

THE DAVA WAY ASSOCIATION

Minutes of the Annual Members Meeting held 3rd November 2022

Venue: Forres Lawn Tennis Club, Albert Street, Forres, Moray, IV36 1PR.

Meeting Opened: 19:30

Item	Minute	Action By
1	<u>Welcome:</u> Neil Sinclair (Dava Way Association (DWA) Chair) chaired the meeting and welcomed those present. He encouraged any non-members to engage fully in any discussions but reminded them that they could not vote on any proposals made.	
2	<u>Present:</u> DWA Members Alex Ross, Bill Budge, Doug Hartley, Howard Davenport, Malcolm Campbell, Neil Sinclair, Norman Thomson, Paul Barron, Pete Mitchell, Robbie Roberts, Tim Heaps, Trevor Thornley, Wilson Metcalfe.	
	<u>Apologies:</u> David Binney, Greg McAulay, Ian Douglas, Michael J Sutherland, Robert McKenzie.	
3	<u>Membership Invitation</u> Neil Sinclair invited any non-members present to apply for membership by completing a DWA Membership Application form. He added that, under clause 13 of the DWA Constitution, any membership applications will be considered by the board at its next meeting.	
4	<u>Review Approved Minutes from Previous AMM</u> Neil Sinclair reported that the minutes from the previous Annual Members Meeting (AMM) were approved by the DWA Board of Trustees at the board meeting held 08/02/22; ref clause 51 of the DWA Constitution. However, any errors or omissions may be noted in the minutes of this AMM. A copy of the approved minutes of the previous AMM was circulated to members as part of the pre-meeting document package. No errors or omissions were made known before the AMM or by those present.	
5	<u>Matters Arising from Minutes of Previous AMM</u>	
5.1	Ref 8.4: Malcolm Campbell (DWA Secretary) reported that he submitted the DWA Trustees Annual Report for Fy 20/21 to the Office of the Scottish Charities Regulator (OSCR). Action closed.	
5.2	Ref 12.3: Malcolm Campbell reported that he circulated the Moray Council website links to the members for the latest Draft Active Travel Strategy and their Draft Town Centre Improvement Plans . Action closed.	
5.3	Ref 13: Malcolm Campbell reported that he arranged the AMM for 03/11/22 as tasked. Action closed.	

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6.1

Chair's Annual Report

The Neil Sinclair presented the following report; ref clause 29.1 of the DWA Constitution:

Welcome one and all to this our Annual Members Meeting and as Chair I would like to present my report for the period May 2021 up to April 2022. This reporting period is to coincide with our financial statement which our Treasurer will cover next. I will say at this point that how much more pleasant it is to sit here and be able to present this Report in person rather than having to make sure we all had the correct 'joining codes' and crossing our fingers that we all have enough broadband speed.

Thank you all very much for taking the trouble to come along tonight and supporting the Dava Way Association.

During this reporting period we developed the partnership with the Finnerne Development Trust and our new website, which they funded, went 'live' and several of our members received 'online' tutorials on how to maintain the website. This in turn highlight a weakness we, as an Association, had. We may know how to maintain footpaths and clear drains, but the world of IT, Web Design and e commerce are not our strong points. Saying that, we have developed the confidence to adapt, and we think improve, the new website to make it more representative of our efforts with the Dava Way project. This we have managed to achieve through the work of a new member to the Association and more on that in a minute.

Around Christmas, January time it became very clear to the trustees that we were struggling to organise the forthcoming Ghost Walk due to take place in mid-June. This we attributed to a lack of volunteers and helpers so very reluctantly we decided to postpone the event until June 2023 in the hope that we might be a bigger 'band of brothers' by then. Delays in the new website going 'live' certainly did not help either.

We also noted that other events similar to the Ghost Walk seem to be big money makers while ours, initially, had the purpose of making the Dava Way more popular. This has made us think that maybe we should be re assessing our objectives and Malcolm, our secretary, has done some research and is working through some new ideas. This takes us back again to our shortfall in knowledge with e commerce.

We have taken several steps to try and encourage more 'guid fowlk' to join us such as more involvement with TSI Moray and Forres Area Community Trust. We had a stand at the Toon Merkat and so far three new good souls have joined us. We as an organisation must do more and I call upon all members to try and encourage/cajole others to come along and get involved. Just think how good it would be if each of us brought along a pal. Our numbers would really be healthy then.

One of the new members is Tim and he brings with him greatly needed and appreciated IT skills, Tim helped and encouraged us with the website improvements and for this I would like to say a big thank you.

