



4.29	Ref 13.1:	(See Item 11.1 below)	
4.30	Ref 13.2:	(See Item 11.2 below)	
4.31	Ref 14.1.1:	(See Item 12.1.1 below)	
4.32	Ref 15.1:	(See Item 13.1 below)	
4.33	Ref 15.2:	(See Item 13.2 below)	
4.34	Ref 16:	PB noted that he did not actually need to provide the DWA Trustees with a list of dates for all the DWA BoT meetings scheduled for 2024. Meetings are always held on the second Tuesday in the month, unless otherwise notified. Action closed.	
5	<u>Treasurer's Report</u>		
5.1	PB reported that a balance of £18,507.07 is in the DWA account. Unrestricted Funds: £ 13,671.07 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.		
5.3	Significant Expenditure: £ 954.00 to PALS; for Dava aerial survey.		
5.4	Anticipated Income: £ Nil		
5.5	Anticipated Expenditure (from DWA funds): £ 456.00 Wakeley Tree Surgeons Ltd; tree removal at Dallas Dhu. £ 94.50 NS; DWA dinner guests and raffle.		
5.6	Anticipated Expenditure (covered by external funding): £ Nil		
5.7	Donations via the GiveWP-Stripe process since last meeting: £ 0.00		
6	<u>Correspondences</u>		
6.1	<b>To the Secretary</b> (Nothing to report)		
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> PM reported that path users reported various windblown trees blocking the Dava Way route. As a result of these reports, and site surveys carried out by DWA members, several windblown trees were identified and removed from Dava North, the Dava Bypass, Belgian Wood and Woodside.		
7.2	<b>Planned Work Since Last Meeting</b>		
7.2.1	Ref 9.3.1a: PM reported that the following works were carried out at the work party held on 13/01/24: <ul style="list-style-type: none"> <li>• Removed windblown tree in the Clashdhu Cutting.</li> <li>• Removed windblown tree adjacent to the Clashdhu Crossing.</li> <li>• Removed encroaching vegetation between Clashdhu Crossing and Bantrach Cutting.</li> </ul> PM reported that the following works were carried out at the work party held on 10/02/24: <ul style="list-style-type: none"> <li>• Standing water drained and mud removed from the Squirrelneuk</li> </ul>		

	<p>bridge junction.</p> <ul style="list-style-type: none"> <li>Flooded section of path at south end of Muddy Puddles, near Woodside, drained by clearing and enlarging the existing offlet ditch.</li> <li>Laid and compacted 1.7 tonnes of quarry material to raise the path level through the drained section.</li> <li>Carried out further drainage works and surface mud scrapes on the rest of the woodside muddy puddles section of path.</li> <li>Removed mud from the Newtyle forestry track section near the Bill McRitchie bench.</li> </ul> <p>Action closed.</p>	
7.2.2	Ref 9.3.1b: 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 will decide on appropriate tasks and make the necessary arrangements for the next work party, scheduled for 09/03/2024.	PM
	MC will notify the relevant estate manager(s) of the works to be carried out.	MC
7.3.2	Ref 9.3.2: Action held over. PM or NS will treat the oak benches with teak oil when possible.	PM/NS
7.3.3	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
7.3.4	Ref 9.3.4: Action held over. MC will liaise with Scottish Gas Networks (SGN) representatives and notify the relevant estate manager(s) about the works to be carried out at the SGN-DWA <a href="#">Community Action Programme</a> work party.	MC
	MC reported that this work party has been postponed until May due to SGN operational priorities.	
7.4	<b>Signage</b>	
7.4.1	Ref 9.4: 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 10.1.2: Action held over. NS will manufacture qty 4 new information board frames to replace ones identified as being beyond repair.	NS
7.4.3	Ref 9.1.1: Action held over. NS will repair the information board from adjacent to the Dallas Dhu Ramp the board and reinstall it at a future mini work party.	NS
7.4.4	MC reported that he received a letter from a Richard Ogilvy, reporting that one of the fingers from the fingerpost adjacent to the Rafford Bridge had broken off. He carried out a temporary repair himself and offered his services to manufacture a replacement sign. PM reported that he has contacted Richard and provided him with design details. PM will liaise with Richard and monitor progress.	PM
7.5	<b>Tooling and Equipment</b>	
7.5.1	Ref 9.5.1: Action held over. MC and NS will submit an application for <a href="#">RadioBeam People and Bicycle Counter</a> (RBBP) funding to the <a href="#">Berry Burn Community Fund</a> .	MC/NS
	MC reported that he will draw up the budget forecast before he and NS apply for funding. See Item 10.1.3 below.	
7.5.2	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

