



4.29	Ref 11.1: (See Item 11.1 below)	
4.30	Ref 11.2: (See Item 11.2 below)	
4.31	Ref 13.1: (See Item 13.1 below)	
4.32	Ref 13.2: (See Item 13.2 below)	
4.33	Ref 13.3: (See Item 13.3 below)	
4.34	Ref 13.4: (See Item 13.4 below)	
4.35	Ref 13.5: (See Item 13.5 below)	
4.36	Ref 13.6: (See Item 13.6 below)	
4.37	Ref 13.7: (See Item 13.7 below)	
5	<u>Treasurer's Report</u>	
5.1	PB reported that a balance of £20,057.66 is in the DWA account. Unrestricted Funds: £ 15,221.66 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: £ 361.44 from HMRC; gift aid.	
5.3	Significant Expenditure: £ 137.00 to Moore Timber Co; for manuf. replacement fingerpost. £ 237.29 to MacGregor Industrial Supplies; rough cutter repair.	
5.4	Anticipated Income: £ Nil	
5.5	Anticipated Expenditure (from DWA funds): £ Nil	
5.6	Anticipated Expenditure (covered by external funding): £ Nil	
5.7	Donations via the GiveWP-Stripe process since last meeting: £ 10.00	
5.8	Ref 5.7: See item 5.7 above. Action closed.	
5.9	Ref 5.8: Action held over. TH will edit the Give WP email and let PB know that he does not need to send a thank you email manually.	TH
5.10	Ref 5.9: MC reported that he has signed off the letter authorising PB to operate the DWA PayPal account and presented it to PB. PB reported that he has submitted the signed letter to PayPal. Action closed.	
5.11	PB noted that the bank providing services to the DWA is currently offering a business savings account paying 5% annual interest. PB proposed that it may be prudent for the DWA to transfer some of their currently unallocated funds into such an account. Agreed unanimously. PB will research the operation of the business savings account, determine how much should be invested, then report back at the next meeting.	
5.12	NS reported that the DWA recently received a donation of £45.49 from <a href="#">Easyfundraising</a> . The DWA has received a total of £169.28 from this source since signing up to the service.	PB
6	<u>Correspondences</u>	
6.1	<b>To the Secretary</b> MC reported that he was contacted by Moray Council to arrange a site visit at Mannachie Rise to discuss installing a dropped kerb adjacent to the ramp access to the Dava Way (DW). These works are being undertaken to better facilitate active travel. The site visit took place towards the beginning of November, with the drop kerb being installed around 14/11/23.	

6.2	<b>Other Correspondence</b> (Nothing to report)	
7	<u>Dava Way Path Works and Equipment Maintenance</u>	
7.1	<b>Unplanned Work Since Last Meeting</b> (Nothing to report)	
7.2	<b>Planned Work Since Last Meeting</b>	
7.2.1	Ref 7.3.1a: PM reported that the following works were carried out at a work party in the Fox Hill Cutting on 14/11/2023: <ul style="list-style-type: none"> <li>Removed 130 metres of accumulated natural adjacent to concrete channel and remove silt from channel.</li> <li>Scraped mud from 30 metres of trackbed surface, then laid new path quarry dust surface.</li> </ul> Action closed.	
7.2.2	Ref 7.3.1b: MC reported that he notified the appropriate estate managers about the works to be carried out. Action closed.	
7.3	<b>Priorities for Next Work Party and Mini Work Parties</b>	
7.3.1	PM proposed the following tasks as options to be carried out at the next work party, scheduled for 18/11/23: <ul style="list-style-type: none"> <li>Fox Hill Cutting <ul style="list-style-type: none"> <li>Continue scraping mud from trackbed surface, then lay new path surface.</li> </ul> </li> <li>South of Huntly's Cave Cutting. <ul style="list-style-type: none"> <li>Install replacement information board (see Item 8.1.2 below).</li> </ul> </li> <li>North of Huntly's Cave Cutting. <ul style="list-style-type: none"> <li>Cut back encroaching trees and shrubs.</li> <li>Rough cut/mulch vegetation beneath cleared area.</li> </ul> </li> </ul> Agreed unanimously. PM will make the necessary arrangements. MC will notify the relevant estate manager(s) of the works to be carried out.	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: PB reported that he has made a £50 donation from the DWA to <a href="#">Forres Mens' Shed</a> as a thank you for the bench repair. Action closed.	
7.3.5	Ref 6.1: MC reported that he hosted a site visit for Scottish Gas Networks (SGN) representatives, to discuss suitable works to be carried out by their team of volunteers for a day under their <a href="#">Community Action Programme</a> . It was agreed that the SGN volunteers will carry out ditch clearance works adjacent to the estate track north of Squirrel Neuk Bridge and, if possible, improvement works to the Dallas Dhu Ramp. MC will liaise with SGN and notify the relevant estate manager(s) about the works to be carried out.	MC
7.4	<b>Signage</b>	
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: PM reported that the replacement finger post for Rafford Station has been manufactured by <a href="#">Moore Timber Co</a> . PM will prepare the fingerpost, then arrange a mini work party to install it.	PM
7.5	<b>Tooling and Equipment</b>	
7.5.1	Ref 7.5.1: MC reported that he contacted the <a href="#">National Lottery Awards for All Scotland</a> fund administrators to enquire if they could help with funding	