Further thanks must be due of course to all the Trustees and volunteers for all their hard work. A lot of this work is carried out in the background and often going without much recognition.

Being a Registered Charity brings a considerable workload and big thank you to Paul, our Treasurer, for all his meticulous bookkeeping and keeping our CA happy. I notice that he has submitted his bill, very timely.

We were successful with financial bids to Tesco, remember those blue tokens, and this was matched by Bells through the Groundwork's Scheme, and we were successful with the Money for Moray programme and Paul will amplify on these in a moment. With this funding we purchased an industrial size leaf blower which is proving very useful and replaced the fencing at the start of the DW at Mannachie Avenue. We were also able to install floor panels on AJ's bridge. This we carried out after receiving many comments from users about their wee dogs not liking the open grid flooring.

We have great plans for the future and our next major project is the ramp at Dallas Dhu Distillery. The existing ramp we built in 2003 with the funds we had at the time but the ramp is in serious need of an upgrade to meet current specs for all ability users. Mobility scooters for example cannot negotiate the hairpin bend and with the expanding housing estates nearby, mums with buggies will have similar issues. We have made a start and have some funding sources identified.

The DW Strategic Plan is currently being reviewed as is our H & S Policy and again a big thank you to all involved with these essential policies.

I would like to end this report by repeating my thanks to all for your hard work over this reporting period and to ask you all to think about that friend who is maybe just looking for some companionship, and just waiting for an opportunity to get really muddy.

Thank you.

Neil Sinclair invited questions from the floor. There were no associated queries or comments from the membership.

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7.1

Treasurer's Annual Report

Paul Barron (DWA Treasurer) presented the following report:

As a SCIO the members are required to consider our annual accounts for the financial year 21/22. Accordingly copies of the Trustees Annual Report incorporating our annual accounts starting on P5 have been circulated to all Trustees and Members for their consideration and are hopefully available on the screen.

These annual Payment and Receipt accounts follow OSCR guidance and have been examined by our accountant Gordon Scott, CA and he is satisfied that our accounting records comply with the necessary legislation and regulations.

DWA Finances Key Points

Receipts/Income

Total Annual Income for 21/22 was £16733 with £9733 of unrestricted income and £7000 of restricted grants. These grants were specifically £5000 from Places Called Home for the design of an all abilities ramp at Dallas Dhu, £1000 from Groundworks/Tesco for handrail at Mannachie and £1000 from Groundworks/Bells for decking on AJ ridge.

There was no income receipt for fundraising activities during 21/22 year with potential income from the GTW being reimbursed due to cancellation.

Other significant income through donations totalled £8904 included £2969 of general donations, a £5000 donation from the A.Thin/SR Folio Trust, a £500 legacy from the estate of Bruno Cawley, and a HMRC Gift Aid contribution of £435 covering the 2021 calendar year.

Under our Gross Trading Receipt heading, sales of DW Companion guidebooks produced an income of £829 including for the first time some online sales.

During the financial year the number of individuals that give regular monthly donations to the DWA reduced from 7 to 6 with one individual changing into a Give as You Earn scheme. This provided us with a continued steady income stream to cover known general fund liabilities. If any other members are like minded to financially assist the DWA in this way, we would welcome this help from any other benefactors.

Payments/Expenditure

Total Expenditure over the financial year amounted to £7179 with £4339 from unrestricted and £2840 towards the Groundworks Tesco and Bells grants. As a result, £840 was transferred from the General