8	<u>Project Reports</u>	
8.1	<b>DW Information Boards Content Refresh Project</b>	
8.1.1	Ref 10.1.1a: Action held over. NT, TH, NS and MC 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 the draft information board designs have been made available on the server. TH, NT, NS and MC will proofread the drafts ready for sign-off and printing.	NT/TH/NS/ MC
8.1.2	Ref 10.1.1b: Action held over. NS will show the sub-committee an existing board, so they can make an informed decision on which material to use for printing the new boards; decision between £50 per board for printing on laminated card, and £75 per board for printing on Foamex plastic.	NS
8.2	<b>Dallas Dhu Access Ramp Improvement Project</b>	
8.2.1	Ref 10.2.2: PB reported that he contacted <a href="#">Wakely Tree Surgeons Ltd</a> and obtained a quote for the felling of the mature birch, and related stump grinding. The quote was approved by the DWA Trustees, and the tree felling and stump grinding have been carried out. Action closed.	
8.2.2	Ref 10.2.3 and 10.2.4: Actions held over. MC, PB and PM will carry out a site survey at the Dallas Dhu Ramp: <ul style="list-style-type: none"> <li>• Check if the existing retaining wall and fencing are sound.</li> <li>• Assess whether it is feasible for the DWA to complete the required ground works themselves, or whether MC should obtain a quote for the works from Grant Nicholson.</li> <li>• Identify the best way to improve access at the bottom of the ramp e.g. lowering the kerb adjacent to the car park and widening the gap in the fencing.</li> <li>• Obtain the necessary measurements for a location/site plan with elevations to be drafted by PM.</li> </ul>	
8.2.3	PB will liaise with MC and PB to organise a survey mini work party. MC will write to Historic Environment Scotland to obtain written confirmation that they are the owner of the land within the curtilage of the Dallas Dhu Distillery, and seek their written permission to install a drop kerb at the edge of the car park adjacent to the ramp.	MC/PB/PM
8.2.4	Ref 10.2.5: Action held over. When the scope of the ramp upgrade works have been finalised, MC will consult the <a href="#">Duty Planner at Moray Council</a> , and submit a planning application for the ramp if required.	MC
8.2.5	Ref 10.2.6: NT reported that he wrote to the Money for Moray (MfM) fund manager, seeking their response to the proposals outlined in the report authored by MC. He has not received a reply, so it is assumed that they have no concerns regarding the proposals. Action closed.	MC
8.3	<b>Dava Bypass Project</b>	
8.3.1	Ref 10.3.1: PB reported that he has paid <a href="#">Property and Land Surveys (Highlands) Limited</a> (PALS) for the aerial survey. Action closed.	
8.3.2	Ref 10.3.2: TT reported that he, PB and PM have plotted a proposed route in the GIS application and exported it to a mobile device capable of GPS route navigation. Action closed.	
8.3.3	Ref 10.3.3: Action held over. PB, PM and TT will walk the proposed route and assess its suitability, probing peat depth and installing route markers to show the residents, estate managers and local authority access officers.	PB/PM/TT
8.3.4	MC will provide PB with contact details for the holder of the peat probe.	MC
8.4	<b>Peathillock Cutting Drainage Improvement Project</b>	
	Ref 10.4: Action held over. PB will approach local contractors to discuss what drainage improvements can be made for £5,000.	PB

8.5	<b>Ghost Train Walk 2025 Project</b>	
8.5.1	Ref 10.5.1: Action held over. MC reported that he will produce a road map of milestone tasks leading to the 2025 event.	MC
8.5.2	Ref 10.5.2: Action held over. MC reported that he will contact Karen Cox at OutfitMoray to discuss best practice when approaching potential corporate sponsors.	MC
9	<u>Health and Safety</u>	
9.1	<b>DWA Health and Safety Management Plan</b> (Nothing to report)	
9.2	<b>First Aid Kits</b>	
9.2.1	The DWA first aid kits are held by MC, PB and PM. The completeness and serviceability of each kit was confirmed.	
9.2.2	Ref 11.2.2: MC reported that the Ibuprofen and emergency water in each kit were replaced at the work party held 10/02/24. Action closed.	
9.3	<b>Injury Reports and Incidents</b> (Nothing to report)	
10	<u>Business Planning</u>	
10.1	<b>DWA Strategic Business Planning</b>	
10.1.1	Ref 12.1.1: 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 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
10.1.3	Ref 7.9: Action held over. MC will draw up a budget forecast covering the potential projects to be carried out 2024-2025.	MC
10.2	<b>Trustee Membership and Supporter Roles</b> 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
10.3	<b>Succession Planning</b> (Nothing to report)	
11	<u>Funding</u>	
11.1	<b>Places Called Home</b> Ref 13.1: 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 13.2: 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>Other Sources of Funding</b> (Nothing to report)	
12	<u>Social Media and Publicity</u>	
12.1	<b>DWA Website</b>	
12.1.1	Ref 14.1.1: Action held over. PB reported that he has provided TH with an appropriate link to the on <a href="#">Easyfundraising</a> website. TH will add the link and details of the scheme to the DWA website.	TH
12.1.2	TH requested photos from the January work party for inclusion in the work party report on the DWA website. PM will provide TH with the photos.	PM

12.2	<b>DWA Facebook Group</b> TH suggested that the DWA Easyfundraising link might be best advertised through periodic posts on the DWA Facebook group. PM will research how this may be achieved.	PM
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 Dinner</u>	
13.1	Ref 15.1: NS reported that the DWA Annual Dinner took place at the Mosset Tavern on 03/02/2024. The evening was enjoyed by all those present. Action closed.	
13.2	Ref 15.2: NS reported that Paul Douglas, plus one, attended the dinner as honoured guests. Action closed.	
14	<u>AOCB</u> NS and MC reported on their recent discussions with the Glasgow School of Art concerning the possibility of them using the DW for an upcoming student community project studying bird and plant populations. MC hosted a group of students for a walk along a section of the DW. It is anticipated that the project, though not directly beneficial to the DWA, will provide some publicity.	
15	Date of the Next Meeting: 19:00 12/03/24, at Forres Lawn Tennis Club, Albert Street, Forres, Moray, IV36 1PR.	

Meeting Closed: 21:15



Neil Sinclair  
Chairman  
Dava Way Association