

THE DAVA WAY ASSOCIATION

Minutes of the Board of Trustees Meeting held 9th January 2024

Venue: Forres Lawn Tennis Club, Albert Street, Forres, Moray, IV36 1PR.

Meeting Opened: 19:00

| Item | Minute | Action By |
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| 1 | <u>Welcome</u> : Neil Sinclair chaired the meeting and welcomed members. | |
| 2 | <u>Present</u> : Malcolm Campbell (MC), Neil Sinclair (NS), Norman Thomson (NT), Paul Barron (PB), Pete Mitchell (PM), Robbie Roberts (RR), Tim Heaps (TH), Trevor Thornley (TT). <u>Apologies</u> : Michael J Sutherland (MS). | |
| 3 | <u>Minutes of the AMM held on 30th November 2023</u> The minutes of the DWA Annual Members Meeting (AMM) held on 30/11/23 were read and accepted. Proposed: RR Seconded: MC | |
| 4 | <u>Matters Arising from the AMM held on 30th November 2023</u> (Nothing to report) | |
| 5 | <u>Minutes of the previous meeting held on 12th December 2023</u> The minutes of the previous Dava Way Association (DWA) BoT meeting were read and accepted without change. Proposed: RR Seconded: MC | |
| 6 | <u>Matters Arising from the previous meeting</u> | |
| 6.1 | Ref 3: TT reported that he amended and recirculated the draft AMM minutes as requested. Action closed. | |
| 6.2 | Ref 4.1: MC reported that he has submitted the DWA Trustees Annual Report (TAR) to the Office of the Scottish Charities Regulator (OSCR). Action closed. | |
| 6.3 | Ref 7.10: (See Item 7.8 below) | |
| 6.4 | Ref 7.11: (See Item 7.9 below) | |
| 6.5 | Ref 9.3.1a: (See Item 9.3.1 below) | |
| 6.6 | Ref 9.3.1b: (See Item 9.3.1 below) | |
| 6.7 | Ref 9.3.2: (See Item 9.3.2 below) | |
| 6.8 | Ref 9.3.3: (See Item 9.3.3 below) | |
| 6.9 | Ref 9.3.4: (See Item 9.3.4 below) | |
| 6.10 | Ref 9.4.1: (See Item 9.4.1 below) | |
| 6.11 | Ref 9.5.1: (See Item 9.5.1 below) | |
| 6.12 | Ref 9.5.2: (See Item 9.5.2 below) | |
| 6.13 | Ref 9.5.3: (See Item 9.5.3 below) | |
| 6.14 | Ref 9.5.5: (See Item 9.5.4 below) | |
| 6.15 | Ref 10.1.1: (See Item 10.1.1 below) | |
| 6.16 | Ref 10.1.2: (See Item 10.1.2 below) | |

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| 6.17 | Ref 10.2.2: | (See Item 10.2.1 below) | |
| 6.18 | Ref 10.2.3: | (See Item 10.2.2 below) | |
| 6.19 | Ref 10.2.4: | (See Item 10.2.3 below) | |
| 6.20 | Ref 10.2.5: | (See Item 10.2.4 below) | |
| 6.21 | Ref 10.2.6: | (See Item 10.2.5 below) | |
| 6.22 | Ref 10.2.7: | (See Item 10.2.6 below) | |
| 6.23 | Ref 10.3: | (See Item 10.3.1 below) | |
| 6.24 | Ref 10.4: | (See Item 10.4 below) | |
| 6.25 | Ref 12.1.1: | (See Item 12.1.1 below) | |
| 6.26 | Ref 12.1.2: | (See Item 12.1.2 below) | |
| 6.27 | Ref 12.2.2 | (See Item 12.2 below) | |
| 6.28 | Ref 13.1: | (See Item 13.1 below) | |
| 6.29 | Ref 13.2: | (See Item 13.2 below) | |
| 6.30 | Ref 14.1: | (See Item 14.1.1 below) | |
| 6.31 | Ref 16.1: | (See Item 15.1 below) | |
| 6.32 | Ref 16.2: | (See Item 15.2 below) | |
| 7 | <u>Treasurer's Report</u> | | |
| 7.1 | PB reported that a balance of £19,433.46 is in the DWA account. Unrestricted Funds: £ 14,597.46 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: £ 100.00 from individual donation. | | |
| 7.3 | Significant Expenditure: £ 341.05 to PM; for mileage claim. £ 241.42 to PM; mini digger usage. | | |
| 7.4 | Anticipated Income: £ Nil | | |
| 7.5 | Anticipated Expenditure (from DWA funds): £ Nil | | |
| 7.6 | Anticipated Expenditure (covered by external funding): £ Nil | | |
| 7.7 | Donations via the GiveWP-Stripe process since last meeting: £ 0.00 | | |
| 7.8 | Ref 7.10: NT reported that the Charities Aid Foundation require charitable organisations to have a current account with them before they can have a savings account. A monthly charge of £5 is payable for their current accounts, and the savings accounts only pay 2.5%. PB proposed that the DWA should retain their current banking arrangements, as there are a number of DWA projects that will require funding and any interest earned on small amounts over a short period would be offset by the current account charge. Agreed unanimously. Action closed. | | |
| 7.9 | Ref 7.11: Action held over. MC will draw up a budget forecast covering the potential projects to be carried out 2024-2025. | | MC |
| 8 | <u>Correspondences</u> | | |
| 8.1 | To the Secretary (Nothing to report) | | |
| 8.2 | Other Correspondence (Nothing to report) | | |

