

6.39	Ref 14.2: (See Item 16.2 below)	
6.40	Ref 14.3: (See Item 16.3 below)	
6.41	Ref 14.4: (See Item 16.4 below)	
6.42	Ref 14.6: (See Item 16.5 below)	
6.43	Ref 14.7: (See Item 16.6 below)	
6.44	Ref 14.8: (See Item 16.7 below)	
6.45	Ref 14.9: (See Item 16.8 below)	
6.46	Ref 15: (See Item 17 below)	
7	<u>Treasurer's Report</u>	
7.1	PB reported that a balance of £15,341.92 is in the DWA account. Unrestricted Funds: £ 10,505.92 Restricted Funds: £ 836.00 Places Called Home; for Dallas Dhu Ramp project. £ 4,000.00 Money for Moray; for Dallas Dhu Ramp project.	
7.2	Significant Income: £ 220.00 from individual donations.	
7.3	Significant Expenditure: £ 250.00 to TT; mini-digger hire. £ 115.78 to TT; expenses associated with mini-digger trial. £ 477.06 to Keith Builders Merchants; timber for steps repair. £ 235.87 to MacGregors Industrial Supplies; rough cutter repair. £ 360.00 to Gordon Scott; 3 years of accounts auditing.	
7.4	Anticipated Income: £ Nil	
7.5	Anticipated Expenditure (from DWA funds): £ 120.00 to FACT; use of The Hub.	
7.6	Anticipated Expenditure (covered by external funding): £ Nil	
7.7	NS reported that he was unable to contact approach FACT in person. Action closed. PB reported that he is unable to confirm whether the £120 payment is in advance or arrears. He proposed that the DWA should go ahead with the payment in good faith. Agreed unanimously. PB will make the payment of £120 to FACT.	PB
8	<u>Correspondences</u>	
8.1	To the Secretary	
8.1.1	MC reported that the new registered office address for the DWA will be: Dava Way Association Forres Town Hall, High Street FORRES IV36 1PB MC, PB and TH are currently setting up the DWA website for online payments, so action to change the address officially is not feasible for the moment. MC will inform the OSCR and task the updating of the address on stationery, etc when appropriate.	MC
8.1.2	MC reported that Forres Town Hall is a possible venue for future DWA BoT meetings. A suitable room may cost as much as £20 to hire, up from the £10 paid for meetings at The Hub. MC will research venue options.	MC

11.3.4	Ref 9.3.4: Action held over. NS will reattach the ear to 'Jess the dog' at Bogoney and repaint the sculpture.	NS
11.3.5	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
11.4	Signage	
11.4.1	Ref 9.4.1: Action held over. PB reported that he has received guidance 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 tabulate the details and obtain a cost for the project.	PB
11.4.2	Ref 9.4.2: NS stated that, with the implementation of permanent signage on the horizon (see above), he will not install replacement waymarkers at the swimming pool and Loch View as a temporary measure. Action closed.	
11.5	Tooling and Equipment	
11.5.1	Ref 9.5.1: TT reported that the week-long digger trial, held 24-28/10/22, was very successful and clearly demonstrated that the use of appropriate plant at work parties is the way ahead. A work party report is available on the DWA website . Action closed.	
11.5.2	Ref 9.5.3: 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
11.6	DW Information Boards Replacement Project	
11.6.1	Ref 9.6.1: 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
11.6.2	Ref 9.6.3: Action held over. NS will manufacture qty 4 new information boards to replace ones identified as being beyond repair.	NS
11.7	Dallas Dhu Access Ramp Improvement Project	
11.7.1	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
11.7.2	MC reported that he has spoken to the Duty Planning Officer at Moray Council, and they have confirmed that a Planning Application will need to be submitted. There may be Listed Building implications as the distillery is a listed building and parts of the proposed improvements lie within the curtilage of the distillery.	MC
11.8	Dava Way Upgrade Project Plan	
11.8.1	Ref 9.8.1: 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
11.8.2	Ref 9.8.2: Action held over. MC reported that he is meeting with representatives of the Cairngorms National Park Authority (CNPA) on 08/12/22. MC will discuss how the DWA can work with the CNPA to gather evidence from path users for the 'market appraisal' section of the Business Plan.	MC
11.8.3	Ref 9.8.3: 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

