

4.9	Ref 9.6.1: (see Item 9.2 below)	
4.10	Ref 9.6.2: (see Item 9.3.2 below)	
4.11	Ref 10.1.2: (see Item 10.1.1 below)	
4.12	Ref 10.1.3: (see Item 10.1.2 below)	
4.13	Ref 10.4.2: (see Item 10.4 below)	
4.14	Ref 11.1.1: (see Item 11.1 below)	
4.15	Ref 12.1.1: (see Item 9.7.1 below)	
4.16	Ref 12.1.2a: (see Item 9.8.1 below)	
4.17	Ref 12.1.2b: (see Item 9.8.2 below)	
4.18	Ref 12.2: (see Item 12.1 below)	
4.19	Ref 12.3: (see Item 12.2 below)	
4.20	Ref 12.4: (see Item 12.3 below)	
4.21	Ref 12.5.1: (see Item 12.4.1 below)	
4.22	Ref 12.5.2: (see Item 12.4.2 below)	
4.23	Ref 12.5.3: (see Item 12.4.3 below)	
4.24	Ref 12.5.4: (see Item 12.4.4 below)	
4.25	Ref 12.5.5: (see Item 12.4.5 below)	
4.26	Ref 12.5.6: (see Item 12.4.6 below)	
4.27	Ref 13.1: (see Item 9.10 below)	
5	<u>Treasurer's Report</u>	
5.1	PB reported that a balance of £9084.83 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): £ 70.00 to MacGregors Industrial Supplies; herbicide, consumables. £ 322.15 to Pete Mitchell; refund of expenses 2020.	
5.6	Anticipated Expenditure (covered by external funding): £ Nil	
6	<u>Correspondences</u>	
6.1	To the Secretary	
6.1.1	<u>Forres Local Website</u> MC reported that he received an email from Marc Hindley at Forres Local announcing that 'Visit Forres', a new tourism and leisure website dedicated to the Forres area, will be launched in April.	
6.1.2	<u>Grantown Initiative</u> MC reported that he received an email from Karen Martin of the Grantown Initiative (GI), a community development company for Grantown-On-Spey and the surrounding area. The GI are applying to the CNPA's Green Recovery Fund to fund a 'sustainable tourism/living' project. One part of this project will promote the miles of local trails converging on Grantown. Karen has asked if the DWA would be willing to support their bid. MC noted that this could be an opportunity to make contacts within the Grantown community, and work towards establishing a Grantown-based maintenance team. MC proposed that the DWA should support the GI bid. Agreed unanimously. MC will send a letter of support in pdf format to Karen Martin by 20/04/21.	MC

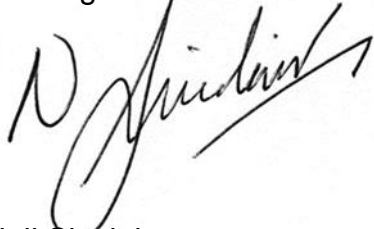
6.1.3	<u>Cycling UK Article</u> MC reported that Richard Ingham published an article in the monthly magazine Cycling UK , which included a glowing statement on his cycle along the Dava Way (DW) as part of a bikepacking trip. Richard stated that he had never heard of the DW until he spotted it on a map "...and what a discovery it was!". MC noted that Richard's comment proves that there is a need to better publicise the DW.	
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 – 15/03/15 to 10/04/21 145,021 walkers (282,340 – 137,319) 21,898 cyclists (29,421 – 7,523)	
7.2	Other ; email, Facebook, etc. (Nothing to report)	
8	<u>Dava Way Merchandise</u>	
8.1	Sales and Stock Companions (NT) 277 Badges (MC) 16 Companions (NS) 82	
9	<u>Dava Way Path Works and Projects</u>	
9.1	Unplanned Work Since Last Meeting (Nothing to report)	
9.2	Planned Work Since Last Meeting Ref 9.6.1: PM reported that the following tasks were carried out by the 13 volunteers at the work party held on 10/04/2021; action closed: <ul style="list-style-type: none"> • Path surface improvements completed along the 'Muddy Puddles' section at Woodside. • Tree stump and debris removed from the Clashdhu Cutting. • Drainage investigation and improvements progressed at the Peathillock Cutting. 	
9.3	Priorities for Next Work Party and Mini Work Parties	
9.3.1	PM proposed that the next work party, scheduled for 08/05/21, should focus on drainage works in the Peathillock Cutting. Agreed unanimously. PM will not be available, so TT/PB will run the work party as directed by PM.	PM/TT/PB
9.3.2	Ref 9.6.2: Action held over. PM or NS will treat the oak benches with teak oil when possible.	PM/NS
9.3.3	PM proposed that now would be a good time to replenish the material stockpiles at Clashdhu and Dunphail. An additional stockpile at Moss-side Farm would also be useful for works at the Peathillock Cutting. PB noted that 20 tonne loads of sub-base and quarry dust/scrapings delivered to these locations would cost between £700 and £1,000. Agreed unanimously.	

