

4.15	Ref 9.6.2:	(See Item 9.6.2 below)	
4.16	Ref 9.7.4:	(See Item 9.7.1 below)	
4.17	Ref 9.7.5:	(See Item 9.7.2 below)	
4.18	Ref 9.8.1:	(See Item 9.9.1 below)	
4.19	Ref 9.8.2:	(See Item 9.5 below)	
4.20	Ref 9.8.3:	(See Item 9.9.2 below)	
4.21	Ref 9.8.4:	(See Item 9.8.1 below)	
4.22	Ref 10.1	(See Item 10.1 below)	
4.23	Ref 10.2.2:	(See Item 10.2.2 below)	
4.24	Ref 10.2.3:	(See Item 10.2.3 below)	
4.25	Ref 11.1.1:	(See Item 11.1.1 below)	
4.26	Ref 11.1.2:	(See Item 11.1.2 below)	
4.27	Ref 11.1.4:	(See Item 11.1.3 below)	
4.28	Ref 11.1.9:	(See Items 11.1.4 and 11.1.5 below)	
4.29	Ref 11.1.11:	(See Item 11.1.6 below)	
4.30	Ref 11.1.13:	(See Item 11.1.7 below)	
4.31	Ref 11.1.14:	(See Item 11.1.8 below)	
4.32	Ref 11.2.2:	(See Item 11.2.2 below)	
4.33	Ref 12.1:	(See Item 12.1 below)	
4.34	Ref 12.2:	(See Item 12.2 below)	
4.35	Ref 12.3.2:	(See Item 12.3 below)	
4.36	Ref 13.2:	(See Item 13.1 below)	
4.37	Ref 14.1:	(See Item 14.1 below)	
4.38	Ref 14.2:	(See Item 14.2 below)	
4.39	Ref 15:	(See Item 15 below)	
4.40	Ref 16:	PB reported that Wakeley Tree Surgeons Ltd have kindly signed off the annual maintenance plan, subject to a minor amendment. TT noted that the amendment does not take into account the modification at Schedule 3 of the TPO. TT will provide PB with details by email, and PB will contact Wakeley Tree Surgeons Ltd for clarification.	TT/PB
5	<u>Treasurer's Report</u>		
5.1	PB reported that a balance of £16,243.69 is in the DWA account. Unrestricted Funds: £ 11,407.69 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: £ 100.00 from individual donation. £ 1343.24 from Stripe; Ghost Train Walk ticket sales since last meeting.		
5.3	Significant Expenditure: £ 200.00 to Forres Lawn Tennis Club; use of premises for meetings. £ 309.85 to PM; annual expenses 2022.		
5.4	Anticipated Income: £ Nil		
5.5	Anticipated Expenditure (from DWA funds): £ 106.66 to KBM; materials for replacement information signs		
5.6	Anticipated Expenditure (covered by external funding): £ Nil		

6	<u>Correspondences</u>	
6.1	To the Secretary (Nothing to report)	
6.2	Other Correspondence (Nothing to report)	
7	<u>Feedback</u> The footfall counter readings are now entered into an online database and may be viewed on the DWA website. It was proposed that Item 7 Feedback is therefore redundant, and it should be removed from the agenda for future meetings. Agreed unanimously. MC will remove Item 7 Feedback from future agenda, and other feedback from emails, Facebook, etc will be reported under Item 6 Correspondences.	MC
8	<u>Dava Way Merchandise</u>	
8.1	PB noted that with the publishing of the comprehensive Moray Way Companion it is unlikely that there will be a further reprint of the Dava Way Companion. Current stocks will soon be depleted and the DW rebranding has rendered the existing cloth badges obsolete. PB proposed that Item 8 Dava Way Merchandise is redundant and should be removed from the agenda for future meetings. He also proposed that any remaining stock be written off for DWA accounting purposes at the end of this financial year. Agreed unanimously.	
8.2	MC will remove Item 8 Dava Way Merchandise from future agenda.	MC
8.3	PB will write off any remaining stock at the end of this financial year.	PB
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 9.3.1: PM reported that the following tasks were completed at the work party held 14/01/23: <ul style="list-style-type: none"> • Cairn Eney Cutting <ul style="list-style-type: none"> ○ Cleared drainage ditches with mini digger. • Sluggan Burn through Auchearn Cutting. <ul style="list-style-type: none"> ○ Cleared drainage ditches and concrete channels. • Dunphail Bypass. <ul style="list-style-type: none"> ○ Installed counter removed from Lynmore Bypass. ○ Cleared culverts. ○ Cleared litter from BBC Breathing Space. MC reported that he notified the Dunphail and Glenernie Estate Manager and the Logie Estate Manager of the works to be carried out. Action closed.	
9.3	Priorities for Next Work Party and Mini Work Parties	
9.3.1	PM proposed that the following tasks should be carried out at the next work party, scheduled for 11/02/23: <ul style="list-style-type: none"> • Cairn Eney Cutting <ul style="list-style-type: none"> ○ Clear drainage ditches with mini digger. • Auchearn Cutting through Bantrach Cutting. <ul style="list-style-type: none"> ○ Clear drainage ditches. • Dunphail Bypass. <ul style="list-style-type: none"> ○ Set counter posts in concrete and complete counter setup. ○ Retrieve manual counter equipment. Agreed unanimously. PM will make the necessary arrangements.	PM

