

4.29	Ref 10.1.2:	(See Item 10.1.2 below)	
4.30	Ref 10.2:	(See Item 10.2.1 below)	
4.31	Ref 12.2.1:	(See Item 12.2.1 below)	
4.32	Ref 13.1:	(See Item 13.1 below)	
4.33	Ref 13.2:	(See Item 13.2 below)	
4.34	Ref 14.1:	MC reported that NT has provided him with contact information and details about the next meeting of the Long Distance Routes (LDR) Forum hosted by NatureScot. Action closed.	
4.35	Ref 14.3:	NS reported that he and MC provided a presentation on the DWA to the Glasgow School of Art at Forres Town Hall on 25/10/2024. The presentation was well received, and two attendees registered their interest in becoming DWA volunteers. Action closed.	
4.36	Ref 14.4:	PB reported that the DWA have been offered use of the Forres Royal British Legion (RBL) committee room, and may use the upstairs function room for the DWA Annual Members Meeting at £17 p/hr. PB added that access to the building is controlled by tokens issued to RBL members. It was suggested that serving/ex-service DWA Trustees become RBL members, with the other trustees possibly becoming associate members. PB proposed that the DWA accept the kind offer from the RBL and that the DWA Trustees should consider applying for RBL membership. Agreed unanimously. Action closed.	
4.37.1		PB will contact the RBL and accept their offer of accommodation for meetings.	PB
4.37.2		The DWA Trustees will consider applying for individual RBL membership.	All
4.37.3		PB will contact the Forres Lawn Tennis Club, thank them for their support and inform them that the DWA will not require use of the club room in 2025.	
4.38	Ref 14.5:	PM reported that he has purchased a new hose using DWA funds, to replace the one he has donated to the DWA for use at the equipment storage site. Action closed.	PB
5	<u>Treasurer's Report</u>		
5.1	PB reported that a balance of £10,900.40 is in the DWA account. Unrestricted Funds: £ 6,816.15 Restricted Funds: £ 84.25 Places Called Home; for Dallas Dhu Ramp project. £ 4,000.00 Money for Moray; for Dallas Dhu Ramp project.		
5.2	Significant Income: £ 532.01 HMRC; for gift aid on donations.		
5.3	Significant Expenditure: £ 2,000.00 PM; purchase of 20ft ISO container.		
5.4	Anticipated Income: £ Nil		
5.5	Anticipated Expenditure (from DWA funds): £ Nil		
5.6	Anticipated Expenditure (covered by external funding): £ Nil		

5.7	Donations via the GiveWP-Stripe process since last meeting: £ 156.87	
5.8	PB reported that the DWA gift aid form currently in use is for single donations only. An HMRC template form covering multiple donations, and those made up to 4 years prior, has been used to create a new DWA gift aid form. The new form has been circulated to the DWA Trustees.	
5.8.1	PB requested that TH replace the DWA gift aid form available on the DWA website with the new form.	TH
5.8.2	NT confirmed that PB should continue to forward completed DWA gift aid forms to him for safe keeping, in preparation for periodic gift aid claims.	
5.9	Ref 5.8: Action held over. NS will purchase appropriate additional materials to the value of £84.25 (or more) to complete the manufacture of a replacement information board frame for Dallas Dhu; see Item 7.4.2 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 (Nothing to report)	
7.2	Planned Work Since Last Meeting	
7.2.1	Ref 7.3.1a: PM reported that the works below were carried out at the work party held 12/10/24. Action closed. Bantrach Cutting <ul style="list-style-type: none"> Lifted and disposed of arisings from prior ditch clearance. Aucheorn Cutting <ul style="list-style-type: none"> Completed removal of encroaching undergrowth over ditch section. Cleared accumulated silt and debris from ditch on east side. Auchenlochan Crossing <ul style="list-style-type: none"> Drained muddy puddle and infilled with quarry material. 	
7.2.2	Ref 7.3.1b: MC reported that he notified the relevant estate managers about the works to be carried out. Action closed.	
7.2.3	PM reported that the works below were carried out at the work party held 09/11/24. Huntley's Cave Cutting <ul style="list-style-type: none"> Cleared encroaching vegetation, accumulated silt and debris from ditch on east side of cutting. Cleared accumulated rockfall and debris below waterfalls at three locations on west side of cutting. Original railway drainage pipes exposed and rodded to clear. Mud scraped from wet section of path, surface raised with sub-base and finished with quarry dust. 	
7.2.4	MC reported that he notified the relevant estate managers about the works to be carried out.	
7.3	Priorities for Next Work Party and Mini Work Parties	
7.3.1	Ref 7.3.2b: PM proposed that the following works be carried out at the full work party to be held on 14/12/24: Balvlair to Dunphail Cutting <ul style="list-style-type: none"> Clear encroaching vegetation. Clear ditches and rod drainage pipes. Agreed unanimously.	