	<p>Fund to cover additional expenditure in these grants. The £5000 Places Called Home grant is carried forward into the 22/23 year. The unrestricted expenditure figure included £2012 spent on general day to day activities to maintain the Dava Way, £1038 on website development and support, £217 spent on Trustees Expenses, £367 on Insurance and £660 reimbursing GTW entries.</p> <p>A leaf blower was purchased at a cost of £585, so the 21/22 book value of our fixed assets after depreciation has therefore decreased from £6306 to £5630. In accordance with our accounting policy any assets will continue to depreciate in value at 20% per annum. In addition, the DWA holds stock comprising of unsold Dava Way Companions and cloth badges with a value of £190</p> <p>At the comparative year ends 20/21 and 21/22 our General Fund bank balance increased from £8706 to £12675 and we held £5000 in restricted grants at the financial year end.</p> <p>The trustees consider that this General Fund amount is still appropriate to allow them to continue to support the charitable activities of the DWA in the foreseeable future and have agreed that the bank balance now available should be used either to support collaborative opportunities with other grant funding bodies, maintain the route or to replace/upgrade important items of equipment should the need arise.</p> <p>Although this General Fund bank balance remains healthy, the Treasurer recommends that the prudent position to always maintain a minimum operating bank balance of £1500 agreed at the AMM in Nov 19 should be sustained.</p> <p>Paul Barron invited questions from the floor. There were no associated queries or comments from the membership.</p>	
7.2	<p>Resolution 1: Although the DWA General Fund bank balance is healthy, it is proposed that the Minimum Operating Balance (MOB) of £1500 should be sustained. Resolution 1 passed unanimously; MOB of £1500 to be sustained.</p>	
8	<p><u>Consideration of the Trustees Annual Report:</u></p> <p>8.1 Neil Sinclair quoted clause 29.2 of the DWA constitution, “The business of each AMM must include ... consideration of the annual accounts of the organisation”.</p> <p>8.2 A copy of the DWA Trustees Annual Report (TAR) was circulated to members as part of the pre-meeting document package. Paul Barron read out and explained the various sections within the TAR and invited questions from those present. There were no associated queries or comments from the membership.</p> <p>8.3 Resolution 2: It is proposed that the Trustees Annual Report for Fy 21/22 be submitted to the Office of the Scottish Charities Regulator (OSCR) as circulated. Resolution 2 passed unanimously.</p> <p>8.4 The DWA Secretary will submit the DWA TAR to the OSCR as circulated.</p>	DWA Secretary

<p>9</p> <p>9.1</p> <p>9.2</p> <p>9.3</p> <p>9.4</p>	<p><u>Review of Membership Fee Amount</u></p> <p>Paul Barron quoted clause 16 of the DWA constitution, “A membership subscription will be payable annually, the amount to be agreed at the AMM”. He stated that this amount is currently nil.</p> <p>Resolution 3: It is proposed that the DWA annual membership subscription amount payable should remain as nil.</p> <p>Resolution 3 passed unanimously; DWA annual membership subscription amount payable will remain as nil.</p> <p>Tim Heaps asked if funders take into account the number of members an organisation has when considering applications for funding. Bill Budge advised that funders are more interested in the results or achievements of organisations.</p> <p>Tim Heaps asked if the DWA insurers differentiated between members and volunteers when costing the organisation’s insurance requirements. PB advised that the insurer was only interested in the number of volunteers.</p>	
<p>10</p> <p>10.1</p> <p>10.2</p> <p>10.3</p> <p>10.4</p>	<p><u>Health and Safety</u></p> <p>Malcolm Campbell noted that Clause 4 of the DWA Health and Safety Policy requires that health and safety be included as an agenda item at each AMM, when volunteers will be invited to raise issues or concerns.</p> <p>Malcolm Campbell reported that the review of the DWA Health and Safety System is progressing. The slimmed down H&S Policy has been signed off by the DWA Chair, with the documentation of risk assessments for tasks carried out by DWA volunteers continuing.</p> <p>Malcolm Campbell reported that there were no DWA health and safety incidents reported in the year 2021-2022.</p> <p>Malcolm Campbell asked if those present had any health and safety issues or concerns that they would like to raise. There were none.</p> <p>Pete Mitchel noted the lack of accidents or near misses and proposed that such an achievement should be included in Appendix 1 of the DWA TAR for next year. Agreed unanimously. The DWA Treasurer will include a statement on the DWA H&S record in the next TAR.</p>	<p>DWA Treasurer</p>
<p>11</p> <p>11.1</p> <p>11.2</p>	<p><u>Current and Future Projects</u></p> <p>Dallas Dhu Ramp Improvement Project</p> <p>Malcolm Campbell reported that the ramp at Dallas Dhu requires improvement to make it possible for people with disabilities to access the Dava Way at that point. Historic Environment Scotland and Altyre Estate have indicated that they are both agreeable to the required works being carried out. A grant of £5,000, obtained from the IKEA Places Called Home scheme, has been used to pay for consultants Pell Freishmann to carry out the detailed design works (specification, drawings, bill of quantities). The project has also received a grant of £4,000 from Money for Moray towards the estimated cost of £70,000. A planning application is about to be submitted and this will take the project to the ‘shovel ready’ stage, when providers for the additional funding required will be identified and funding applications made.</p> <p>Dava Bypass Project</p> <p>Malcolm Campbell reported that cyclists and equestrians currently need to descend onto the busy A940 in order to bypass the Dava settlement. Planning constraints placed on the development of the Ourack Windfarm may facilitate the implementation of an all-users</p>	