9.3.2	MC will notify the Dunphail and Glenernie Estate Manager and the Logie Estate Manager of the works to be carried out. Ref 9.3.2: Action held over. PM or NS will treat the oak benches with teak oil when possible.	MC 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: PM reported that the former Lynmore Bypass counter was installed at Dunphail as part of the work party 14/01/23. Action closed.	
9.4	Signage	
9.4.1	Ref 9.4.1: Action held over. PB will tabulate a bill of materials and obtain a total cost for fixing waymarker signs to lamp posts and street signs, to replace the wooden waymarker posts between the Tolbooth and Mannachie Avenue.	PB
9.4.2	Ref 9.4.2: PM reported that a local forester who runs a small family sawmill at Kellas has offered to manufacture a replacement oak fingerpost for Rafford Station at a cost of £137. PM noted that this is a competitive price and proposed that the DWA accept the offer. Agreed unanimously. PM will arrange for manufacture of the replacement finger post, using the same style as the fingerposts manufactured by Greg MacAulay.	PM
9.5	Tooling and Equipment Ref 9.8.2: MC reported that he has been in touch with Adam Streeter-Smith, the Recreation and Access Manager at the Cairngorms National Park Authority, and they have offered to contribute to the purchase of footfall counters for the section of the DW within the park boundary. MC will research the cost of suitable counters and identify potential additional sources of funding.	MC
9.6	DW Information Boards Replacement Project	
9.6.1	Ref 9.6.1: Action held over. NT and TH will collaborate on the project to redesign the information boards and add QR codes linking to associated pages on the DWA website.	NT/TH
9.6.2	Ref 9.6.2: Action held over. NS will manufacture qty 4 new information boards to replace ones identified as being beyond repair.	NS
9.7	Dallas Dhu Access Ramp Improvement Project	
9.7.1	Ref 9.7.4: Action held over. MC will submit a first stage application to PfA for project funding from the Ian Findlay Path Fund.	MC
9.7.2	Ref 9.7.5: Action held over. MC will collaborate with TH to develop the means to gather evidence of support for the project from path users, relevant user groups and the local community; e.g. Survey Monkey questionnaire publicised on the DWA website and Facebook group.	MC/TH
9.8	Dava Bypass Project	
9.8.1	Ref 9.8.4: MC reported that he contacted the estate managers, to obtain their feedback on the potential bypass routes and enquire what their plans are for the mature woodland east of the Dava settlement. Action closed.	
9.8.2	A site visit attended by the DWA, Dava Residents Association and estate managers was held 23/01/23, at which the preferred eastern route was walked. The estate managers were very supportive of the proposal for a new bypass route. They announced that they are intending to extract timber from the woodland adjacent to the Dava settlement and noted that it would be necessary to create an access track to facilitate the forestry	