<p>7.5.2</p> <p>7.5.3</p> <p>7.5.4</p> <p>7.5.5</p>	<p>for the purchase of the <a href="#">RadioBeam People and Bicycle Counters</a> (RBBP). MC was informed that purchase of the RBBP would not be considered a suitable project for funding under their current programmes. Action closed. MC added that he and NS would shortly be meeting with representatives of the Finderne Development Trust, and they would ask about the possibility of them contributing to the purchase of the RBBP.</p> <p>RR noted that the counter at Dallas Dhu only started failing recently, following a battery replacement. He suggested that the puffer pipes, or another component, may have been disturbed. NS offered to see if he could identify what was causing the malfunction.</p> <p>Ref 7.5.2: PB reported that the repairs to the Billy Goat rough cutter have been completed by MacGregor Industrial Supplies (MIS). Action closed.</p> <p>Ref 7.5.4: PM reported that he has sold the DWA pole saw for £100. Action closed.</p> <p>Ref 7.5.6: Action held over. PM will provide TH with suitable photos of the feather banners in use at a work party, for upload to the DWA website.</p>	<p>MC/NS</p> <p>NS</p> <p>PM</p>
<p>8</p> <p>8.1</p> <p>8.1.1</p> <p>8.1.2</p> <p>8.2</p> <p>8.2.1</p> <p>8.2.2</p> <p>8.2.3</p> <p>8.2.4</p>	<p><u>Project Reports</u></p> <p><b>DW Information Boards Replacement Project</b></p> <p>Ref 8.1.1: 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.</p> <p>NT displayed a mock-up of a sample board for comment. The design concept was approved unanimously, with a small number of options for further refinement being suggested.</p> <p>Ref 8.1.4: Action held over. NS will manufacture qty 4 new information boards to replace ones identified as being beyond repair.</p> <p>NS reported that he has now manufactured 3 of the 4 new information boards, the latest of which will be installed at Huntly's Cave at the next work party.</p> <p><b>Dallas Dhu Access Ramp Improvement Project</b></p> <p>Ref 8.2.1: MC reported that he has written a report justifying why the ramp project should be postponed and the allocated funding retained and, should that not be acceptable, providing details of alternative projects that could be completed within a shorter timescale. Action closed.</p> <p>MC added that he has identified a possible way to improve the accessibility of the current ramp by extending the lower section of ramp straight to the top of the embankment, thus bypassing the need to negotiate the switchback. Details of this option have been included in the report.</p> <p>MC proposed that he should consult Grant Nicholson to see if his idea for extending the lower ramp straight to the top of the embankment is feasible. Agreed unanimously. MC will consult Grant Nicholson.</p> <p>MC and NT will arrange a meeting with the Money for Moray (MfM) fund manager to discuss the proposals contained in the report, namely:</p> <ul style="list-style-type: none"> <li>• Postpone spending the £4,000 funding allocated indefinitely, until planning approval (and additional funding) have been obtained.</li> <li>• Approve spending the allocated funding on a more achievable alternative accessibility-related project/projects e.g., <ul style="list-style-type: none"> <li>○ Surface improvement of the access track between Woodside and the DW at the south end of the Rafford Bank.</li> <li>○ Surface improvement of the access track (and improvement to parking provision) adjacent to the Rafford Bridge.</li> <li>○ Widening of the chicanes either side of the Sanquhar Mains access track; to allow passage for disability scooters.</li> </ul> </li> </ul>	<p>NT/TH</p> <p>NS</p> <p>MC</p>

