THE DAVA WAY ASSOCIATION

Mintes of the Board of Trustees Meeting held 9th April 2024

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

Meeting Opened: 19:00

Item	Minute		Action By
1	Welcome:	Neil Sinclair chaired the meeting and welcomed members.	
2	Present:	Malcolm Campbell (MC), Michael J Sutherland (MS), Neil Sinclair (NS), Norman Thomson (NT), Pete Mitchell (PM), Tim Heaps (TH), Trevor Thornley (TT).	
	Apologies:	Paul Barron (PB), Robbie Roberts (RR).	
3	The minutes of	e <u>previous meeting held on 12th March 2024</u> of the previous Dava Way Association (DWA) BoT meeting daccepted without change.	
	Proposed:	MC Seconded: PM	
4	Matters Arisin	ng from the previous meeting	
4.1 4.2 4.3 4.4 4.5 4.6 4.7 4.8 4.9 4.10 4.11 4.12 4.13 4.14 4.15 4.16 4.17 4.18 4.20 4.21 4.22 4.23 4.24 4.25	Ref 7.3.1a: Ref 7.3.1b: Ref 7.3.2: Ref 7.3.3: Ref 7.3.4: Ref 7.4.1: Ref 7.4.2: Ref 7.4.3: Ref 7.4.4: Ref 7.5.1: Ref 7.5.3.1: Ref 7.5.3.2: Ref 7.5.3.3: Ref 7.5.3.3: Ref 7.5.3.5: Ref 8.1.1: Ref 8.1.2: Ref 8.1.2: Ref 8.1.3: Ref 8.1.3: Ref 8.1.5: Ref 8.2.2: Ref 8.2.3: Ref 8.3.1: Ref 8.4: Ref 8.5.1:	(See Item 7.3.1 below) (See Item 7.3.2 below) (See Item 7.3.3 below) (See Item 7.3.4 below) (See Item 7.4.1 below) (See Item 7.4.2 below) (See Item 7.4.3 below) (See Item 7.4.5 below) (See Item 7.5.1 below) (See Item 7.5.1 below) (See Item 7.5.3.1 below) (See Item 7.5.3.2 below) (See Item 7.5.3.3 below) (See Item 7.5.3.5 below) (See Item 8.1.1 below) (See Item 8.1.1 below) (See Item 8.1.1 below) (See Item 8.2.2 below) (See Item 8.2.2 below) (See Item 8.3 below) (See Item 8.4 below) (See Item 8.4 below) (See Item 8.5.1 below)	
4.26 4.27	Ref 8.5.2: Ref 9.1:	(See Item 8.5.2 below) MC reported that he has removed item DWA Health and Safety Management Plan from the agenda. Action closed.	

4.28	Ref 10.1.1:	(See Item 10.1.1 below)	
4.29	Ref 10.1.2:	(See Item 10.1.2 below)	
4.30	Ref 10.1.3:	(See Item 10.1.1 below)	
4.31	Ref 10.2:	(See Item 10.2 below)	
4.32	Ref 11.1:	(See Item 11.1 below)	
4.33	Ref 11.2:	(See Item 11.2 below)	
4.34	Ref 12.1.1:	(See Item 12.1.1 below)	
4.35	Ref 12.1.2:	(See Item 12.1.2 below)	
4.36	Ref 12.2.1:	(See Item 12.2.1 below)	
4.37	Ref 13.1:	(See Item 8.5.3 below)	
4.38	Ref 13.3:	MS reported that the parliamentary reception scheduled to take place on Wednesday 17 April 2024 in the Scottish	
		Parliament was fully booked when he applied to attend. Action closed.	
4.39	Ref 13.4:	MC reported that he provided a talk DWA to the	
		Trefoil Guild meeting held at St Johns Church Hall on	
		25/03/2024. The guild members found the talk interesting	
		and expressed their appreciation. Action closed.	
5	Treasurer's R	eport	
5.1		hat a balance of £17,528.29 is in the DWA account.	
	Unrestricted F		
	£ 13,262.29		
	Restricted Fu	nds:	
	£ 266.60	Places Called Home; for Dallas Dhu Ramp project.	
	£ 4,000.00	Money for Moray; for Dallas Dhu Ramp project.	
5.2	Significant Inc	come:	
	£ Nil		
5.3	Significant Ex	penditure:	
		CSD; for information board printing.	
5.4	Anticipated In	come:	
	£ Nil		
5.5		xpenditure (from DWA funds):	
		Grant Nicholson; for Peathillock Cutting drainage works.	
5.6	Anticipated Expenditure (covered by external funding): £ Nil		
5.7	Donations via £ 37.99	the GiveWP-Stripe process since last meeting:	
5.8		equest from PB that the outstanding balance from Places	
		be spent before the end of the financial year, to simplify	
		S proposed that the money be spent on materials to replace	
	_	d information board frame at the Dallas Dhu Ramp. Agreed	
		NS will purchase the materials and manufacture a	
		nformation board frame; see Item 7.4.3 below.	NS
6	Corresponder	nces	
6.1	To the Secre		
J	(Nothing to re	•	
6.2	Other Corres	• ,	
J. –	(Nothing to re	•	
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7.1 Dava Way Path Works and Equipment Maintenance Unplanned Work Since Last Meeting 7.1.1 PM reported that, on 30/03/24, he and PB collected the windblown tree timber cut on the previous two work parties. 7.1.2 Phreported that, on 08/04/24, he and TT removed a windblown tree that had fallen across the Dava Way in Cowgreens Wood. 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: Action held over. PM proposed that the following works be carried out at the work party to be held on 13/04/24: Heatherbells Cutting 1 Improve drainage. 2 Dig offlets to reduce water levels in ruts and potholes 2 Lay and compact quarry material to raise the path level. Peathillock Cutting (poor weather alternative) 3 Improve drainage. 4 Dig offlets to reduce water levels in ruts and potholes 5 Lay and compact quarry material to raise the path level. Peathillock Cutting (poor weather alternative) 6 Improve drainage. Agreed unanimously. PM will make the necessary arrangements. Ref 7.3.1b: Action held over. MC will notify the relevant estate manager(s) of the works to be carried out. Ref 7.3.3: Action held over. PM or NS will treat the oak benches with teak oil when possible. Ref 7.3.3: Action held over. MC will inaise with Scottish Gas Networks (SGN) representatives and notify the relevant estate manager(s) about the works to be carried out at the SGN-DWA Community Action Programme work party scheduled for May. Signage 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 signs to lamp posts and street signs, to replace the wooden waymarker signs to lamp posts and street signs, to replace the wooden waymarker signs to lamp posts and street signs, to replace the wooden waymarker signs to lamp posts and street signs, to replace the wooden waymarker signs to lamp posts and street signs, to replace the wooden waymarker signs to lamp posts	-		
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manufacture replacement finger posts for the DWA.		1	
		manufacture replacement finger posts for the DWA.	TH

