

4.29	Ref 12.1: (See Item 12.1 below)	
4.30	Ref 12.2: (See Item 12.2 below)	
4.31	Ref 12.3: (See Item 12.3 below)	
4.32	Ref 12.4: (See Item 12.4 below)	
4.33	Ref 12.6: (See Item 12.5 below)	
4.34	Ref 13.2: (See Item 13.1 below)	
5	<u>Treasurer's Report</u>	
5.1	PB reported that a balance of £16,548.97 is in the DWA account. Unrestricted Funds: £ 11,712.97 Restricted Funds: £ 836.00 Places Called Home; for Dallas Dhu Ramp project. £ 4,000.00 Money for Moray; for Dallas Dhu Ramp project.	
5.2	Significant Income: £ Nil	
5.3	Significant Expenditure: £ 141.64 to MacGregors Industrial Supplies; ride-on mower repair.	
5.4	Anticipated Income: £ Nil	
5.5	Anticipated Expenditure (from DWA funds): £ 120.00 to FACT; use of The Hub. PB noted that there have been rumours about closure of The Hub. He has written to FACT, asking for clarification of this and whether the £120 payment is in advance or arrears, but has not received a reply. NS stated that he will approach FACT in person.	NS
5.6	Anticipated Expenditure (covered by external funding): £ Nil	
6	<u>Correspondences</u>	
6.1	To the Secretary	
6.1.1	MC reported that the DWA have received an invitation from tsiMoray to attend their online Disability Action Group event on 01/11/22 at 10:00. NT stated that he would represent the DWA at this event.	NT
6.1.2	MC reported that the DWA have received an invitation from tsiMoray to attend their online Climate Action Hub event on 07/11/22 at 10:00. A network of climate action hubs is being developed to stimulate local community-led climate action, supporting a just transition to low carbon and climate adapted living, and drive wider behavioural change. The hubs will provide a coordinated and coherent approach to supporting communities across their region, ensuring communities are informed, connected, engaged and empowered to develop and implement local solutions to create low carbon resilient places. It was decided that the DWA would not participate in this event.	
6.1.3	MC reported that the DWA have received an invitation from tsiMoray to attend their Meet the Funders event on 17/11/22 at 10:00 in Elgin Town Hall. MC and NS stated that they would represent the DWA at this event.	MC/NS
6.1.4	MC reported that he has received notification from the Moray Way Ultras that they will be holding their Dava Way 50km event on 12/11/22. They have offered to make a donation to the DWA and have asked if any of the DWA volunteers would like to assist with marshalling/taking photos/aid station duties. MC stated that he will forward details of the event and volunteering opportunities to the DWA volunteers.	MC

6.1.5	MC reported that he has received an email from the Dunphail Distillery announcing the release of their The Dava Way range of whisky.	
6.2	Other Correspondence (Nothing to report)	
7	<u>Feedback</u>	
7.1	Footfall Counters Dallas Dhu – 15/03/15 to 16/10/22 187,473 walkers (324,792 – 137,319) 29,492 cyclists (37,015 – 7,523) Dunphail – 21/06/17 to 16/10/22 12,947 (20,020 – 7073) Lochenoun – 13/11/15 to 16/10/22 26,146 (26,212 – 66) Lynmore (counter removed)	
7.2	Other ; email, Facebook, etc. (Nothing to report)	
8	<u>Dava Way Merchandise</u> Sales and Stock Companions (NT) 2 Badges (MC) 15 Companions (NS) 18	
9	<u>Dava Way Path Works and Projects</u>	
9.1	Unplanned Work Since Last Meeting Ref 7.2.2 NS reported that TT found the missing piece from the Dallas Dhu interpretation board, and a temporary repair has been carried out. Action closed. NS noted that Bill Budge has offered to pay for a replacement interpretation board at Dallas Dhu. It was decided that the current board should be left in place for now, to see if there is any further vandalism.	
9.2	Planned Work Since Last Meeting	
9.2.1	Ref 9.3.1: PB reported that the following tasks were completed at the work party held 10/09/22: <ul style="list-style-type: none"> • Huntly’s Cave Cutting <ul style="list-style-type: none"> ○ Scrape muddy sections of trackbed, lay sub-base and apply quarry dust surface. • Dava North to Lochenoun Boundary Gate <ul style="list-style-type: none"> ○ Vegetation cutback and grass cutting. Action closed.	
9.2.2	TT reported that the following tasks were completed at the work party held 08/10/22: <ul style="list-style-type: none"> • Clashdhu Cutting <ul style="list-style-type: none"> ○ Removed fallen tree. ○ Vegetation cutback and grass cutting, in preparation for the digger trial. • Peathillock Cutting <ul style="list-style-type: none"> ○ Drainage works at north end, to drain puddle across path. ○ Laid sub-base to raise path surface. • Drumine Crossing <ul style="list-style-type: none"> ○ Filled holes that had appeared north and south of the crossing due to burrowing. 	