9.4	PB will arrange for stockpiles of sub-base and quarry dust/scrapings to be delivered, up to a maximum cost of £1,000.	PB
9.4.1	Signage Ref 9.3.1: 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
9.4.2	Ref 9.3.2: 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
9.5	Tooling and Equipment (Nothing to report)	
9.6	Gatepost Replacement Ref 9.5: PM stated that he will investigate alternative materials to replace the rotting gatepost at Glaschoil Farm when the task is to be included in a work party. Action closed.	
9.7	DWA Rebranding (joint project with FDT)	
9.7.1	Ref 12.1.1: NS reported that he asked Pery Zakeri, Development Manager at the Finnerne Development Trust (FDT), if it was possible to retain the current DWA logo or use something similar, instead of the logos prepared by Yellow Cherry Digital (YCD). Action closed.	
9.7.2	Pery hosted a meeting on Zoom 31/03/21, with many of the FDT and DWA trustees in attendance. She provided a presentation to explain the design rationale behind the new logos and highlight its importance as part of the marketing strategy for the DW. MC hosted a separate Zoom meeting for the DWA trustees later the same evening, where the pros and cons of the proposed new logos, and concerns about the new website, were discussed.	
9.7.3	NS proposed that the DWA trustees approve the new logos for use on the new website and in social media, with replacement of the logo in DWA publications, signage and waymarker discs to be actioned as appropriate in the future. TT stated that RR did not support changing the current logo. Those present decided by a majority vote to adopt the new logos. NS will report the DWA Trustees' approval of the new logos to Pery.	NS
9.8	DWA Website Development (joint project with FDT)	
9.8.1	Ref 12.1.2a: NS reported that the zipped files he received from Pery were digital copies of the DWA logos prepared by YCD, not the website design documents. Action closed.	
9.8.2	Ref 12.1.2b: NS reported that he passed the questions about the new website, raised at the previous DWA BoT meeting, to Pery. Action closed.	
9.8.3	Pery hosted a meeting on Zoom 07/04/21, with many of the FDT and DWA trustees in attendance. Pery reported on the progress already made by YCD in developing the new DWA website, and the associated spend. Brian Higgs, FDT Chair, emphasised the key role that the new website has in achieving the objectives of the FDT-DWA partnership, as agreed in the joint Memorandum of Understanding. He answered the questions raised by the DWA and proposed that representatives of the FDT and DWA meet with YCD to discuss the development of the website, with the aim of producing a Gantt Chart detailing the tasks required of each organisation and a required completion date for each task. NS supported the requirement for a meeting with YCD. He requested a copy of the document detailing what has already been agreed with and completed by YCD regarding the new website. Pery agreed to distribute a copy of the YCD document and arrange a meeting with YCD.	