11.8.4 11.8.5	<p>Ref 9.8.4: MC reported that he and NS walked the various routes for the Dava Bypass prior to a meeting with the Dava Residents Association (DRA) held 30/11/22. The only route agreeable to the DRA is the most easterly one, with an amendment to take it further away from the property owned by Mr Coutts. Action closed.</p> <p>TT will add the DRA preferred route to the map showing route options. MC will contact the landowners and obtain their feedback on the potential bypass routes.</p> <p>Ref 9.8.5: MC reported that he has contact Stewart Eastaugh, the Highland Council Access Officer, and asked what constraints they may be considering for the Ourack windfarm planning application. The essence of his reply suggests that mitigation for detrimental impact to the DW will be sought. The form that this mitigation will take is to be detailed in the final Access Management Plan for the development. Action closed.</p>	TT/MC
12 12.1 12.2 12.2.1 12.2.2 12.3 12.4	<p><u>Health and Safety</u></p> <p>Review of DWA Health and Safety Management System</p> <p>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.</p> <p>First Aid Kits</p> <p>12.2.1 The DWA first aid kits are held by MC, PB and PM. The completeness and serviceability of each kit was confirmed.</p> <p>12.2.2 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.</p> <p>Injury Reports and Incidents (Nothing to report)</p> <p>First Aid Training (Nothing to report)</p>	Custodians /MC PM
13 13.1 13.1.1 13.1.2 13.1.3	<p><u>Dava Way Publicity</u></p> <p>DWA Website</p> <p>13.1.1 Ref 11.1.1: Action held over. DWA Trustees to provide feedback on the content and form of the new website as new functionality is introduced.</p> <p>13.1.2 Ref 11.1.3: PB reported that the action for him to assess the practicality of collecting donations using third-party donation websites and text giving has been rendered unnecessary (see action 13.1.3 below). Action closed.</p> <p>13.1.3 MC reported that the following improvements to the DWA are being implemented to support fundraising and preparations for the Ghost Train Walk 2023:</p> <ul style="list-style-type: none"> • Fundraising web page. <ul style="list-style-type: none"> ○ GoFundMe portal embedded in fundraising web page. ○ Clear declaration of what donations will be used for. • Ghost Train Walk 2023 event web page. <ul style="list-style-type: none"> ○ Ticket Tailor portal embedded in GTW 2023 web page to manage ticket sales, with payments to STRIPE or PayPal. • Mail Chimp to be used for regular communication with GTW 2023 fundraisers and entrants. • Facebook group embedded in website pages using Smash Balloon. • Links from Friends of the Dava Way Facebook group to related pages on the DWA website. 	All

13.1.4	TH to build web pages and integrate portals/embeds.	TH
13.1.5	NT/MC to provide TH with electronic copy of DWA Gift Aid form, with appropriate text describing its use.	NT/MC
13.1.6	TH to add Gift Aid form to fundraising web page, with appropriate text.	TH
13.1.7	MC to provide PB with copy of DWA Constitution.	MC
13.1.8	NS and MC to provide PB letter of authority to operate PayPal account.	NS/MC
13.1.9	PB to set up DWA PayPal account.	PB
13.1.10	PB to set up DWA GoFundMe account.	PB
13.1.11	Ref 11.1.4: Action held over. MC will submit the appropriate paperwork to the OSCR to register TH as a DWA Trustee.	MC
13.1.12	Ref 11.1.5: MC reported that the website design and responsibilities for content have been agreed with the DWA Trustees via email. Action closed.	
13.1.13	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
13.1.14	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
13.2	DWA Facebook Group	
13.2.1	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
13.2.2	PM reported that the group now has 1056 members.	
13.3	Local, Regional and National Publications	
13.3.1	NT reported that the Forres Gazette published an article about the digger trial at the Clashdhu Cutting.	
13.3.2	MC requested that any DWA related articles that the DWA Trustees come across be sent to him for archiving, either in electronic form or as paper copy that he can then scan.	All
13.4	External Websites and Social Media. (Nothing to report)	
14	<u>Funding Opportunities</u>	
14.1	Tesco Bags of Help Ref 12.1: MC reported that he has submitted the Project Completion Report, noting the spend on the Mannachie Ramp handrail. Action closed.	
14.2	Give Back with Bell's Ref 12.2: MC reported that he has submitted the Project Completion Report, noting the spend on the panels for AJ's Bridge. Action closed.	
14.3	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
14.4	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
14.5	Paths for All – Ian Findlay Foundation	
14.5.1	Ref 12.5: MC reported that he has submitted an 'expression of interest' to the Ian Findlay Foundation for Dallas Dhu Ramp Improvement funding. Action closed.	
14.5.2	MC reported that a representative from Paths for All, administrators of the Ian Findlay Foundation, will shortly be visiting the Dallas Dhu site to discuss the project.	MC