7.5	Tooling and Equipment	
7.5.1	Ref 7.5.1: 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
	MC reported that he has drawn up a budget forecast, so he and NS can	
	now go ahead and apply for funding.	
7 5 2	Ref 7.5.2: Action held over. NS will see if he can identify what is causing	
7.5.2	,	
	the malfunction of the Dallas Dhu counter. If the device cannot be repaired,	
	NS will remove counter and pressure pad and return them to lan Douglas.	NS
7.5.3	Planning for the future purchase of a compact tractor:	
7.5.3.1	Ref 7.5.3.1: TT reported that he has confirmed that a compact tractor will fit	
	in a standard ISO container. Action closed.	
7.5.3.2	Ref 7.5.3.2: MC reported that standard ISO containers are widely available	
7.0.0.2	at a range of prices based on condition; average £2,000 + VAT. Costs for	
	having the tractor ISO container, and the tools/equipment ISO, delivered to	
	site will fluctuate and should be researched when required. Action closed.	
7.5.3.3	Ref 7.5.3.3: Action held over. PB will research potential locations for the	
	siting of two ISO containers.	PB
7.5.3.4	Ref 7.5.3.4: Action held over. MC reported that he has approached Altyre	
	Estate with a tentative proposal to clear the cutting between Rafford Bank	
	and the Squirrel Neuk Bridge. MC awaits their response.	МС
7.5.3.5	Ref 7.5.3.5: TT reported that a suitable plant trailer is available to hire from	
7.0.0.0	LM Plant Hire for £30 a day. This compares to over £7,000 to purchase a	
	new trailer, though second hand trailers are widely available for about half	
	that cost. Action closed.	
8	Project Reports	
8.1	DW Information Boards Content Refresh Project	
8.1.1	Ref 8.1.1, 8.1.2 and 8.1.5: TH reported that the information board content	
	has been finalised, proofread, and signed off. TH has provided the printer	
	with the final designs and instructions for their printing. Actions closed.	
8.1.2	NS will arrange for the installation of the printed information boards.	NS
8.2	Dallas Dhu Access Ramp Improvement Project	140
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8.2.1	Ref 8.2.2: Action held over. 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
	MC reported that he has written to HES and awaits their response.	
	MC reported that he has also written to Altyre Estate to request their	
	written confirmation that they are the owner of the embankment and obtain	
	their permission for the proposed works.	
8.2.2	Ref 8.2.3: Action held over. PM will submit a full Planning Application for	
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0.0	the ramp works.	I L IVI
3.3	Dava Bypass Project	
	Ref 8.3.1: PM reported that, on 04/04/24, he, PB TT walked the proposed	
	route, assessed its suitability, and installed route markers. PB has written	
	to the Day's Decidents Association and estate managers, inviting comment	
	to the Dava Residents Association and estate managers, inviting comment	
	,	
	on the proposed route. Peat depth probing will be carried out once a route	
	on the proposed route. Peat depth probing will be carried out once a route has been agreed. Action closed.	DR
о л	on the proposed route. Peat depth probing will be carried out once a route has been agreed. Action closed. PB is awaiting comment from the stakeholders detailed above.	РВ
8.4	on the proposed route. Peat depth probing will be carried out once a route has been agreed. Action closed. PB is awaiting comment from the stakeholders detailed above. Peathillock Cutting Drainage Improvement Project	РВ
8.4	on the proposed route. Peat depth probing will be carried out once a route has been agreed. Action closed. PB is awaiting comment from the stakeholders detailed above. Peathillock Cutting Drainage Improvement Project Ref 8.4: PM reported that Grant Nicolson was engaged by PB to carry out	РВ
8.4	on the proposed route. Peat depth probing will be carried out once a route has been agreed. Action closed. PB is awaiting comment from the stakeholders detailed above. Peathillock Cutting Drainage Improvement Project	РВ

