

4.27	Ref 10.2.2:	(See Item 10.2.2 below)	
4.28	Ref 12:	(See Item 12 below)	
4.29	Ref 13.1:	TH reported that adverts to recruit a DWA charity trustee to provide a female perspective at BoT meetings have been posted on the DWA website and Facebook group. There have been no takers so far. Action closed.	
4.30	Ref 13.3:	(See Item 7.5.2 below)	
5	Treasurer's Report		
5.1	PB reported that a balance of £20,322.34 is in the DWA account. Unrestricted Funds: £ 15,486.34 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: £ 1,300.00 from Mosset Tavern Quiz Team; GTW sponsorship.		
5.3	Significant Expenditure: £ Nil		
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 noted that donations greater than £30 cannot be classified as 'small amounts' for gift aid purposes. PB stated that he will, as standard policy, send a thank you email to persons donating more than £30, including a gift aid form that they are invited to return.		
6	Correspondences		
6.1	To the Secretary (Nothing to report)		
6.2	Other Correspondence (Nothing to report)		
7	Dava Way Path Works and Projects		
7.1	Unplanned Work Since Last Meeting RR reported the following spraying mini work party: <ul style="list-style-type: none"> 12/09/23 Mannachie Ramp and Steps – RR sprayed steps and path edges (duration 1 hr). 		
7.2	Planned Work Since Last Meeting		
7.2.1	Ref 7.3.1a: PM reported that the following tasks were carried out at the work party held on 11/08/23: <ul style="list-style-type: none"> Dragon 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. Ref 7.3.1b: MC reported that he notified the Seafield estate manager about the works to be carried out. Action closed.		

7.2.2	<p>Ref 4.31 PB reported that he, PM and TT carried out the following tasks at a two day 'digger' mini work party held 07-08/09/23 at the Fox Hill Cutting:</p> <ul style="list-style-type: none"> • Test pits dug to look for existing drainage pipes; none found. • Approximately 27 tonnes of slumped material removed from west side of cutting. • Trench dug across west side turning area at north end of cutting, 9 metres of drainage pipe installed, covered over and surface levelled. • Shallow ditch dug along 60 metres of west side of cutting; drains into pipe installed under turning area. • Accumulated natural removed from east side of cutting to allow water from trackbed surface to drain into adjacent concrete drainage channel. <p>Action closed.</p>	
7.3	<p>PB noted that the full work party scheduled for 09/09/23, to continue the works at the Fox Hill Cutting, was cancelled. The temperature hit 27 degrees Celsius on the Thu and Fri and, with the Sat temperature forecast to be higher, there were concerns about the health risk to the volunteers. PM noted that further work is required at Fox Hill (see Item 7.3.1 below).</p>	
7.3	<p>Priorities for Next Work Party and Mini Work Parties</p>	
7.3.1	<p>PM proposed the following tasks as options be carried out at the next work party, scheduled for 14/10/23:</p> <ul style="list-style-type: none"> • Fox Hill Cutting <ul style="list-style-type: none"> ○ Continue removal of slippage material. ○ Extend shallow ditch. ○ Continue removal of accumulated natural adjacent to concrete channel and remove silt from channel. ○ Scrape mud from trackbed surface, fill potholes and consolidate with whacker plate ready for surfacing. ○ Tidy dumped spoil. • North of Huntly's Cave Cutting. <ul style="list-style-type: none"> ○ Cutback encroaching trees and shrubs. ○ Rough cut/mulch vegetation beneath cleared area. 	
7.3.2	<p>Agreed unanimously. PM will make the necessary arrangements. MC will notify the relevant estate manager(s) of the works to be carried out.</p>	<p>PM MC</p>
7.3.2	<p>Ref 7.3.2: Action held over. PM or NS will treat the oak benches with teak oil when possible.</p>	<p>PM/NS</p>
7.3.3	<p>Ref 7.3.3: Action held over. NS will inspect the damage to the nose of the Dragon sculpture and see what can be done to repair it.</p>	<p>NS</p>
7.3.4	<p>MC reported that the legs of the memorial bench located just south of the Rafford Bridge were found to have rotted. It has been removed to the Forres Mens' Shed for repair and will be reinstalled after repainting. MC will monitor progress and arrange for reinstallation of the bench.</p>	<p>MC</p>
7.4	<p>Signage</p>	
7.4.1	<p>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.</p>	<p>PB</p>
7.4.2	<p>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.</p>	<p>PM</p>

7.5	Tooling and Equipment	
7.5.1	Ref 7.5.2: Action held over. MC will research the feasibility of funding the RadioBeam People and Bicycle Counters (RBBP) through match funding from the CNPA and National Lottery Awards for All Scotland .	MC
7.5.2	Ref 13.3: Action held over. PB reported that the Billy Goat rough cutter drive belt had become loose after minimal hours usage since replacement, so the rough cutter was returned to MacGregor Industrial (MIS) supplies for investigation. They were also asked to replace a worn clutch cable. MIS have carried out a modification to the drive belt tensioner but are still awaiting delivery of a replacement clutch cable. PB will monitor progress.	PB
7.5.3	PB reported that the strimmer held by PM had developed a fuel leak, so the unit was taken to MIS for investigation. MIS have estimated £300 to repair the unit. Equivalent units new are available at a cost of £400. PB noted that 2 of the original 4 strimmers are still serviceable, and it is unusual for more than 2 strimmers at a time to be used on work parties. PB proposed that the unserviceable strimmer be retained for spares, with the 2 remaining strimmers continuing in use until one breaks, at which point a replacement will be purchased. Agreed unanimously. PB will inform MIS and retrieve the unserviceable strimmer.	PB
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 and TH reported that a proposed format for the new boards has been produced, and this was circulated for comment. Those present agreed unanimously to the proposed format.	NT/TH
7.6.2	MC noted that Grantown Grammar School may be able to print the information boards on plastic. He will make enquiries.	MC
7.6.3	TH reported that he proposed a plan to the DWA Trustees by email, to design and produce 80mm round stickers with a QR code linking to the DWA website donations page. The DWA Trustees approved the proposal, and the stickers have since been designed, printed and installed at various locations along the DW route. MC noted that the stickers do not adhere well to fingerposts or waymarkers. MC will investigate the availability and cost of suitable 80mm plastic backing disks.	MC
7.6.4	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., a questionnaire publicised on the DWA website and Facebook group. TH reported that he has installed Survey Maker software, and the ability to produce surveys/questionnaires is now part of the DWA website.	MC/TH
7.7.2	NT proposed that he should also canvas support for the project from the local user groups directly. Agreed unanimously. NT will approach appropriate user groups and canvas their support for the project.	NT
7.7.3	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