14.6	Other Sources of Funding (Nothing to report)	
15	<u>DW Ghost Train Walk 2023</u>	
15.1	Ref 13.1: MC reported that he has contacted other outdoor access groups to give advance notice of the DW Ghost Train Walk 2023 (GTW) event planned for 24-25/06/2022. Action closed. MC reported that the Moray Way Ultras are running their Moray Way 100 and Moray Way Relay events over the same weekend. MC has contacted the organiser and they will discuss how to resolve any potential conflicts.	MC
15.2	Ref 13.3: Action held over. MC will revise the GTW Project Plan using the best practice obtained from Outfit Moray, then delegate tasks to the other DWA Trustees.	MC
15.3	MC asked PB to make a provisional booking with Deveron Coaches for two large buses.	PB
16	<u>DWA Annual Members Meeting 2022</u>	
16.1	Ref 14.1: PB reported that he confirmed the booking of the Forres Tennis Club as venue for the DWA Annual Members Meeting (AMM) at 19:00 on 03/11/22. Action closed.	
16.2	Ref 14.2: MC reported that he invited DWA members and volunteers. Action closed.	
16.3	Ref 14.3: MC reported that he purchased refreshments for the event. Action closed.	
16.4	Ref 14.4: NS reported that he drafted the Chair's Report. Action closed.	
16.5	Ref 14.6: PB reported that he submitted the completed Trustees Annual Report Appendix 2 (annual accounts) to the DWA chartered accountant, where it was audited and signed off prior to the AMM. Action closed.	
16.6	Ref 14.7: TT reported that he provided a 15-20 minute presentation on the digger trial. Action closed.	
16.7	Ref 14.8: TT reported that he provided a laptop for displaying the TAR and presentation on the club television. Action closed.	
16.8	Ref 14.9: MC reported that all trustees attended the venue at 18:30 to set up. Action closed.	
17	<u>DWA Annual Dinner</u> Ref 15: NS reported that he has provisionally booked the Mosset for 21/01/23 as the venue for the DWA Annual Dinner. NS will coordinate the arrangements and delegate as required.	NS
18	<u>DWA Works Promotion</u> AMM 12.1: Action held over. Discuss options to better promote the work of the DWA volunteers. NS noted that there was insufficient time remaining to fully explore this topic. He asked those present to get their thinking caps on and come up with some ideas ready for the next meeting.	All
19	<u>AOCB</u>	
19.1	NS reported that Hugh Kidd's family have asked for a tree to be planted alongside the DW in his memory. NS will make the necessary arrangements for the event to take place in Spring 2023.	NS
19.2	PB noted that there has been some discussion around expenses and insurance requirements regarding the use of PM's mini digger on DWA work parties. PB clarified that the Public Liability insurance held by the DWA provides cover for the DWA volunteers if they cause accidental	

	property damage or injury to a member of the public, and the payment of legal costs and damages to defend a claim against the organisation. PM will need to read the small print for Owned Plant Insurance to determine whether his mini digger would be insured while in transit to/from and in use at the site of a DWA work party.	PM
20	Date of the Next Meeting: 19:00 10/01/23, venue TBN.	MC

Meeting Closed: 21:15



Neil Sinclair
Chairman
Dava Way Association