlink Services Ltd were approached in 2018 about mini-digger training and suggested their course for 360 degree excavators below 10 tonnes at a cost of £2,200 incl. VAT for two operators.	NS
14	Date of the Next Meeting: 19:00 09/02/21 via Zoom, or at The Hub if Covid-19 restrictions are lifted.	

Meeting Closed: 19:40



Neil Sinclair
Chairman
Dava Way Association