7.3.1.1	PM will make the necessary arrangements.	PM
7.3.1.2	MC will notify the relevant estate manager(s) of the works to be carried out.	MC
7.3.2	Ref 7.3.2a: Action held over. PB will contact the relevant estate manager and request an on-site meeting to discuss options to resolve the flooding issues that have resulted in erosion of the path surface between Balvlair and Dunphail.	PB
7.3.3	Ref 7.3.3: Action held over. PM or NS will treat the oak benches with teak oil when possible.	PM/NS
7.3.4	Ref 7.3.4: 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
7.3.5	Replacement of rotted gate posts at Muir of Logie and Drumine Crossing with galvanised steel ones:	
7.3.5.1	Ref 7.3.5.1: Action held over. PM will arrange a mini work party to replace the two gateposts at Muir of Logie Crossing. PM reported that he and PB had commenced replacement of the posts at a mini work party held that morning. The wooden posts were completely rotten and were installed with Postcrete, so their removal is taking longer than anticipated. A further mini work party was planned for later that week.	PM
7.3.5.2	Ref 7.3.5.3: Action held over. PM reported that the two new posts for Drumine Crossing have been modified. PM will arrange a mini work party to replace the two gateposts at Drumine Crossing.	PM
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 7.4.3: Action held over. NS will manufacture a new information board frame to the standard design for installation at the Dallas Dhu Ramp (see Item 5.9 above).	NS
7.4.3	Ref 7.4.4: 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
7.5	Tooling and Equipment	
7.5.1	Preparations for installation of RadioBeam People and Bicycle Counter (RBBP) at crossing south of Dallas Dhu:	
7.5.1.1	Ref 7.5.1.1: Action held over. MC and NS will apply to the Berry Burn Community Fund for funding to purchase a RBBP at a cost of £2920. An offer of a £500 contribution from DWA funds towards the cost of the RBBP will be included in the application.	MC/NS
7.5.1.2	Ref 7.5.1.2: Action held over. MC will seek advice from Sustrans about alternative RBBP suppliers, counter options and their relative costs, and use of the Strava Metro dataset.	MC
7.5.2	Ref 7.5.3.2: PB reported that he has researched options/costs for insuring the stored tools and equipment. PB provided details of the insurances on offer, their costs and limitations. Following discussion of the pros and cons, those present concluded that insuring the current tools and equipment did not provide value for money; insurance premium and excess levels were exorbitant for what amounted to 'old for old' cover. Action closed. PM proposed that the risk from theft of tools and equipment could be mitigated somewhat by increasing the DWA Minimum Operating Balance (MOB), as this should enable the essential hand tools to be replaced. It was decided that an amount of £2,000 for 'uninsurable losses' should be added to the existing MOB of £1,500.	