9.8.4	<p>At the DWA BoT, PB drew the attention of those present to the quote and estimate from YCD, provided by Pery. PB expressed his concern over what the DWA may be asked to contribute to the website development costs, and the potential figure of £1,140 plus VAT annual payment for 'optional ongoing support'. MC responded that the FDT are paying the full cost for development of the website, but the final costs for ongoing support would depend on where the website is hosted, and the support options required. NS will obtain written confirmation that the FDT are paying the full cost for development of the website, as detailed in the estimate.</p> <p>MC will research the costs for hosting and ongoing support from alternative providers for comparison with the YCD estimate.</p>	NS MC															
9.8.5	<p>NT asked for confirmation that the DWA will have full control of the website once its development has been signed off by the FDT. He also suggested that the ongoing maintenance and content update of the website should be limited to two administrators.</p> <p>NS will obtain written confirmation that the DWA will have full control of the website once its development has been signed off by the FDT.</p> <p>NS proposed that he, NT, and MC liaise with FDT and YCD regarding the development of the new website. Agreed unanimously.</p>	NS NS/NT/MC															
9.9	<p>DW Information Boards Replacement (joint project with FDT) (Nothing to report)</p>																
9.10	<p>Dallas Dhu Access Ramp Improvements</p> <p>Ref 13.1: Action held over. MC will assume the role of Project Manager for the Dallas Dhu Ramp Improvements Project, finalise the design specification and develop a project plan, research approximate costs, seek an Approval in Principle from Historic Environment Scotland (HES) and Altyre Estate and identify funding sources.</p> <p>MC reported that he has written to HES and Altyre Estate and awaits their responses.</p>	MC															
10	<p><u>Health and Safety</u></p>																
10.1	<p>Review of DWA Health and Safety Management System</p>																
10.1.1	<p>Ref 10.1.2: MC reported that he has circulated his notes on the simpler H&S system. Action closed.</p>																
10.1.2	<p>Ref 10.1.3: Action held over. PB will approach his work colleague and ask if he is willing to provide H&S advice to the DWA.</p>	PB															
10.2	<p>First Aid Kits</p> <p>The DWA first aid kits are held by MC, PB and PM. The completeness and serviceability of each kit was confirmed.</p>																
10.3	<p>Injury Reports and Incidents (Nothing to report)</p>																
10.4	<p>First Aid Training</p> <p>Ref 10.4.2: Action held over. NS will arrange Emergency First Aid at Work (EFAW) training for four DWA trustees/volunteers at one of the following:</p>	NS															
	<table border="1"> <thead> <tr> <th data-bbox="215 1709 566 1814">Provider</th> <th data-bbox="566 1709 917 1814">Emergency First Aid at Work (1 day)</th> <th data-bbox="917 1709 1300 1814">Outdoor First Aid (2 or 3 days)</th> </tr> </thead> <tbody> <tr> <td data-bbox="215 1821 566 1870">Outfit Moray</td> <td data-bbox="566 1821 917 1870">£65 per person</td> <td data-bbox="917 1821 1300 1870">£130 per person</td> </tr> <tr> <td data-bbox="215 1877 566 1926">ACE Adventures</td> <td data-bbox="566 1877 917 1926">£50 per person</td> <td data-bbox="917 1877 1300 1926">£165 per person</td> </tr> <tr> <td data-bbox="215 1933 566 1982">Moray College</td> <td data-bbox="566 1933 917 1982">£85 per person</td> <td data-bbox="917 1933 1300 1982">£ 220 per person</td> </tr> <tr> <td data-bbox="215 1989 566 2083">Moray Firth Training Group</td> <td data-bbox="566 1989 917 2083">£95 per person</td> <td data-bbox="917 1989 1300 2083">£290 per person</td> </tr> </tbody> </table>	Provider	Emergency First Aid at Work (1 day)	Outdoor First Aid (2 or 3 days)	Outfit Moray	£65 per person	£130 per person	ACE Adventures	£50 per person	£165 per person	Moray College	£85 per person	£ 220 per person	Moray Firth Training Group	£95 per person	£290 per person	
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11	<u>Dava Way Publicity</u>	
11.1	Local, Regional and National Publications Ref 11.1.1: 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 PM reported that there are now 677 members of the Facebook group.	
11.3	DW Website (Nothing to report)	
12	<u>Funding Opportunities</u>	
12.1	Tesco Bags of Help 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
12.2	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
12.3	Berry Burn Community Fund Ref 12.4: Action held over. NS will research local options for hiring a mini digger with operator.	NS
12.4	Other Sources of Funding	
12.4.1	Ref 12.5.1: 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 12.5.2: 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 12.5.3: 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 12.5.4: Action held over. NS will research possible funding from the Scotways Small Grants Scheme .	NS
12.4.5	Ref 12.5.5: Action held over. NS will research possible funding from a scheme administered by Groundworks .	NS
12.4.6	Ref 12.5.6: Action held over. NS will research possible funding from the SportScotland Cycling Facilities Fund .	NS
13	<u>AOCB</u> (Nothing to report)	
14	Date of the Next Meeting: 19:00 09/06/21 via Zoom, or at The Hub if Covid-19 restrictions are lifted.	

Meeting Closed: 20:55



Neil Sinclair
Chairman
Dava Way Association