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| 9 | <u>Dava Way Path Works and Equipment Maintenance</u> | |
| 9.1 | Unplanned Work Since Last Meeting | |
| 9.1.1 | PB reported that he and TH recovered the information board from adjacent to the Dallas Dhu Ramp. It was pushed over by recent strong winds. NS reported that he will repair the board and reinstall it at a mini work party. | NS |
| 9.1.2 | TH reported that he provided MC with photographs of the birch tree to be removed from the top of the Dallas Dhu Ramp. MC reported that the photographs have been forwarded to Altyre Estates to enable them to identify the subject tree. | |
| 9.1.3 | MC reported that he investigated reports of windblown trees within and south of the Clashdhu Cutting. Both were found to be clear of the DW path, but requiring removal. PM asked MC if removal of the trees could be carried out using bow saws. MC confirmed that bow saws should be suitable for the task. PM proposed that the removal of the two trees should be the focus of the upcoming DWA work party. Agreed unanimously. See Item 9.3.1 below. | |
| 9.2 | Planned Work Since Last Meeting (Nothing to report) | |
| 9.3 | Priorities for Next Work Party and Mini Work Parties | |
| 9.3.1 | Ref 9.3.1a: PM proposed that the following works be carried out at the next work party, scheduled for 13/01/2024. <ul style="list-style-type: none"> • Remove windblown tree in the Clashdhu Cutting. • Remove windblown tree adjacent to the Clashdhu Crossing. • Remove encroaching vegetation between Clashdhu Crossing and Bantrach Cutting. Agreed unanimously. PM will make the necessary arrangements for the work party. | PM |
| | Ref 9.3.1b: MC will notify the relevant estate manager(s) of the works to be carried out. | MC |
| 9.3.2 | Ref 9.3.2: Action held over. PM or NS will treat the oak benches with teak oil when possible. | 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. MC will liaise with Scottish Gas Networks (SGN) representatives in Spring 2024 and notify the relevant estate manager(s) about the works to be carried out at the SGN-DWA Community Action Programme work party. | MC |
| 9.4 | Signage 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 |
| 9.5 | Tooling and Equipment | |
| 9.5.1 | Ref 9.5.1: Action held over. MC and NS will submit an application for RadioBeam People and Bicycle Counter (RBBP) funding to the Berry Burn Community Fund . | MC/NS |
| 9.5.2 | Ref 9.5.2: Action held over. NS will see if he can identify what is causing the malfunction of the Dallas Dhu counter. If the device cannot be repaired, NS will remove counter and pressure pad and return them to Ian Douglas. | NS |
| 9.5.3 | Ref 9.5.3: MC reported that he has contacted Ian Douglas, Access Officer at Moray Council, to ask if he would like the Dallas Dhu counter returned, if it is found to be beyond repair. Ian has stated that the counter should be returned to him for spares recovery. Action closed. | |

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| 9.5.4 | Ref 9.5.5: PB reported that he has purchased the replacement bow saw blades from MacGregor Industrial Supplies. Action closed. | |
| 10 | <u>Project Reports</u> | |
| 10.1 | DW Information Boards Replacement Project | |
| 10.1.1 | Ref 10.1.1: 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. TH reported that he has obtained two quotes for the printing of the new information boards: £50 per board for printing on laminated card, and £75 per board for printing on Foamex plastic. The sub-committee will shortly finalise the designs. NS stated that he would show the sub-committee an existing board, so they could make an informed decision on which material to use for printing the new boards. | NT/TH NS |
| 10.1.2 | Ref 10.1.2: Action held over. NS will manufacture qty 4 new information board frames to replace ones identified as being beyond repair. | NS |
| 10.2 | Dallas Dhu Access Ramp Improvement Project | |
| 10.2.1 | Ref 10.2.2: MC reported that he has written to the land manager for Altyre Estate, and they have reconfirmed that they own the railway embankment adjacent to the Dallas Dhu Distillery and they have provided their written permission for felling the mature birch at the top of the ramp. Action closed. | |
| 10.2.2 | Ref 10.2.3: Action held over. PB will contact Wakely Tree Surgeons Ltd and obtain a quote for the felling of the mature birch, and related stump grinding. Following approval of the quote by the DWA Trustees, PB will arrange for the tree felling to be carried out. Note: A Felling Permission Application may need to be submitted. Note: It will be necessary to obtain permission from Ian Douglas, Access Officer at Moray Council, if the DW is to be closed during tree felling works. | PB |
| 10.2.3 | Ref 10.2.4: Action held over. When the tree and its roots have been removed, MC, PB and PM will assess whether it is feasible for the DWA to complete the required ground works, or whether MC should obtain a quote from contractor Grant Nicholson. | MC/PB/PM |
| 10.2.4 | Ref 10.2.5: MC, PB and PM will discuss options for improving access at the bottom of the ramp e.g. lowering the kerb adjacent to the car park and widening the gap in the fencing. | MC/PB/PM |
| 10.2.5 | Ref 10.2.6: Action held over. When the scope of the ramp upgrade works have been finalised, MC will consult the Duty Planner at Moray Council , and submit a planning application for the ramp if required. Note: It was suggested that the existing ramp should be widened, and the post and rail fencing repaired/renewed, if it is possible complete these works within the funding available for the project. | MC |
| 10.2.6 | Ref 10.2.7: Action held over. NT reported that he has written to the Money for Moray (MfM) fund manager, seeking their response to the proposals outlined in the report authored by MC. NT is awaiting their reply. | NT |
| 10.3 | Dava Bypass Project | |
| 10.3.1 | Ref 10.3: PB reported that Property and Land Surveys (Highlands) Limited (PALS) have completed the aerial survey and provided the required data. TT confirmed that the provided data has been satisfactorily loaded into the ESRI ArcGIS Pro (GIS) application. PB will pay the PALS invoice. | PB |
| 10.3.2 | TT and PB will plot a proposed route in the GIS application and export it to a mobile device capable of GPS route navigation. | TT/PB |
| 10.3.3 | PB, PM and TT will walk the proposed route and assess its suitability, probing peat depth and installing route markers to show estate managers. | PB/PM/TT |