9.3	Priorities for Next Work Party and Mini Work Parties	
9.3.1	<p>RR proposed that the following tasks should be carried out at the next work party, scheduled for 12/11/22:</p> <ul style="list-style-type: none"> • Mannachie Avenue <ul style="list-style-type: none"> ○ Replace all sleeper steps. ○ Back fill steps with sub-base. • Steps by Sanquhar Mains Bridge <ul style="list-style-type: none"> ○ Replace bottom two sleeper steps. ○ Reattach non-slip strips. <p>RR noted that there are 26 steps at Mannachie Avenue, with 2 steps requiring replacement at Sanquhar Mains Bridge. A total of 14 railway sleepers are required, along with lengths of 2x2 to pin the sleeper steps in place. He has obtained a materials quote of £570 from Keith Builders Merchants. The materials will be delivered to PB, where PB/NS will saw each sleeper in half in preparation for the work party. RR/PB/PM will make the necessary arrangements. RR will research grip strips, for fitting later.</p>	RR/PB/PM RR
9.3.2	Ref 9.3.2: Action held over. PM or NS will treat the oak benches with teak oil when possible.	PM/NS
9.3.3	Ref 9.3.3: Action held over. NS will inspect the damage to the nose of the Dragoon sculpture and see what can be done to repair it.	NS
9.3.4	Ref 9.3.4: Action held over. NS will reattach the ear to 'Jess the dog' at Bogeney and repaint the sculpture.	NS
9.3.5	Ref 9.3.5: Action held over. PM and MC will organise a mini work party to install the former Lynmore Bypass counter at Dunphail.	PM/MC
9.4	Signage	
9.4.1	Ref 9.4: Action held over. PB is awaiting advice from the Moray Council representative regarding the locations and type of signage to be used for waymarker signs to be fixed to lamp posts and street signs, to replace the wooden waymarker posts between the Tolbooth and Mannachie Avenue. PB will monitor progress.	PB
9.4.2	NS stated that he has refurbished two waymarker posts and will install these at locations by the swimming pool and Loch View, as a temporary measure.	NS
9.5	Tooling and Equipment	
9.5.1	Ref 9.5.1: TT reported that a week-long digger trial will be held 24-28/10/22, carrying out drainage improvement works in the Clashdhu Cutting to assess the impact of using such equipment. A 0.8t micro digger has been hired from L M Plant Hire . Action closed. TT will provide a work plan and carry out risk assessments.	TT
9.5.2	Ref 9.5.2: TT reported that Carlo Miele brought his tractor to the DWA work party held 08/10/22. His Solis 26 HST tractor, with loader, 4-in-1 bucket and backhoe mini digger proved to be a very capable and versatile machine. Action closed.	
9.5.3	Ref 9.5.4: Action held over. DWA Trustees to approach any local farming/business contacts they have, to see if they have space for a shipping container or two in a corner of their yard, with the possibility that the DWA could pay a small annual ground rent.	All
9.6	DW Information Boards Replacement Project	
9.6.1	Ref 9.6: Action held over. NS will coordinate the project to redesign the boards and add QR codes linking to associated pages on the DWA website.	NS
9.6.2	NT reported that he has drafted a new layout for the information boards.	