<p>11.3</p> <p>11.3.1</p> <p>11.3.2</p>	<p>bypass. Discussions with the Dava residents and landowners are ongoing, to identify a suitable route.</p> <p>Mechanisation and Equipment Storage</p> <p>Neil Sinclair reported that the DWA recently completed a successful week-long mechanisation trial, where a micro digger was used to do the 'heavy lifting' for drainage improvements in the Clashdhu Cutting. It is evident that further mechanisation would ease the burden currently borne by the DWA volunteers, but suitable storage for tools and equipment is a constant problem. The DWA tools and equipment are currently stored in garages/sheds/ISOs at the homes of the DWA Trustees. One solution currently being investigated is to locate a dedicated ISO, or two, on the hardstanding of a local farm.</p> <p>Doug Hartley asked if the DWA currently insures its equipment and, if so, what the effect is from storing the equipment at private premises. Paul Barron replied that the DWA tools and equipment are not currently insured. All the tools and equipment would need to be stored in one location in order to be insurable. Due to the distributed nature of the current storage method it is unlikely that any one loss would exceed £1,000 and this is considered by the DWA Trustees to be a manageable potential loss.</p>	
<p>12</p> <p>12.1</p> <p>12.2</p> <p>12.3</p>	<p><u>AOCB</u></p> <p>Wilson Metcalfe noted that signs are placed at work site access points for H&S purposes, to warn path users that a DWA work party is in progress and to proceed with caution. He asked if additional boards could be added, to inform path users that the works are being carried out entirely by the DWA volunteers. Doug pointed out that many of the hi-viz vests worn by the volunteers already have the DWA logo and the word Volunteer on them, but the word Volunteer is quite small and may be better emblazoned across the back of each vest. Alex Ross suggested that leaflets providing information about the DW/DWA could be offered to passing path users. NS thanked everyone for their suggestions and asked that the DWA Secretary add discussion of options to better promote the work of the DWA volunteers as an agenda item for the next DWA BoT meeting.</p> <p>Bill Budge suggested that the Duke of Edinburgh (DofE) Award scheme might provide a source of younger volunteers, from the Scouts or 6th year school pupils. Neil Sinclair replied that the DWA occasionally host Scouts over 16 years of age carrying out the Service element of their DofE Award, and liaise with local secondary schools to provide suitably targeted workdays. The DWA has a Safeguarding Policy to cover such events, but this requires that adequate supervision is provided by Disclosure Scotland accredited persons and the preparation of risk assessments specific to the age of the children or young people attending the event. He noted that Grantown Grammar pupils participate in the John Muir Award scheme, where the teachers liaise with the DWA to identify suitable work projects then carry out those works independently. Robbie Roberts added that the Service element of the DofE Award scheme lasts for about 6 months, after which the young person is usually moving on to college or university.</p> <p>Howard Davenport asked if the DWA has recruited many volunteers from the Grantown-on-Spey area. NS replied that despite numerous initiatives, including a stall and presentation at a May event hosted in Grantown, there had been little interest in volunteering with the DWA</p>	<p>DWA Secretary</p>

12.4	<p>from that quarter. RR added that some time ago the local Scout groups volunteered to pick litter at each end of the DW but, unlike the Forres Scouts, interest at the Grantown end quickly fizzled out. NS stated that the DWA Trustees will redouble their efforts to generate DWA volunteers from the Grantown area.</p> <p>Doug Hartley noted that the DWA AMM was not advertised on the Friends of the Dava Way Facebook group. NS thanked Doug Hartley for his observation and stated that a suitable Facebook post will be added for the next DWA AMM.</p>	
13	<p><u>Date of the Next Meeting</u></p> <p>Neil Sinclair proposed that the next AMM should be held on 23/11/23. Agreed unanimously. The DWA Secretary will arrange to hold the next DWA AMM on 23/11/23.</p>	DWA Secretary
14 14.1 14.2	<p><u>Resignation and Election/Re-election of Board Members</u></p> <p>Neil Sinclair noted that the existing DWA board members were all standing for re-election. He asked if any other DWA members would like to stand for election; there were no takers. The DWA board members all retired from office.</p> <p>The following DWA members were duly re-elected as DWA board members:</p> <p>Malcolm Campbell, Michael J Sutherland, Neil Sinclair, Norman Thomson, Paul Barron, Pete Mitchell, Robbie Roberts, Tim Heaps, Trevor Thornley</p> <p>Neil Sinclair announced that the next DWA Board of Trustees meeting would be held 19:00 06/12/22 at The Hub, 20 Tolbooth Street, Forres, Moray, IV36 1PH.</p>	

Meeting Closed: 20:25



Neil Sinclair
Chair
Dava Way Association