

4.20	Ref 7.9.2:	(See Item 7.9.2 below)	
4.21	Ref 8.1.1:	(See Item 8.1.1 below)	
4.22	Ref 8.1.2:	(See Item 8.1.2 below)	
4.23	Ref 9.1.1:	(See Item 9.1.1 below)	
4.24	Ref 9.1.2:	(See Item 9.1.2 below)	
4.25	Ref 10.1:	(See Item 10.1 below)	
4.26	Ref 10.2:	(See Item 10.2 below)	
4.27	Ref 10.4:	(See Item 10.4 below)	
4.28	Ref 11.2:	(See Item 11.2 below)	
4.29	Ref 11.3:	(See Item 11.3 below)	
4.30	Ref 12:	(See Item 12 below)	
4.31	Ref 13:	TT reported that any week-long 'digger' work party would be unlikely to take place until the latter part of October, based on the availability of PM. He proposed a series of shorter 'digger' work parties of two-day duration instead, as they could be organised quickly and take advantage of good weather. Agreed unanimously. TT will organise a series of short 'digger' work parties.	TT
5	<u>Treasurer's Report</u>		
5.1	PB reported that a balance of £18,995.34 is in the DWA account. Unrestricted Funds: £ 14,159.34 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: £ 196.58 from Moray Way Ultras; GTW donation for shared facilities. £ 952.83 from GTW fundraisers individual donations.		
5.3	Significant Expenditure: £ 100.00 to COTAG; donation towards fuel costs. £ 226.56 to Zurich Insurance; DWA annual insurance cover.		
5.4	Anticipated Income: £ Nil		
5.5	Anticipated Expenditure (from DWA funds): £ Nil		
5.6	Anticipated Expenditure (covered by external funding): £ Nil		
5.7	PB reported the following figures from the Ghost Train Walk accounts sheet provided by MC: Total Income £9463.81 Total Expenditure £4232.11 Surplus £5231.70		
6	<u>Correspondences</u>		
6.1	To the Secretary (Nothing to report)		
6.2	Other Correspondence (Nothing to report)		

7	<u>Dava Way Path Works and Projects</u>	
7.1	Unplanned Work Since Last Meeting TT reported the following vegetation mini work party: <ul style="list-style-type: none"> 14/06/23 Dava to Lochenoun – PB + TT grass cutting and gorse cutback. 	
7.2	Planned Work Since Last Meeting (Nothing to report)	
7.3	Priorities for Next Work Party and Mini Work Parties	
7.3.1	Ref 7.3.1a: PM proposed that the following tasks should be carried out at the next work party, scheduled for 11/08/23: <ul style="list-style-type: none"> Dragoon Crossing <ul style="list-style-type: none"> Cutback encroaching broom and gorse. Dullicht Bridge to Lady Catherine’s Halt. <ul style="list-style-type: none"> Cutback encroaching broom and gorse Cut grass. North of Huntly’s Cave Cutting. <ul style="list-style-type: none"> Cutback encroaching trees and shrubs. <p>Agreed unanimously. PM will make the necessary arrangements.</p> <p>Ref 7.3.1b: MC will notify the relevant estate manager(s) of the works to be carried out.</p>	PM MC
7.3.2	Ref 7.3.2: Action held over. PM or NS will treat the oak benches with teak oil when possible.	PM/NS
7.3.3	Ref 7.3.3: 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
7.3.4	Ref 7.3.4: NS reported that he has reattached the ear to ‘Jess the dog’ at Bogeney and repainted the sculpture. Action closed.	
7.4	Signage	
7.4.1	Ref 7.4.1: 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
7.4.2	Ref 7.4.2: Action held over. PM will arrange for manufacture of the replacement finger post for Rafford Station, in the style of the fingerposts manufactured by Greg MacAulay.	PM
7.5	Tooling and Equipment	
7.5.1	Ref 7.5.1: The number and location of counters was discussed. TT proposed that, for ease and accuracy of data collection, the counters be standardised to the RadioBeam People and Bicycle Counters (RBBP) type in use at Dunphail; counters at Dallas Dhu and Lochenoun to be replaced and new counters installed at Dullicht Bridge and the Lynmore Bypass. Agreed unanimously. Action closed.	
7.5.2	Ref 7.5.2: Action held over. MC will research the feasibility of funding counters through match funding from the CNPA and National Lottery Awards for All Scotland .	MC
7.6	DW Information Boards Replacement Project	
7.6.1	Ref 7.6.1: 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
7.6.2	Ref 7.6.2: Action held over. NS will manufacture qty 4 new information boards to replace ones identified as being beyond repair.	NS