8.5	Ghost Train Walk 2025 and DWA 20th Year Anniversary Project	
8.5.1 8.5.2	Ref 8.5.1: Action held over. MC reported that he will produce a road map of milestone tasks leading to the 2025 event. Ref 8.5.2: Action held over. MC reported that he will contact Karen Cox at	МС
	OutfitMoray to discuss best practice when approaching potential corporate sponsors.	MC
8.5.3	Ref 13.1: NS reiterated that in September 2025 it will have been 20 years since the DWA was formed. He asked those present to come up with ideas to celebrate this milestone.	All
9 9.1	Health and Safety First Aid Kits The DWA first aid kits are held by MC, PB and PM. The completeness and serviceability of each kit was confirmed.	
9.2	Injury Reports and Incidents (Nothing to report)	
10 10.1 10.1.1	Business Planning DWA Strategic Business Planning Ref 10.1.1 and 10.1.3: MC reported that he has carried out a 'light touch' review of the current DWA Strategic Business Plan and has drawn up a budget forecast covering the potential projects to be carried out 2024-2025. He has distributed copies of these documents to the DWA Trustees for comment. Action closed. MC requested that the DWA Trustees comment on the revised DWA	
10.1.2	Strategic Business Plan and budget forecast. Ref 10.1.2: Action held over. MC and MS will update the DWA Strategic	All
10.2	Business Plan to include a funding strategy to meet the budget forecast. Trustee Membership and Supporter Roles	MC/MS
	Ref 10.2: Action held over. The DWA Trustees will investigate ways to improve the recruitment and retention of DWA volunteers/members. There was some further discussion of potential options, but no clear way ahead. Options to be discussed further at the next meeting.	All
10.3	Succession Planning (Nothing to report)	
11 11.1	Funding Places Called Home Ref 11.1: Action held over. NT will ensure that the DWA comply with the Terms and Conditions of the Places Called Home scheme, as requested in	
11.2	the award email. Money for Moray Ref 11.2: 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	NT
11.3	award email. Other Sources of Funding (Nothing to report)	NT
12 12.1 12.1.1	Social Media and Publicity DWA Website Ref 12.1.1: Action held over. TH will add a link and details of the	
12.1.1	Easyfundraising scheme to the DWA website.	тн
12.1.2	Ref 12.1.2: Action held over. PM will provide TH with photos from the January work party for inclusion in the report on the DWA website.	РМ

12.2	DWA Facebook Group	
12.2.1	Ref 12.2.1: Action held over. PM will research how the DWA	
	Easyfundraising link might be advertised via periodic posts on the DWA Facebook group.	PM
12.2.2	PM reported that the <u>Friends of the Dava Way</u> Facebook group now has	1 101
	1,700 members.	
12.3	Local, Regional and National Publications	
40.4	(Nothing to report)	
12.4	External Websites and Social Media.	
	(Nothing to report)	
13	<u>AOCB</u>	
13.1	NS noted that it is Scottish Week in Forres from 01-09/06/24. NT reported	
	that he has booked the Tolbooth Court Room for a display on the work of the DWA. NS proposed that the DWA also have a stall at the Toun Mercat	
	on 07/06/24. Agreed unanimously. NS will make the arrangements.	NS
13.2	NS displayed a copy of the DWA information leaflet and asked the DWA	
	Trustees to check if they hold any stock.	All
13.3	If sufficient stock of the DWA leaflets is not available, NS proposed a	
	reprint and asked if there is an electronic copy that could be provided to a commercial printer.	
	TT suggested that he may have an electronic copy. He would check and	
	report back.	TT
13.4	TH proposed that the leaflet content would benefit from a refresh, and	
	another batch printed. Agreed unanimously.	
13.4.1	If found, TT will provide TH with an electronic copy of the current leaflet.	TT
13.4.2 13.4.3	TH will produce a revised DWA information leaflet. MC will approach Paths for All and ask if they will fund the costs of printing	TH
13.4.3	another batch of DWA information leaflets.	МС
		1010
14	Date of the Next Meeting: 19:00 14/05/24, at Forres Lawn Tennis Club,	
	Albert Street, Forres, Moray, IV36 1PR.	

Meeting Closed: 20:45

Neil Sinclair Chairman

Dava Way Association