9.8.3	<p>operations. It was suggested that the DWA carry out a detailed survey to identify a route that would meet the requirements of both forest access track and bypass. The estate managers would then submit a Prior Notification for the track and bring in contractors to create it. The forestry track could then be upgraded later as part of the Dava Bypass works. PB noted that his work colleagues utilise topographical surveys to initially view the lie of the land when deciding how to route roads. A 1km square area of data costs about £75. TT suggested that he could load such data into GIS software he has, for preliminary analysis of possible bypass routes. PB will provide TT with details of where the topographical data may be obtained. TT will purchase an appropriate 1km square of data, load it into the GIS software and identify potential routes that will meet the design specifications for both a forestry track and multi-user path.</p>	PB/TT
9.9	<p>Dava Way Upgrade Project Plan</p>	
9.9.1	<p>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.</p>	TT
9.9.2	<p>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.</p>	MC/MS
10	<p><u>Health and Safety</u></p>	
10.1	<p>Review of DWA Health and Safety Management System Ref 10.1: 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>	Custodians /MC
10.2	<p>First Aid Kits</p>	
10.2.1	<p>The DWA first aid kits are held by MC, PB and PM. The completeness and serviceability of each kit was confirmed.</p>	
10.2.2	<p>Ref 10.2.2: PM reported that he has updated the emergency maps held in each first aid kit, to identify known defibrillation kit locations. Action closed.</p>	
10.2.3	<p>Ref 10.2.3: MC reported he called in the DWA first aid kits and has carried out a review of the contents. MC has noted which items will require replacement in the near future, and will carry out these replacements as they become due. Action closed.</p>	
10.3	<p>Injury Reports and Incidents (Nothing to report)</p>	
11	<p><u>Dava Way Publicity</u></p>	
11.1	<p>DWA Website</p>	
11.1.1	<p>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>	All
11.1.2	<p>Ref 11.1.2: TH reported that he has completed the improvements to the DWA website, as required to support the Ghost Train Walk 2023 event. Action closed.</p>	
11.1.3	<p>Ref 11.1.4: Action held over. TH will add an electronic copy of the DWA Gift Aid form to the fundraising web page, with appropriate text for its use.</p>	TH
11.1.4	<p>Ref 11.1.9a: PB reported that he has provided TH with details of the major donors to the DWA. Action closed.</p>	
11.1.5	<p>Ref 11.1.9b: Action held over. NS and MC will work with TH on the content and design of the donations page of the DWA website.</p>	TH

11.1.6	Ref 11.1.11: Action held over. TH will explore the feasibility of aggregating counter data for quarterly, half yearly or annual comparison as a report, graph, or chart.	TH
11.1.7	Ref 11.1.13: Action held over. MC will liaise with John Whitehead, view the drone photos/movies on offer and assess their suitability for display on the DWA website.	MC
11.1.8	Ref 11.1.14: MC reported that he has distributed 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. Action closed.	
11.1.9	The DWA Trustees agreed via email that John Whitehead should go ahead with plans to produce a 5 minute video. MC will monitor progress.	MC
11.2	DWA Facebook Group	
11.2.1	PM reported that there are now 1,156 members of the Friends of the Dava Way Facebook group.	
11.2.2	Ref 11.2.2: Action held over. PM will ask Andy Williams for permission to use some of his photos on the DWA Website or in DWA publications.	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	Places Called Home Ref 12.1: 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
12.2	Money for Moray Ref 12.2: 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
12.3	Paths for All – Ian Findlay Foundation Ref 12.3.2: Action held over. MC will submit a first stage application for project funding to the Ian Findlay Foundation for Dallas Dhu Ramp Improvement funding.	MC
12.4	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 revise the Ghost Train Walk (GTW) Project Plan using the best practice obtained from Outfit Moray, then delegate tasks to the other DWA Trustees.	MC
13.2	MC tasked PB with booking qty 3 Portaloo's for the GTW event, two to be sited at the Dava checkpoint and one in the corner of the Dallas Dhu car park.	PB
13.3	MC will contact Historic Environment Scotland for permission to site the Portaloo in the corner of the Dallas Dhu car park.	MC
13.4	With GTW bookings increasing, the provisional booking of additional buses was raised. It was decided that a decision on additional buses should be deferred, but a close eye kept on booking numbers.	
13.5	TH noted that there is no facility in the Ticket Tailor application to communicate with purchasers of GTW event tickets. Following an email discussion between the DWA Trustees, TH reported that he has set up a Mail Chimp account that can be used for ongoing communication with GTW participants.	

14	<u>DWA Annual Dinner</u>	
14.1	Ref 14.1: NS reported that he coordinated the arrangements for the DWA Annual Dinner. All those attending had a good time. Action closed.	
14.2	Ref 14.2: PM reported that he circulated an invitation to the DWA Members and Volunteers when the menu was provided. Action closed.	
15	<u>DWA Works Promotion</u> Ref 15: 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
16	<u>AOCB</u>	
16.1	PB noted that PM's mini digger proved extremely useful for ditch works at the Cairn Eney Cutting work party. PM has suggested reimbursement at £10 an hour on the clock, plus fuel used. Those present agreed that the suggested reimbursement is very reasonable. PB proposed that £10 an hour on the clock, plus any fuel used be adopted as the rate of reimbursement for use of PM's mini digger for DWA works. Agreed unanimously.	
16.2	TH reported that he has added a private page to the DWA website where the DWA Trustees may record their hours spent on non-work party activities. A value can then be ascribed to these hours when submitting funding applications. TH encouraged all DWA Trustees to record their hours for non-work party activities or send details to him for entry.	
17	Date of the Next Meeting: 19:00 14/03/23, at Forres Lawn Tennis Club, Albert Street, Forres, Moray, IV36 1PR.	

Meeting Closed: 21:30



Neil Sinclair
Chairman
Dava Way Association