



5	<p><u>Minutes of the previous meeting held on 12<sup>th</sup> November 2024</u></p> <p>The minutes of the previous Dava Way Association (DWA) BoT meeting were read and accepted without change.</p> <p>Proposed: RR Seconded: MC</p>	
6	<p><u>Matters Arising from the previous meeting</u></p> <p>6.1 Ref 4.37.1 PB reported that he has contacted the RBL and accepted their offer of accommodation for meetings. Action closed.</p> <p>6.2 Ref 4.37.2 Action held over. PB reported that Bruce Terris will provide RBL membership application forms. PB will distribute these when he has received them.</p> <p>6.3 Ref 4.37.3 PB reported that he has contacted the Forres Lawn Tennis Club, thanked them for their support and informed them that the DWA will not require use of their club room in 2025. Action closed.</p> <p>6.4 5.9: (See Item 7.9 below)</p> <p>6.5 Ref 7.3.1.1: (See Item 9.3.1.1 below)</p> <p>6.6 Ref 7.3.1.2: (See Item 9.3.1.2 below)</p> <p>6.7 Ref 7.3.2: (See Item 9.3.2 below)</p> <p>6.8 Ref 7.3.3: (See Item 9.3.3 below)</p> <p>6.9 Ref 7.3.4: (See Item 9.3.4 below)</p> <p>6.10 Ref 7.3.5.1: (See Item 9.3.5.1 below)</p> <p>6.11 Ref 7.3.5.2: (See Item 9.3.5.2 below)</p> <p>6.12 Ref 7.4.1: (See Item 9.4.1 below)</p> <p>6.13 Ref 7.4.2: (See Item 9.4.2 below)</p> <p>6.14 Ref 7.4.3: (See Item 9.4.3 below)</p> <p>6.15 Ref 7.5.1.1: (See Item 9.5.1.1 below)</p> <p>6.16 Ref 7.5.1.2: (See Item 9.5.1.2 below)</p> <p>6.17 Ref 7.5.2: (See Item 9.5.2 below)</p> <p>6.18 Ref 7.5.3: (See Item 9.5.3 below)</p> <p>6.19 Ref 8.2.1: (See Item 10.1.1 below)</p> <p>6.20 Ref 8.2.2: (See Item 10.1.2 below)</p> <p>6.21 Ref 8.2.3: (See Item 10.1.3 below)</p> <p>6.22 Ref 8.3.1: (See Item 10.2.1 below)</p> <p>6.23 Ref 8.3.2: (See Item 10.2.2 below)</p> <p>6.24 Ref 8.3.3: (See Item 10.2.3 below)</p> <p>6.25 Ref 8.4.3: (See Item 10.3.1 below)</p> <p>6.26 Ref 8.4.4: (See Item 10.3.2 below)</p> <p>6.27 Ref 8.4.5: (See Item 10.3.3 below)</p> <p>6.28 Ref 8.4.5.2: (See Item 10.3.4 below)</p> <p>6.29 Ref 8.5: (See Item 10.4 below)</p> <p>6.30 Ref 10.1.1: (See Item 12.1.1 below)</p> <p>6.31 Ref 10.1.2: (See Item 12.1.2 below)</p> <p>6.32 Ref 10.2.2: (See Item 12.2 below)</p> <p>6.33 Ref 11: (See Item 13 below)</p> <p>6.34 Ref 12.2.1: (See Item 14.2.1 below)</p> <p>6.35 Ref 12.2.3: (See Item 14.2.3 below)</p> <p>6.36 Ref 13.1: (See Item 15.1 below)</p> <p>6.37 Ref 13.3: (See Item 15.2 below)</p> <p>6.38 Ref 13.5: (See Item 15.3 below)</p> <p>6.39 Ref 13.6: (See Item 15.4 below)</p> <p>6.40 Ref 13.7: (See Item 15.5 below)</p>	PB