9.6.3	NS reported that 4 of the current DWA information boards need major repair/replacement. He proposed that he manufacture 4 replacement boards, at a materials cost of £190. Agreed unanimously. NS will manufacture 4 replacement information boards.	NS
9.7	Dallas Dhu Access Ramp Improvement Project	
9.7.1	Ref 9.7.1: Action held over. Several questions on the engineering consultancy Pell Frishmann (PF) proposals were raised by the DWA Trustees during discussions by email. MC will obtain answers to these questions.	MC
9.7.2	Ref 9.7.1 and 9.7.2: MC reported that the Technical Officer at Paths for All has advised that the 1:12 slope of the PF Option 2 design, aligned with the requirements for 'urban fringe' construction as detailed in the Fieldfare Trust – Countryside for All Guide , is the most appropriate for the Dallas Dhu location. Action closed.	
9.8	Dava Way Upgrade Project Plan	
9.8.1	Ref 9.9.1: Action held over. TT will complete a redraft of the DWA Strategic Business Plan into the Business Plan format preferred by the National Lottery.	TT
9.8.2	Ref 9.9.2: Action held over. TT will work with the Cairngorms National Park Authority (CNPA) to gather evidence from path users for the 'market appraisal' section of the Business Plan.	TT
9.8.3	Ref 9.9.3: Action held over. MC and MS will update the DWA Strategic Business Plan to include a funding strategy for the DW Upgrade Project Plan.	MC/MS
9.8.4	Ref 9.9.4: Action held over. MC will contact the Dava community and arrange a 'walkabout' to explore alternative routes for the Dava Bypass, which can then be discussed with the landowners and Local Authority Access Officers. MC noted that the DWA have an open invite to meetings of the Dava Moor Residents Association. MC will contact Dave MacLeod to find out the date of the next meeting.	MC
9.8.5	Ref 9.9.5: MC will contact the Highland Council Access Officer and ask what constraints they may be considering for the Ourack windfarm planning application.	MC
10	Health and Safety	
10.1	Review of DWA Health and Safety Management System	
10.1.1	Ref 10.1.1: MC reported that NS has now signed off the simplified DWA Health and Safety Policy document. Action closed.	
10.1.2	Ref 10.1.2: Action held over. The DWA Equipment Custodians listed in the DWA Health and Safety Policy document will carry out risk assessments for the equipment they hold, identifying and documenting the appropriate control methods to be used. The completed risk assessments are to be added to the DWA Health and Safety Policy document.	Custodians /MC
10.2	First Aid Kits	
10.2.1	The DWA first aid kits are held by MC, PB and PM. The completeness and serviceability of each kit was confirmed.	
10.2.2	Ref 10.2.2: Action held over. PM noted that defibrillation kits are installed at various locations in the vicinity of the DW. He will update emergency maps held in each first aid kit, to identify known defibrillation kit locations.	PM
10.3	Injury Reports and Incidents (Nothing to report)	

10.4	First Aid Training (Nothing to report)	
11	<u>Dava Way Publicity</u>	
11.1	DWA Website	
11.1.1	Ref 11.1.2: Action held over. DWA Trustees to provide feedback on the content and form of the new website as new functionality is introduced.	All
11.1.2	Ref 11.1.3a: TT reported that he has circulated details of third-party donation and text giving websites to the DWA Trustees. Action closed.	
11.1.3	Ref 11.1.3b: PB will assess the practicality of collecting donations using third-party donation websites and text giving.	PB
11.1.4	Ref 11.1.4: MC reported that he has explained to TH what is involved in becoming a charity trustee, and TH agreed to become a DWA Trustee. MC will submit the appropriate paperwork to the OSCR after the upcoming DWA Annual Members Meeting.	MC
11.1.5	Ref 11.1.5: Action held over. MC will liaise with TH and organise further ad hoc meetings with the DWA Trustees to finalise the design and content of the new DWA website.	MC
11.1.6	Ref 11.1.6: Action held over. MC will liaise with John Whitehead, view the drone photos on offer and assess their suitability for display on the DWA website.	MC
11.1.7	Ref 11.1.7: Action held over. MC will distribute John Whitehead's email with ideas for a series of short videos about the DW and the work of the DWA to the DWA Trustees for their comment.	MC/All
11.2	DWA Facebook Group Ref 11.2: Action held over. PM will work with the other group administrators and gather suitable content for a post marking the Friends of the Dava Way Facebook Group 1,000-member milestone.	PM
11.3	Local, Regional and National Publications (Nothing to report)	
11.4	External Websites and Social Media. (Nothing to report)	
12	<u>Funding Opportunities</u>	
12.1	Tesco Bags of Help Ref 12.1: Action held over. MC will ensure that the DWA comply with the Terms and Conditions of the Tesco Bags of Help scheme and submit the Project Completion Report once the grant has been spent, as requested by Groundworks in their award letter. MC will submit the Project Completion Report, noting the spend on the Mannachie Ramp handrail.	MC
12.2	Give Back with Bell's Ref 12.2: Action held over. MC will ensure that the DWA comply with the Terms and Conditions of the Give Back with Bell's scheme and submit the Project Completion Report once the grant has been spent, as requested by Groundworks in their award letter. MC will submit the Project Completion Report, noting the spend on the panels for AJ's Bridge.	MC
12.3	Places Called Home Ref 12.3: Action held over. NT will ensure that the DWA comply with the Terms and Conditions of the Places Called Home scheme, as requested in the award email.	NT
12.4	Money for Moray Ref 12.4: Action held over. NT will ensure that the DWA comply with the Terms and Conditions of the Money for Moray scheme, as requested in the award email.	NT

