## THE DAVA WAY ASSOCIATION

Mintes of the Board of Trustees Meeting held 14th May 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), Neil Sinclair (NS), Norman Thomson (NT), Paul Barron (PB), Pete Mitchell (PM), Trevor Thornley (TT).	
	Apologies:	Michael J Sutherland (MS), Robbie Roberts (RR), Tim Heaps (TH).	
3	The minutes of	e previous meeting held on 9 <sup>th</sup> April 2024 of the previous Dava Way Association (DWA) BoT meeting d accepted without change.	
	Proposed:	PM Seconded: NS	
4	Matters Arisin	g from the previous meeting	
4.1 4.2 4.3 4.4 4.5 4.6 4.7 4.8 4.9 4.11 4.12 4.13 4.14 4.15 4.16 4.17 4.18 4.19 4.20	Ref 5.8: 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 7.4.6a: Ref 7.4.6b: Ref 7.5.1: Ref 7.5.2: Ref 7.5.3: Ref 7.5.3: Ref 8.1.2: Ref 8.2.1a: Ref 8.2.1b: Ref 8.2.2:	(See Item 5.8 below) (See Item 7.2.1 below) (See Item 7.2.2 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 7.4.4 below) (See Item 7.4.5 below) (See Item 7.4.6 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 8.1 below) (See Item 8.2.3 below) (See Item 8.2.3 below) (See Item 8.2.3 below)	
4.21 4.22 4.23 4.24 4.25 4.26 4.27	Ref 8.3: Ref 8.5.1: Ref 8.5.2: Ref 8.5.3: Ref 10.1.1: Ref 10.1.2: Ref 10.2:	(See Item 8.3.1 below) (See Item 8.4.1 below) (See Item 8.4.2 below) (See Item 8.4.3 below) (See Item 10.1.1 below) (See Item 10.1.3 below) (See Item 10.2 below)	