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| 10.4 | Peathillock Cutting Drainage Improvement Project Ref 10.4: Action held over. PB will approach local contractors to discuss what drainage improvements can be made for £5,000. | PB |
| 10.5 | Ghost Train Walk 2025 Project | |
| 10.5.1 | MC reported that he will produce a road map of milestone tasks leading to the 2025 event. | MC |
| 10.5.2 | MC reported that he will contact Karen Cox at OutfitMoray to discuss best practice when approaching potential corporate sponsors. | MC |
| 11 | <u>Health and Safety</u> | |
| 11.1 | DWA Health and Safety Management Plan (Nothing to report) | |
| 11.2 | First Aid Kits | |
| 11.2.1 | The DWA first aid kits are held by MC, PB and PM. The completeness and serviceability of each kit was confirmed. | |
| 11.2.2 | MC noted that the Ibuprofen and emergency water in each kit are due to expire. He will replace these items at the upcoming work party. | MC |
| 11.3 | Injury Reports and Incidents (Nothing to report) | |
| 12 | <u>Business Planning</u> | |
| 12.1 | DWA Strategic Business Plan | |
| 12.1.1 | Ref 12.1.1: Action held over. TT will redraft the DWA Strategic Business Plan into the Business Plan format preferred by the National Lottery. | TT |
| 12.1.2 | Ref 12.1.2: 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 |
| 12.2 | Trustee Membership and Supporter Roles Ref 12.2.2: Action held over. The DWA Trustees will investigate ways to improve the recruitment and retention of DWA volunteers/members. There was some discussion of potential options, but no clear way ahead. Options to be discussed further at the next meeting. | All |
| 12.3 | Succession Planning (Nothing to report) | |
| 13 | <u>Funding</u> | |
| 13.1 | Places Called Home Ref 13.1: 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 |
| 13.2 | Money for Moray Ref 13.2: 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 |
| 13.3 | Other Sources of Funding (Nothing to report) | |
| 14 | <u>Social Media and Publicity</u> | |
| 14.1 | DWA Website | |
| 14.1.1 | Ref 14.1: Action held over. PB reported that he has provided TH with an appropriate link to the on Easyfundraising website. TH will add the link and details of the scheme to the DWA website. | TH |
| 14.1.2 | TH reported that users of some Apple devices were experiencing problems with drop-down functionality on the DWA website. This issue has now been resolved. | |

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| 14.2 | DWA Facebook Group PM reported that the DWA Facebook group now has 1,470 members. | |
| 14.3 | Local, Regional and National Publications (Nothing to report) | |
| 14.4 | External Websites and Social Media. (Nothing to report) | |
| 15 | <u>DWA Annual Dinner</u> | |
| 15.1 | Ref 16.1: Action held over. NS reported that he has spoken with the owner of the Mosset Tavern and booked 03/02/2024 7pm for 7:30 pm for the dinner. A menu for distribution to the DWA members and volunteers is expected soon. | NS |
| 15.2 | Ref 16.2: Action held over. NS will extend an invitation to Paul Douglas, plus one, to attend the dinner as honoured guests. | NS |
| 16 | <u>AOCB</u> PB stated that he will circulate a list to the DWA Trustees of dates for all the DWA BoT meetings scheduled for 2024. | PB |
| 17 | Date of the Next Meeting: 19:00 13/02/24, at Forres Lawn Tennis Club, Albert Street, Forres, Moray, IV36 1PR. | |

Meeting Closed: 20:30



Neil Sinclair
Chairman
Dava Way Association