12.5	Paths for All – Ian Findlay Foundation Ref 12.6: Action held over. MC will submit an ‘expression of interest’ to the Ian Findlay Foundation for Dallas Dhu Ramp Improvement funding.	MC
12.6	Other Sources of Funding (Nothing to report)	
13	<u>DW Ghost Train Walk 2023</u>	
13.1	Ref 13.2: Action held over. MC will contact walking groups to give advance notice of the DW Ghost Train Walk 2023 (GTW) event planned for 24-25/06/2022 and, hopefully, avoid another clash with similar events.	MC
13.2	MC noted that Outfit Moray raised several thousand pounds from their 2022 Cairngorm to Coast event, from only 100 participants. DWA Ghost Train Walk events have historically only raised a few hundred pounds from a similar number of participants. MC has met with Karen Cox, fundraiser with Outfit Moray, to learn the secrets of their success. <ul style="list-style-type: none"> • Large team of volunteers to create and manage the event. • Event promoted and managed online. <ul style="list-style-type: none"> ○ Event website and Facebook group, with links to sponsorship form and fundraising portal. ○ Clear declaration of what donations will be used for. ○ Ticket Tailor used for ticket sales, with payments direct into STRIPE account or PayPal account. (PayPal costs low for charities, and they sort out Gift Aid) ○ GoFundMe used for fundraising portal; can use own branding, and cheaper than Just Giving. ○ Mail Chimp used for regular communication with fundraisers and entrants. • Sponsorship to cover fixed costs. <ul style="list-style-type: none"> ○ Fred Olsen 4-figure sum towards fixed costs. ○ Windfarms paid for branded t-shirts, hi-viz vests, etc. ○ Donated prizes, completion packs, and ‘goodie bags’ for fundraisers. • Entrant fundraising. <ul style="list-style-type: none"> ○ Entrants who agree to fundraise at least twice the full entry fee get ticket for half price. ○ Other entrants pay the full ticket price 	
13.3	MC will revise the GTW Project Plan using the best practice obtained from Outfit Moray, then delegate tasks to the other DWA Trustees.	MC
14	<u>DWA Annual Members Meeting 2022</u>	
14.1	PB will confirm the booking of the Forres Tennis Club as venue for the DWA Annual Members Meeting (AMM) at 19:00 on 03/11/22.	PB
14.2	MC will invite DWA members and volunteers.	MC
14.3	MC will purchase refreshments for the event.	MC
14.4	NS will draft the Chair’s Report.	NS
14.5	PB presented the Trustees Annual Report Appendix 1 (charitable activity report) for approval by the DWA Trustees. Approved unanimously.	
14.6	PB will submit the completed Trustees Annual Report Appendix 2 (annual accounts) to the DWA chartered accountant for audit and sign off prior to the AMM.	PB
14.7	TT will provide a 15-20 minute presentation on the digger trial.	TT
14.8	TT will provide a laptop for displaying the TAR and presentation on the club television.	TT
14.9	All trustees will attend the venue at 18:30 to set up.	All

15	<u>AOCB</u> NS proposed that the DWA Annual Dinner be held sometime in January 2023. Agreed unanimously. NS will make the necessary arrangements.	NS
16	Date of the Next Meeting: 19:00 06/12/22, at The Hub.	

Meeting Closed: 21:10



Neil Sinclair
Chairman
Dava Way Association