7.5.3	<p>PB will propose a new MOB of £3,500 as Resolution 1 at the upcoming DWA Annual Members Meeting.</p> <p>Ref 7.5.5: Action held over. PM will organise an ad hoc work party for tool maintenance and repair.</p>	<p>PB</p> <p>PM</p>
8	<p><u>Project Reports</u></p>	
8.1	<p>DW Information Boards Content Refresh Project</p> <p>Ref 8.1: NS will arrange for the installation of the printed information boards. NS reported that there is now only the information board panel adjacent to Dullicht Bridge to do. However, this will first require the manufacture and installation of the new information board frame (see Item 7.4.4 above). NS proposed that the action for Item 8.1 should be closed. Agreed unanimously. Action closed.</p>	
8.2	<p>Dallas Dhu Access Ramp Improvement Project</p>	
8.2.1	<p>Ref 8.2.1: Action held over. MC will write to the Altyre Estate to request their written confirmation that they are the owner of the embankment and obtain their permission for the proposed works.</p> <p>MC reported that he has written to Altyre Estate and has received a verbal confirmation that they own the section of the embankment adjacent to the Dallas Dhu distillery. MC is still waiting on their written response.</p>	MC
8.2.2	<p>Ref 8.2.3: Action held over. PM will schedule the Dallas Dhu Ramp improvement works to be carried out at a mini work party.</p>	PM
8.2.3	<p>Ref 8.2.4: Action held over. PM will obtain a quote for annual plant insurance to cover use of his mini digger at DWA work parties and circulate it to the DWA Trustees for approval.</p>	PM
8.3	<p>Dava Bypass Project</p>	
8.3.1	<p>Ref 8.3.2: Action held over. PB will update Dave McLeod of Station House, Dava.</p>	PB
8.3.2	<p>Ref 8.3.3: Action held over. PB will contact Mike Dickson of Station Cottage, Dava to discuss private water supplies and protection measures.</p>	PB
8.3.3	<p>Ref 8.3.4: Action held over. PB will contact Mrs Coutts of Bank Cottage, Dava to discuss private water supply and protection measures.</p>	PB
8.3.4	<p>MC pointed out the benefit of having at least a 'rough' bypass path in place for the Ghost Train Walk 2025, to remove the risk to participants of routing them alongside the A940 main road at night.</p>	
8.4	<p>Ghost Train Walk 2025 and DWA 20th Anniversary Project</p>	
8.4.1	<p>Ref 8.4.1: MC reported that he has produce a road map of milestone tasks leading to the 2025 event, and these are in progress. Action closed.</p>	
8.4.2	<p>Ref 8.4.2: MC reported that he has contacted Karen Cox at OutfitMoray and discussed how best to approach potential corporate sponsors. Action closed.</p>	
8.4.3	<p>PB asked for an estimate of participant numbers, so he could make a provisional booking for buses. MC suggested that, based on the last event, he anticipated 300 participants. MC confirmed that the bus departures must be staggard at 10-15 minute intervals to ensure that the facilities and marshals at Grantown-on-Spey are not overwhelmed.</p> <p>PB will make a provisional booking for buses sufficient to accommodate 300 participants and clarify that that the bus departures need to be staggard.</p>	PB
8.4.4	<p>MC requested that PB contact Craig Barron to arrange for event first aid cover.</p>	PB
8.4.5	<p>Ref 8.4.4: Action held over. DWA Trustees to come up with ideas to celebrate the September 2025 20-year anniversary of the DWA formation.</p>	All
8.4.5.1	<p>MC noted that 2025 is also the Stockton-Darlington 200-year anniversary.</p>	