7.7.4	Ref 7.7.3: Action held over. MC will submit a planning application to Moray Council.	MC
7.8	Dava Bypass Project	
7.8.1	Ref 7.8.1: PB reported that he has accepted the survey quote of £954 incl. VAT. Action closed.	
7.8.2	PB reported that Property and Land Surveys (Highlands) Limited (PALS) will be carrying out the survey on 18/09/2023. PB will monitor progress.	PB
7.8.3	MC will contact the estate representatives and Dava residents to inform them about the survey.	MC
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: MC reported that he has completed risk assessments for the remaining equipment and has added these to the DWA Health and Safety Policy document. Action closed.	
8.1.2	Ref 8.1.2: PB reported that he obtained advice from the Lands and Parks Department of Moray Council as to appropriate risk assessment for the pole saw. They require users to have appropriate training. Action closed. PB noted that this requirement would limit usage of the pole saw to Greg McAulay, the DWA chainsaw operator, and he is rarely available for weekend work parties due to work commitments. PB proposed that, as the pole saw is rarely if ever used, it should be sold. Agreed unanimously. PM volunteered to sell the pole saw.	PM
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: MC reported that he has liaised with John Whitehead, viewed the drone photos/movies on offer and has selected some for display on the DWA website. Action closed. TH reported that Andy Williams has also given permission for photos supplied by him to be used on the DWA website.	
9.1.2	Ref 9.1.2: TH reported that he has uploaded John Whitehead's short sample video about the DW to the DWA website. Action closed.	
9.1.3	Ref 9.1.3: TH reported MC has provided him with a 2023 GTW report. This has been uploaded to the website with photos of the event. Action closed.	
9.1.4	Ref 9.1.4: TH reported that PM has provided the missing reports, and these have been uploaded to the website. Action closed.	
9.1.5	Ref 9.1.5: TH reported that he and PB reviewed Just Giving and decided it was too expensive. TH has installed a free version of GiveWP instead. He noted that the paid version of the website plugin, price \$149, includes functionality for administering gift aid, and will monitor usage of the plugin and assess whether the paid version is cost effective. Action closed.	

9.2	DWA Facebook Group PM reported that the DWA Facebook group now has 1,379 members.	
9.3	Local, Regional and National Publications PB reported that an article appeared in both the Forres Gazette and the Northern Scot reporting on the generous donation made by the Mosset Tavern Quiz Team from sponsorship for their participation the 2023 GTW.	
9.4	External Websites and Social Media. (Nothing to report)	
10	<u>Funding Opportunities</u>	
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.	NT
10.2	Money for Moray	
10.2.1	Ref 10.2.1: 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
10.2.2	Ref 10.2.2: Action held over. NT will 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? NT proposed that he should complete this action once the actions at items 7.7.2 and 7.7.4 above have been completed. Agreed unanimously.	NT
10.3	Paths for All – Ian Findlay Foundation (Nothing to report)	
10.4	Other Sources of Funding (Nothing to report)	
11	<u>DW Ghost Train Walk 2023</u>	
11.1	MC noted the decisions made at the previous meeting, namely: <ul style="list-style-type: none"> • Project for funding from the 2023 GTW to be used for 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. 	
11.2	MC proposed that the surplus of £5,000 from the 2023 GTW should be utilised as soon as possible for drainage and path surface improvements at the Peathillock Cutting. Agreed unanimously. PB will approach local contractors to discuss what improvements can be made for that amount.	PB
11.3	MC asked that the DWA Trustees think of suitable projects to be completed using the 2025 GTW target funding of £10,000, for discussion at the next meeting.	All
11.4	TH reported that the responses to the survey sent to 2023 GTW participants were 100% positive. There were a small number of constructive criticisms, and these will be addressed in arrangements for the 2025 GTW.	
12	<u>DWA Works Promotion</u> Ref 12: PM reported that he circulated designs by email for a DWA feather banner, from which the DWA Trustees chose one design to be progressed. Such banners would be placed at work party entry/exit points to promote the work of the DWA volunteers and could also be used to provide a focal	

	point at other events e.g., the 2025 GTW. PM proposed that he go ahead with purchasing qty 4 feather banners, with qty 2 pole and base sets, at a total cost of £341.76. Agreed unanimously. PM will purchase the feather banners, poles, and bases.	PM
13	<u>AOCB</u> PM noted that the 2023 DWA Annual Members Meeting is due to be held on 23/11/23 at Forres Lawn Tennis Club, Albert Street, Forres, Moray, IV36 1PR and cautioned that preparations need to be under way.	
14	Date of the Next Meeting: 19:00 10/10/23, at Forres Lawn Tennis Club, Albert Street, Forres, Moray, IV36 1PR.	

Meeting Closed: 21:00

(File Copy Signed)

Robbie Roberts
Vice Chair
Dava Way Association