

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	<u>Treasurer's Report</u>		
5.1	PB reported that a balance of £17,528.29 is in the DWA account. Unrestricted Funds: £ 13,262.29 Restricted Funds: £ 266.60 Places Called Home; for Dallas Dhu Ramp project. £ 4,000.00 Money for Moray; for Dallas Dhu Ramp project.		
5.2	Significant Income: £ Nil		
5.3	Significant Expenditure: £ 366.00 CSD; for information board printing.		
5.4	Anticipated Income: £ Nil		
5.5	Anticipated Expenditure (from DWA funds): £ 5,000.00 Grant Nicholson; for Peathillock Cutting drainage works.		
5.6	Anticipated Expenditure (covered by external funding): £ Nil		
5.7	Donations via the GiveWP-Stripe process since last meeting: £ 37.99		
5.8	NS noted a request from PB that the outstanding balance from Places Called Home be spent before the end of the financial year, to simplify accounting. NS proposed that the money be spent on materials to replace the dilapidated information board frame at the Dallas Dhu Ramp. Agreed unanimously. NS will purchase the materials and manufacture a replacement information board frame; see Item 7.4.3 below.		NS
6	<u>Correspondences</u>		
6.1	To the Secretary (Nothing to report)		
6.2	Other Correspondence (Nothing to report)		

7	<u>Dava Way Path Works and Equipment Maintenance</u>	
7.1	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	PM reported 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 <ul style="list-style-type: none"> • Improve drainage. • Dig offlets to reduce water levels in ruts and potholes • Lay and compact quarry material to raise the path level. Peathillock Cutting (poor weather alternative) <ul style="list-style-type: none"> • Improve drainage. Agreed unanimously. PM will make the necessary arrangements.	PM
	Ref 7.3.1b: Action held over. MC will notify the relevant estate manager(s) of the works to be carried out.	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 Redcoat sculpture and see what can be done to repair it.	NS
7.3.4	Ref 7.3.4: 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 Community Action Programme work party scheduled for May.	MC
7.4	Signage	
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: Action held over. NS will manufacture qty 4 new information board frames to replace ones identified as being beyond repair. NS reported that the next information board frame to be replaced will be the one located between the Divie Viaduct and the Bantrach Cutting.	NS
7.4.3	Ref 7.4.3: NS reported that he has carried out a temporary repair to the information board from adjacent to the Dallas Dhu Ramp the board and has reinstalled it at a mini work party. Action closed. NS will manufacture a new information board frame to the standard design for installation at the Dallas Dhu Ramp (see Item 5.8 above).	NS
7.4.4	Ref 8.1.3: Action held over. NS will manufacture a new information board frame to the standard design and arrange for its installation adjacent to the Dullicht Bridge.	NS
7.4.5	Ref 7.4.4: PM reported that Richard Ogilvy has opted to repair and reinstall the fingerpost adjacent to the Rafford Bridge instead of manufacturing a new one. Action closed.	
7.4.6	TH suggested that the Forres Men's Shed may have the necessary equipment and expertise to manufacture finger posts. PM will provide TH with the full specification for the DWA finger posts. TH will approach the Forres Men's Shed and enquire if they could manufacture replacement finger posts for the DWA.	PM 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 reported that he has drawn up a budget forecast, so he and NS can now go ahead and apply for funding.	MC/NS
7.5.2	Ref 7.5.2: 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
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 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.	MC
7.5.3.5	Ref 7.5.3.5: TT reported that a suitable plant trailer is available to hire from 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	
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 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.	MC
8.2.2	Ref 8.2.3: Action held over. PM will submit a full Planning Application for the ramp works.	PM
8.3	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 Dava Residents Association and estate managers, inviting comment 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.	PB
8.4	Peathillock Cutting Drainage Improvement Project	
	Ref 8.4: PM reported that Grant Nicolson was engaged by PB to carry out drainage improvements in the Peathillock Cutting at a cost of £5,000. These works have now been completed. Action closed.	

8.5	Ghost Train Walk 2025 and DWA 20th Year Anniversary Project	
8.5.1	Ref 8.5.1: 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 8.5.2: Action held over. MC reported that he will contact Karen Cox at OutfitMoray to discuss best practice when approaching potential corporate sponsors.	MC
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	<u>Health and Safety</u>	
9.1	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	<u>Business Planning</u>	
10.1	DWA Strategic Business Planning	
10.1.1	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 Strategic Business Plan and budget forecast.	All
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 to meet the budget forecast.	MC/MS
10.2	Trustee Membership and Supporter Roles 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	<u>Funding</u>	
11.1	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 the award email.	NT
11.2	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 award email.	NT
11.3	Other Sources of Funding (Nothing to report)	
12	<u>Social Media and Publicity</u>	
12.1	DWA Website	
12.1.1	Ref 12.1.1: Action held over. TH will add a link and details of the Easyfundraising scheme to the DWA website.	TH
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.	PM

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 Friends of the Dava Way Facebook group now has 1,700 members.	
12.3	Local, Regional and National Publications (Nothing to report)	
12.4	External Websites and Social Media. (Nothing to report)	
13	AOCB	
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	TH will produce a revised DWA information leaflet.	TH
13.4.3	MC will approach Paths for All and ask if they will fund the costs of printing another batch of DWA information leaflets.	MC
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