4.00			
4.28	Ref 11.1:	(See Item 11.1 below)	
4.29	Ref 11.2:	(See Item 11.2 below)	
4.30	Ref 12.1.1:	(See Item 12.1.1 below)	
4.31	Ref 12.1.2:	(See Item 12.1.2 below)	
4.32	Ref 12.2.1:	(See Item 12.2.1 below)	
4.33	Ref 13.1a:	Action held over. NT reported that he has booked the	
		Tolbooth Court Room for a display on the work of the	
		DWA. NT, NS and MC will display a presentation via a	
		projector and prints of the new DWA information boards.	
		The DWA feather banners will also be on display.	NT/NS/MC
4.34	Ref 13.1b:	Action held over. NS will make the arrangements for the	
		DWA to have a stall at the Toun Mercat on 07/06/24.	NS
		NS reported that the stall has been booked and fee paid.	
4.35	Ref 13.2:	PB reported that he has 400 copies of the DWA	
4.00	1101 10.2.	information leaflet. This is sufficient stock to cover the	
4.00	D ( 40 0	upcoming events. Action closed.	
4.36	Ref 13.3:	TT reported that he has a pdf copy of the DWA information	
		leaflet. Action closed.	
4.37	Ref 13.4.1:	TT reported that he has provided TH with a copy of the	
		DWA information leaflet pdf. Action closed.	
4.38	Ref 13.4.2:	Action held over: TH will produce a revised DWA	
		information leaflet, to look like the information boards.	TH
4.39	Ref 13.4.3:	MC reported that he asked Paths for All (PfA) if they would	
		fund the printing of another batch of DWA information	
		leaflets. PfA stated that they do not have an appropriate	
		funding stream to meet that request. Action closed.	
-		Tarianing of carries most that request, 7 totion closed.	
5	Treasurer's R		
5.1	PB reported the	nat a balance of £12,313.66 is in the DWA account.	
	Unrestricted F	unds:	
	£ 8,229.41		
		ode:	
	Restricted Fur	ius.	
	£ 84.25	Places Called Home; for Dallas Dhu Ramp project.	
5.2	£ 84.25 £ 4,000.00	Places Called Home; for Dallas Dhu Ramp project. Money for Moray; for Dallas Dhu Ramp project.	
5.2	£ 84.25 £ 4,000.00 Significant Inc	Places Called Home; for Dallas Dhu Ramp project. Money for Moray; for Dallas Dhu Ramp project.	
	£ 84.25 £ 4,000.00 Significant Inc £ Nil	Places Called Home; for Dallas Dhu Ramp project. Money for Moray; for Dallas Dhu Ramp project. come:	
5.2 5.3	£ 84.25 £ 4,000.00 Significant Inc £ Nil Significant Ex	Places Called Home; for Dallas Dhu Ramp project. Money for Moray; for Dallas Dhu Ramp project. come: penditure:	
	£ 84.25 £ 4,000.00 Significant Inc £ Nil Significant Ex £ 5,040.00	Places Called Home; for Dallas Dhu Ramp project. Money for Moray; for Dallas Dhu Ramp project. come:  penditure: Grant Nicholson; for Peathillock Cutting drainage works.	
5.3	£ 84.25 £ 4,000.00 Significant Inc £ Nil Significant Ex £ 5,040.00 £ 182.35	Places Called Home; for Dallas Dhu Ramp project. Money for Moray; for Dallas Dhu Ramp project. come:  penditure: Grant Nicholson; for Peathillock Cutting drainage works. Keith Builders Merchants; materials for information board.	
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5.3 5.4	£ 84.25 £ 4,000.00 Significant Inc £ Nil Significant Ex £ 5,040.00 £ 182.35 Anticipated In £ Nil	Places Called Home; for Dallas Dhu Ramp project. Money for Moray; for Dallas Dhu Ramp project. come:  penditure: Grant Nicholson; for Peathillock Cutting drainage works. Keith Builders Merchants; materials for information board. come:	
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<ul><li>5.3</li><li>5.4</li><li>5.5</li><li>5.6</li></ul>	£ 84.25 £ 4,000.00 Significant Inc £ Nil Significant Ex £ 5,040.00 £ 182.35 Anticipated Inc £ Nil Anticipated Ex £ Nil Anticipated Ex £ Nil Donations via £ Nil Ref 5.8: Action	Places Called Home; for Dallas Dhu Ramp project. Money for Moray; for Dallas Dhu Ramp project. come:  penditure: Grant Nicholson; for Peathillock Cutting drainage works. Keith Builders Merchants; materials for information board. come:  kpenditure (from DWA funds):  kpenditure (covered by external funding): the GiveWP-Stripe process since last meeting: In held over. PB noted that there is still £84.25 remaining from	
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<ul><li>5.3</li><li>5.4</li><li>5.5</li><li>5.6</li><li>5.7</li></ul>	£ 84.25 £ 4,000.00 Significant Inc £ Nil Significant Ex £ 5,040.00 £ 182.35 Anticipated Inc £ Nil Anticipated Ex £ Nil Donations via £ Nil Ref 5.8: Action the Places Ca be spent, to si	Places Called Home; for Dallas Dhu Ramp project. Money for Moray; for Dallas Dhu Ramp project. come:  penditure: Grant Nicholson; for Peathillock Cutting drainage works. Keith Builders Merchants; materials for information board. come:  kpenditure (from DWA funds):  kpenditure (covered by external funding): the GiveWP-Stripe process since last meeting: In held over. PB noted that there is still £84.25 remaining from alled Home funding. PB reiterated his request that the balance implify the annual accounts, and asked NS if there are any	
<ul><li>5.3</li><li>5.4</li><li>5.5</li><li>5.6</li><li>5.7</li></ul>	£ 84.25 £ 4,000.00 Significant Inc £ Nil Significant Ex £ 5,040.00 £ 182.35 Anticipated Inc £ Nil Anticipated Ex £ Nil Anticipated Ex £ Nil Donations via £ Nil Ref 5.8: Action the Places Ca be spent, to si other material	Places Called Home; for Dallas Dhu Ramp project. Money for Moray; for Dallas Dhu Ramp project. come:  penditure: Grant Nicholson; for Peathillock Cutting drainage works. Keith Builders Merchants; materials for information board. come:  kpenditure (from DWA funds):  kpenditure (covered by external funding): the GiveWP-Stripe process since last meeting: In held over. PB noted that there is still £84.25 remaining from alled Home funding. PB reiterated his request that the balance implify the annual accounts, and asked NS if there are any s (e.g. paint) on which this could be spent. NS will purchase	
<ul><li>5.3</li><li>5.4</li><li>5.5</li><li>5.6</li><li>5.7</li></ul>	£ 84.25 £ 4,000.00 Significant Inc £ Nil Significant Ex £ 5,040.00 £ 182.35 Anticipated Inc £ Nil Anticipated Ex £ Nil Anticipated Ex £ Nil Conations via £ Nil Ref 5.8: Action the Places Ca be spent, to si other material appropriate access	Places Called Home; for Dallas Dhu Ramp project. Money for Moray; for Dallas Dhu Ramp project. come:  penditure: Grant Nicholson; for Peathillock Cutting drainage works. Keith Builders Merchants; materials for information board. come:  kpenditure (from DWA funds):  kpenditure (covered by external funding): the GiveWP-Stripe process since last meeting: In held over. PB noted that there is still £84.25 remaining from alled Home funding. PB reiterated his request that the balance implify the annual accounts, and asked NS if there are any	NS