7.7	Dallas Dhu Access Ramp Improvement Project	
7.7.1	Ref 7.7.1: 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
7.7.2	Ref 7.7.2: Action held over. MC will identify suitable sources of match funding for the project, in addition to the value attributed to recorded trustee/volunteer hours.	MC
7.7.3	Ref 7.7.3: Action held over. MC will submit a planning application to Moray Council.	MC
7.8	Dava Bypass Project Ref 7.8.1: Action held over. TT confirmed that the data provided from the aerial drone survey will need to be suitable for import into the ESRI ArcGIS Pro application. PB will accept the survey quote of £954 incl. VAT.	PB
7.9	Dava Way Upgrade Project Plan	
7.9.1	Ref 7.9.1: Action held over. TT will redraft the DWA Strategic Business Plan into the Business Plan format preferred by the National Lottery.	TT
7.9.2	Ref 7.9.2: 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
8	<u>Health and Safety</u>	
8.1	Review of DWA Health and Safety Management System	
8.1.1	Ref 8.1.1: 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.	Custodians /MC
8.1.2	Ref 8.1.2: NS reported that Greg McAulay does not consider that the pole saw is subject to the same risk assessment criteria as the chain saws. Action closed. PB stated that he will seek advice from the Lands and Parks Department of Moray Council as to appropriate risk assessment for the pole saw.	PB
8.2	First Aid Kits The DWA first aid kits are held by MC, PB and PM. The completeness and serviceability of each kit was confirmed.	
8.3	Injury Reports and Incidents (Nothing to report)	
9	<u>Dava Way Publicity</u>	
9.1	DWA Website	
9.1.1	Ref 9.1.1: 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
9.1.2	Ref 9.1.2: Action held over. MC will ask TH to upload John Whitehead's short sample video about the DW to the DWA website.	MC/TH
9.1.3	TH reported that he has removed the website elements for advertising and managing the 2023 GTW. He requires a report on the 2023 GTW from MC for upload to the website.	MC/TH
9.1.4	TH noted that there appear to be some work party reports missing from the website. PM will provide the missing reports for upload to the website.	PM/TH

9.1.5	TH noted that improvements to the website donations page are needed, to make the process easier and more attractive to website users. TH asked PB to liaise with him, to look again at using Just Giving or a similar service.	PB/TH
9.2	DWA Facebook Group (Nothing to report)	
9.3	Local, Regional and National Publications (Nothing to report)	
9.4	External Websites and Social Media. (Nothing to report)	
10	<u>Funding Opportunities</u>	NT
10.1	Places Called Home Ref 10.1: 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.	
10.2	Money for Moray	
10.2.1	Ref 10.2: 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.	
10.2.2	TT expressed his concern that the ramp project might not be completed before the end of 2023, as the Terms and Conditions stipulate that the funding from Money for Moray must be spent before this date. After some discussion, it was agreed that NT would contact the Money for Moray fund administrator and ask the following: <ul style="list-style-type: none"> • Could the funding end date be pushed back to enable the project to be completed? • Could the funding be used for a different DWA project that could be completed before the funding end date? 	
10.3	Paths for All – Ian Findlay Foundation (Nothing to report)	
10.4	Other Sources of Funding Ref 10.4: DWA Trustees who are Coop members confirmed nomination of the DWA for inclusion on the Coop list of charities. Action closed.	
11	<u>DW Ghost Train Walk 2023</u>	
11.1	NS reported that the 2023 GTW had been a great success and expressed his thanks to all those who made it possible.	
11.2	Ref 11.2: NS reported that MC produced the separate progress report and actions list. Action closed.	
11.3	Ref 11.3: PM reported that he posted details of last-minute cancellation ticket availability on Facebook. Action closed.	
11.4	NS read out a report from MC detailing items for improvement of the next GTW. MC also requested decisions on the following points, which were discussed and agreed unanimously: <ul style="list-style-type: none"> • Project for funding from the 2023 GTW should be drainage and path surface improvements at Peathillock Cutting. • Next GTW to be held 21-22/06/2025. • Target for funds to be raised at next GTW should be £10,000. 	
12	<u>DWA Works Promotion</u> Ref 12: Action held over. Discuss options to better promote the work of the DWA volunteers.	All

13	<u>AOCB</u>	
13.1	TH suggested that it would be beneficial to have a female perspective at BoT meetings and proposed that a lady charity trustee be recruited. If potential recruits are discouraged by the idea of manual labour, other opportunities to make a difference may be suggested e.g., coordinating fundraising efforts. Agreed unanimously. TH and PB will advertise the post on the DWA website and Facebook group.	TH/PM
13.2	PM reported that the Community Payback volunteer is working hard. His tasks are focused on the Dunphail section of the DW, the most recent being the clearance of accumulated silt and debris from ditches.	
13.3	PB reported that the rough cutter drive belt slipped off again while in use and, on attempting to refit it, he found that there was inadequate adjustment in the tensioner. This would suggest that the belt has stretched beyond limits, even though it was only replaced recently. PB will take the rough cutter to MacGregor Industrial Supplies for investigation.	PB
14	Date of the Next Meeting: 19:00 12/09/23, at Forres Lawn Tennis Club, Albert Street, Forres, Moray, IV36 1PR.	

Meeting Closed: 21:00



Neil Sinclair
Chairman
Dava Way Association