8.2.5	<ul style="list-style-type: none"> <li>Return the allocated funding unspent.</li> </ul> <p>Ref 8.2.2: Action held over; pending result of Item 8.2.4 above. 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.</p>	MC/NT
8.2.6	Ref 8.2.3: Action held over; pending result of Item 8.2.4 above. NT will approach appropriate user groups and canvas their support for the project.	MC/TH
8.2.7	Ref 8.2.4: Action held over; pending result of Item 8.2.4 above. MC will identify suitable sources of match funding for the project, in addition to the value attributed to recorded trustee/volunteer hours.	NT
8.2.8	Ref 8.2.5: Action held over; pending result of Item 8.2.4 above. MC will submit a planning application to Moray Council.	MC
8.3	<p><b>Dava Bypass Project</b></p> <p>Ref 8.3.1: Action held over. PB will monitor for completion of the aerial survey by <a href="#">Property and Land Surveys (Highlands) Limited</a> (PALS).</p>	MC
8.4	<p><b>Peathillock Cutting Drainage Improvement Project</b></p> <p>Ref 8.4.1: Action held over. PB will approach local contractors to discuss what drainage improvements can be made for £5,000.</p>	PB
8.5	<p><b>Ghost Train Walk 2025 Project</b></p> <p>Ref 8.5.1: MC reported that he now has a list of suitable projects to be completed using the 2025 GTW target funding of £10,000. Action closed.</p>	PB
9	<u>Health and Safety</u>	
9.1	<p><b>DWA Health and Safety Management Plan</b></p> <p>(Nothing to report)</p>	
9.2	<p><b>First Aid Kits</b></p> <p>The DWA first aid kits are held by MC, PB and PM. The completeness and serviceability of each kit was confirmed.</p>	
9.3	<p><b>Injury Reports and Incidents</b></p> <p>(Nothing to report)</p>	
10	<u>Business Planning</u>	
10.1	<p><b>DWA Strategic Business Plan</b></p>	
10.1.1	Ref 10.1.1: Action held over. TT will redraft the DWA Strategic Business Plan into the <a href="#">Business Plan</a> format preferred by the National Lottery.	TT
10.1.2	Ref 10.1.2: 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
10.2	<p><b>Trustee Membership and Supporter Roles</b></p> <p>Ref 10.2.3: MC noted that there are only 24 registered DWA members. However, there are 1,423 members of the Facebook group the <a href="#">Friends of the Dava Way</a>. The DWA needs to increase its membership and MC suggested that a membership fee should be introduced to support the work of the DWA and provide members with a better sense of being 'part of things'. The relative pros and cons were discussed at length, and it was decided that MC should be allowed to put his case to the DWA members at the upcoming DWA Annual Members Meeting (AMM).</p>	MC
10.3	<p><b>Succession Planning</b></p> <p>(Nothing to report)</p>	

11	<u>Funding</u>	
11.1	<b>Places Called Home</b> Ref 11.1: Action held over. NT will ensure that the DWA comply with the <a href="#">Terms and Conditions</a> of the <a href="#">Places Called Home</a> scheme, as requested in the award email.	NT
11.2	<b>Money for Moray</b> Ref 11.2: Action held over. NT will ensure that the DWA comply with the Terms and Conditions of the <a href="#">Money for Moray</a> scheme, as requested in the award email.	NT
11.3	<b>Paths for All – Ian Findlay Foundation</b> As the Ian Findlay Foundation was to be used for match funding for the full Sustrans standard implementation of the Dallas Dhu Ramp upgrade, MC proposed that this item be removed from future agenda. Agreed unanimously.	
11.4	<b>Other Sources of Funding</b> (Nothing to report)	
12	<u>Social Media and Publicity</u>	
12.1	<b>DWA Website</b> (Nothing to report)	
12.2	<b>DWA Facebook Group</b> PM reported that the DWA Facebook group now has 1,423 members.	
12.3	<b>Local, Regional and National Publications</b> (Nothing to report)	
12.4	<b>External Websites and Social Media.</b> (Nothing to report)	
13	<u>DWA Annual Members Meeting 2023</u>	
13.1	Ref 13.1: PB reported that Forres Tennis Club elected to hold their AGM on 23/11/23. PB confirmed that, with agreement from the DWA Trustees by email, he has booked Forres Tennis Club as venue for the DWA Annual Members Meeting (AMM) at 19:30 on 30/11/23. Action closed.	
13.2	Ref 13.2: MC reported that he has invited the DWA members and volunteers. Action closed.	
13.3	Ref 13.3: Action held over. MC will purchase refreshments for the event.	MC
13.4	Ref 13.4: Action held over. NS will draft the Chair's Report.	NS
13.5	Ref 13.5: PB presented the Trustees Annual Report Appendix 1 (charitable activity report) for approval by the DWA Trustees. Approved unanimously. Action closed.	
13.6	Ref 13.6: Action held over. 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
13.7	Ref 13.7: Action held over. TH will provide a 15-20 minute presentation.	TH
13.8	Though they would not be able to vote as non-members, RR proposed that a post should be added to the Facebook group the Friends of the Dava Way inviting group members to attend the AMM. Agreed unanimously. MC will post a suitable invitation to the Facebook group.	MC
14	<u>AOCB</u> NS floated the idea for holding the DWA Annual Dinner towards the end of January 2024. Decision on this, and who to invite as honoured guests, to be discussed at the next meeting.	All
15	Date of the Next Meeting: 19:00 12/12/23, at Forres Lawn Tennis Club, Albert Street, Forres, Moray, IV36 1PR.	

Meeting Closed: 21:05

A handwritten signature in black ink, appearing to read 'Neil Sinclair', written in a cursive style.

Neil Sinclair  
Chairman  
Dava Way Association