6	Correspondences	
6.1	To the Secretary	
	MC reported that a lady is looking for a suitable site within the Altyre Estate	
	for a memorial bench to her late husband. Somewhere along the section of	
	the Dava Way (DW) within the estate was one option. The topic was	
	discussed but, due the number of existing benches on this section, no	
	suitable location was identified. MC will reply to the lady.	MC
6.2	Other Correspondence	
	PM reported that he has been contacted by a representative of 39	
	Engineer Regiment, based at Kinloss Barracks, with an offer to assist with	
	works on the DW, possibly sometime in June. PM will identify a suitable	
	project and liaise with the representative.	PM
7	Dava Way Path Works and Equipment Maintenance	
7.1	Unplanned Work Since Last Meeting	
	PM reported that, on 23/04/24, he and Greg McAulay removed a	
	windblown tree that had fallen across the DW in the cutting south of	
	Lymacgregor, near Grantown-On-Spey.	
7.2	Planned Work Since Last Meeting	
7.2.1	Ref 7.3.1a: PM reported that the following works were progressed at the	
	work party held on 13/04/24:	
	Heatherbells Cutting	
	Improve drainage.	
	Dig offlets to reduce water levels in ruts and potholes.	
	<ul> <li>Lay and compact quarry material to raise the path level.</li> </ul>	
	PM reported that the following works were completed at the work party	
	held on 11/05/24:	
	Heatherbells Cutting	
	Improve drainage.	
	Dig offlets to reduce water levels in ruts and potholes.	
	Lay and compact quarry material to raise the path level.	
	Action closed.	
7.2.2	Ref 7.3.1b: MC reported that he notified the relevant estate manager about	
	the works to be carried out. Action closed.	
7.3	Priorities for Next Work Party and Mini Work Parties	
7.3.1	PM proposed that the following works be carried out at the work party to be	
	held on 15/06/24:	
	Cairn Eney Cutting	
	Improve drainage.	
	Dig offlets to reduce water levels in ruts and potholes.	
	<ul> <li>Lay and compact quarry material to raise the path level.</li> </ul>	
	Agreed unanimously. PM will make the necessary arrangements.	PM
	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	IVIO
	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	1 101/140
	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	1
	(SGN) representatives and notify the relevant estate manager(s) about the	
	works to be carried out at the SGN-DWA Community Action Programme.	мс
	MC noted that the work party may slip again, from May to June/July.	
	ine notes that the front party may one again, from may to ourlovoury.	

7.4.1 F	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	
to	otal cost for fixing waymarker signs to lamp posts and street signs, to	
re		
re		
	eplace the wooden waymarker posts between the Tolbooth and	
	Mannachie Avenue.	РВ
	Ref 7.4.2: Action held over. NS will manufacture qty 4 new information	
	poard frames to replace ones identified as being beyond repair.	NS
	Ref 7.4.3: Action held over. NS will manufacture a new information board	140
	rame to the standard design for installation at the Dallas Dhu Ramp (see	NC
	tem 5.8 above).	NS
	Ref 7.4.4: Action held over. NS will manufacture a new information board	
	rame to the standard design and arrange for its installation adjacent to the	
	Dullicht Bridge.	NS
	Ref 7.4.6a: PM reported that he provided TH with the full specification for	
tł	he DWA finger posts. Action closed.	
7.4.6 F	Ref 7.4.6b: NS reported from notes that TH approached the Forres Men's	
S	Shed to enquire if they could manufacture replacement finger posts for the	
	DWA. Though keen to help, the Men's Shed do not have the specialised	
	outer needed to create the lettering on the fingers. Action closed.	
	NS suggested that Grantown Grammar School may have the necessary	
	equipment and expertise necessary to manufacture finger post fingers.	
	PM will provide NS with the full specification for the finger post fingers.	PM
	NS will approach Grantown Grammar School and enquire if they can	I IVI
	, ,	
	manufacture replacement finger posts for the DWA. If so, NS will ask them	NC
	to manufacture replacements for the Rafford Bridge fingerpost.	NS
	PM will assess whether the post of the Rafford Bridge fingerpost is suitable	
	or the installation of the fingers manufactured by Grantown Grammar Sch.	PM
	TH will ask Forres Men's Shed if they can source wood (larch or oak)	
	suitable for fingerpost posts, and whether they have the necessary	
e	equipment and expertise to mortice the fingers into the posts.	TH
	Tooling and Equipment	
7.5.1 F	Ref 7.5.1: Action held over. MC and NS will submit an application for	
F	RadioBeam People and Bicycle Counter (RBBP) funding to the Berry Burn	
·	Community Fund.	MC/NS
	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
	Planning for the future purchase of a compact tractor:	140
	Ref 7.5.3.3: Action held over. PB will research potential locations for the	DD
	siting of two ISO containers.	PB
	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	
а	and the Squirrel Neuk Bridge. MC awaits their response.	MC
8 F	Project Reports	
-		
	DW Information Boards Content Refresh Project	
	Ref 8.1.2: Action held over. NS will arrange for the installation of the	NC
	printed information boards.	NS
	Dallas Dhu Access Ramp Improvement Project	
8.2.1 F	Ref 8.2.1a: MC reported that Historic Environment Scotland have installed	
	a drop kerb at the edge of the car park adjacent to the ramp. This would	
	a drop kerb at the edge of the ear park adjacent to the famp. This would	
а	have been the only task to be completed by the DWA within the curtilage of	
a h	, , , , , , , , , , , , , , , , , , ,	