8.4.5.2 8.5	MC will contact Moray Ultras to see if they would like to hold an event. DWA Information Leaflet Refresh Project Ref 8.5: Action held over: TH will produce a revised DWA information leaflet, to look like the information boards. NS and MC offered to work with TH on the design of the new leaflet.	MC TH/NS/MC
9 9.1 9.2	<u>Health and Safety</u> First Aid Kits The DWA first aid kits are held by MC, PB and PM. The completeness and serviceability of each kit was confirmed. Injury Reports and Incidents (Nothing to report)	
10 10.1 10.1.1 10.1.2 10.2 10.2.1 10.2.2 10.3	<u>Business Planning</u> DWA Strategic Business Planning Ref 10.1.1: Action held over. DWA Trustees to read and comment on the revised DWA Strategic Business Plan and draft budget forecast covering the potential projects to be carried out 2024-2025. 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. Trustee Membership and Supporter Roles Ref 10.2: The DWA Trustees will investigate ways to improve the recruitment and retention of DWA volunteers/members. TT noted that volunteer recruitment levels have improved recently; the DWA now has a properly functioning website, an active presence on social media, and promotes the work of the DWA at public events. TT proposed that the action be closed. Agreed unanimously. Action closed. PM reported that the recent increase in volunteer numbers is making it difficult to maintain a volunteer emailing list. TH proposed that he should develop a central database of DWA volunteers, members and trustees, which could be securely accessed via the DWA website. This database could be used for email lists, mailing lists, etc. Agreed unanimously. TH will develop a central member database. Succession Planning (Nothing to report)	All MC/MS TH
11	<u>Funding</u> NT reported that NatureScot recently circulated a list of potential funding sources related to path creation/maintenance to members of the Long Distance Routes Forum. NT will forward the information to the other DWA Trustees.	NT
12 12.1 12.2 12.2.1 12.2.2 12.2.3	<u>Social Media and Publicity</u> DWA Website (Nothing to report) DWA Facebook Group Ref 12.2.1: Action held over. PM will research how the DWA Easyfundraising scheme might be advertised via periodic posts on the DWA Facebook group. PM reported that the Friends of the Dava Way Facebook group now has 1,960 members. PM noted that the DWA could do with having a trustee dedicated to promoting the DWA through social media. TT suggested that PM seek to recruit a suitable person through the Facebook group. PM will post an advert for a volunteer DWA Social Media Manager.	PM PM

12.3	Local, Regional and National Publications (Nothing to report)	
12.4	External Websites and Social Media. (Nothing to report)	
13	<u>DWA Annual Members Meeting</u>	
13.1	Ref 13.1: Action held over. PB will confirm the booking of the Forres Lawn Tennis Club for the Annual Members Meeting (AMM) to be held 19:30 28/11/23.	PB
13.2	Ref 13.2: MC reported that he has circulated an advanced notice to the DWA membership and volunteers, and has asked if any members would like to stand for election as DWA Trustees. Action closed.	
13.3	NS will produce the DWA Chair's Report.	NS
13.4	PB reported that he has produced and circulated the Trustees Annual Report (TAR) Appendix 1. PB asked those present to approve the document. Approved unanimously.	
13.5	PB reported that he will be seeing the DWA accountant on 15/11/2024 to have the TAR Appendix 2 audited and signed off.	PB
13.6	PB will produce the DWA Treasurer's Report.	PB
13.7	NT will provide a presentation/slide show at the AMM.	NT
13.8	With reference to Item 7.5.2 above, MC will update the Minimum Operating Balance to £3,500 for Resolution 1 under Item 7 of the AMM Agenda.	MC
13.9	MC will provide PB with a shopping list of drinks and nibbles and PB will purchase the listed items.	MC/PB
13.10	NS requested that the DWA Trustees are at the AMM venue at 19:00 to prepare for a 19:30 start.	All
14	<u>AOCB</u>	
14.1	MC reported a suggestion from Doug Hartley that the DWA should offer a range of merchandise for those wishing to have a memento of their walk on the DW. TH noted that online shopping functionality could be added to the DWA website, should Doug be interested in managing the sales and posting the packages. After some discussion, it was decided that MC should provide Doug with a copy of the DWA logo so he could mock up and price some merchandising ideas.	MC
15	Date of the Next Meeting: 19:00 10/12/24, at Forres Lawn Tennis Club, Albert Street, Forres, Moray, IV36 1PR.	

Meeting Closed: 21:05



Neil Sinclair
Chairman
Dava Way Association