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	Estate to request their written confirmation that they are the owner of the embankment and obtain their permission for the proposed works. MC is	
	awaiting their response.	MC
8.2.3	Ref 8.2.2: Action held over. PM will submit a full Planning Application for	
	the ramp works.	PM
8.3	Dava Bypass Project	
8.3.1	Ref 8.3: Action held over. PB has written to the estate managers and Dava	
	Residents Association, inviting their comments on the proposed route.	
	No comments have been received so far. PB will invite the stakeholders to	
	an on-site meeting sometime in mid-June.	РВ
8.3.2	MC reported that he and NS met recently with the Ourack Wind Farm	
0.0.2	developer. Assuming that planning permission is granted, they anticipate	
	commencing construction in 2028.	
8.4	Ghost Train Walk 2025 and DWA 20th Anniversary Project	
8.4.1	Ref 8.5.1: Action held over. MC reported that he will produce a road map of	
0.4.1	milestone tasks leading to the 2025 event.	МС
8.4.2	Ref 8.5.2: Action held over. MC reported that he will contact Karen Cox at	IVIC
0.4.2	· ·	МС
Q / 2	OutfitMoray to discuss how best to approach potential corporate sponsors.	IVIC
8.4.3	Ref 8.5.3: Action held over. DWA Trustees to come up with ideas to	All
	celebrate the September 2025 20-year anniversary of the DWA formation.	All
9	Health and Safety	
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	Business Planning	
10.1	DWA Strategic Business Planning	
10.1.1	Ref 10.1.1: Action held over. DWA Trustees to read and comment on the	
10.1.1		
	revised DWA Strategic Business Plan and draft budget forecast covering	A 11
4040	the potential projects to be carried out 2024-2025.	All
10.1.2	PM to provide MC with copies of the spreadsheets for DW maintenance	DNA
40.4.0	and improvements.	PM
10.1.3	Ref 10.1.2: Action held over. MC and MS will update the DWA Strategic	N 4 0 /2 4 0
40.0	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	<b> </b>
	improve the recruitment and retention of DWA volunteers/members.	All
	There was some further discussion of potential options, but no clear way	
	ahead. Options to be discussed further at the next meeting.	
10.3	Succession Planning	
	(Nothing to report)	
11	Funding	
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	
11.4		
	Ref 11.2: Action held over. NT will ensure that the DWA comply with the	
	I I Arme and I Anditione of the Wichell for Wichell concern an regulacion in 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	Social Media and Publicity	
12.1	DWA Website	
12.1.1	Ref 12.1.1: Action held over. TH will add a link and details of the DWA	
40.40	Easyfundraising scheme to the DWA website.	TH
12.1.2	Ref 12.1.2: Action held over. PM will provide TH with a report and photos	
40.0	for the January work party, for upload to 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 scheme might be advertised via periodic posts on the	DM
4000	DWA Facebook group.	PM
12.2.2	PM reported that the <u>Friends of the Dava Way</u> Facebook group now has	
12.3	1,704 members.	
12.3	Local, Regional and National Publications	
12.4	(Nothing to report)  External Websites and Social Media.	
12.4		
	(Nothing to report)	
13	AOCB	
	(Nothing to report)	
14	Date of the Next Meeting: 19:00 11/06/24, at Forres Lawn Tennis Club, Albert Street, Forres, Moray, IV36 1PR.	

Meeting Closed: 20:50

Neil Sinclair Chairman

Dava Way Association