6.41	Ref 13.8:	(See Item 15.6 below)	
6.42	Ref 13.9:	(See Item 15.7 below)	
6.43	Ref 13.10:	(See Item 15.8 below)	
6.44	Ref 14.1:	MC reported that he provided Doug Hartley with a copy of the DWA logo. Doug has approached a local firm, and they have provided sample mugs and fridge magnets using the logo. MC displayed the samples and suggested that such items could be sold as mementos for those participating in the 2025 Ghost Train Walk; something to be explored more fully nearer to the event. Action closed.	
6.45			
7	<u>Treasurer's Report</u>		
7.1	PB reported that a balance of £11,019.27 is in the DWA account. Unrestricted Funds: £ 6,935.02 Restricted Funds: £ 84.25 Places Called Home; for Dallas Dhu Ramp project. £ 4,000.00 Money for Moray; for Dallas Dhu Ramp project.		
7.2	Significant Income: £ 320.00 from individual donations.		
7.3	Significant Expenditure: £ Nil		
7.4	Anticipated Income: £ Nil		
7.5	Anticipated Expenditure (from DWA funds): £ Nil		
7.6	Anticipated Expenditure (covered by external funding): £ Nil		
7.7	Donations via the GiveWP-Stripe process since last meeting: £ Nil		
7.8	Ref 5.8.1: PB reported that TH has replaced the DWA gift aid form available on the DWA website with the new form. Action closed.		
7.9	Ref 5.9: 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 9.4.2 below.		NS
8	<u>Correspondences</u>		
8.1	<b>To the Secretary</b> MC reported that he received a request from Howard Davenport, secretary of the Finderne Community Council, inviting input from the DWA regarding the consultation on their <a href="#">Local Place Plan</a> . MC has agreed to meet with the project consultant and is awaiting contact from them.		MC
8.2	<b>Other Correspondence</b> (Nothing to report)		
9	<u>Dava Way Path Works and Equipment Maintenance</u>		
9.1	<b>Unplanned Work Since Last Meeting</b> (Nothing to report)		
9.2	<b>Planned Work Since Last Meeting</b> (Nothing to report)		

9.3	<b>Priorities for Next Work Party and Mini Work Parties</b>	
9.3.1	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"> <li>• Clear encroaching vegetation.</li> <li>• Clear ditches and rod drainage pipes.</li> </ul> Huntley's Cave Cutting <ul style="list-style-type: none"> <li>• Top dust path surface works from previous work party.</li> </ul> Cowgreens <ul style="list-style-type: none"> <li>• Infill muddy patch with sub-base from Clashdhu.</li> </ul> Clashdhu Crossing to Dunphail <ul style="list-style-type: none"> <li>• Vegetation cutback.</li> </ul> Agreed unanimously.	
9.3.1.1	Ref 7.3.1.1: Action held over. PM will make the necessary arrangements.	PM
9.3.1.2	Ref 7.3.1.2: Action held over. MC will notify the relevant estate manager(s) of the works to be carried out.	MC
9.3.2	Ref 7.3.2: 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
9.3.3	Ref 7.3.3: Action held over. PM or NS will treat the oak benches with teak oil when possible.	PM/NS
9.3.4	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
9.3.5	Replacement of rotted gate posts at Muir of Logie and Drumine Crossing with galvanised steel ones:	
9.3.5.1	Ref 7.3.5.1: PM reported that he and PB have replaced the two gateposts at Muir of Logie Crossing. Action closed.	
9.3.5.2	Ref 7.3.5.2: PM reported only the clatterpost required replacement at the Drumine Crossing. He and PB have replaced the post. Action closed.	
9.4	<b>Signage</b>	
9.4.1	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
9.4.2	Ref 7.4.2: Action held over. NS will manufacture a new information board frame to the standard design for installation at the Dallas Dhu Ramp (see Item 7.9 above).	NS
9.4.3	Ref 7.4.3: 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
9.4.4	PM reported that Hamish and James Simpson from Longley Farm reported that the gate on the north side of the Longley Crossing had been left open by path users. Livestock from the adjacent farm crossed over and mingled, causing problems for the farmers. PM proposed purchasing and installing qty 2 400mm x 300mm 'Please shut the gate' signs at a cost of £17.39 each. Agreed unanimously. PM will purchase the signs and arrange a mini work party to install them.	PM
9.4.5	PM proposed purchasing qty 2 400mm x 300mm 'Path Works in Progress' signs to supplement the current warning signs. The new signs could be mounted on small folding wooden 'A' frames, allowing easy transport in the back of vehicles. After some discussion, it was unanimously decided that qty 4 signs should be purchased. PM will purchase and mount the signs.	PM

9.5	<b>Tooling and Equipment</b>	
9.5.1	Preparations for installation of <a href="#">RadioBeam People and Bicycle Counter</a> (RBBP) at crossing south of Dallas Dhu:	
9.5.1.1	Ref 7.5.1.1: Action held over. MC and NS will apply to the <a href="#">Berry Burn Community Fund</a> 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
9.5.1.2	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 <a href="#">Strava Metro</a> dataset.	MC
9.5.2	Ref 7.5.2: PB reported that he proposed a new MOB of £3,500 as Resolution 1 at the upcoming DWA Annual Members Meeting. Resolution 1 was passed unanimously. Action closed.	
9.5.3	Ref 7.5.3: PM noted that an ad hoc work party for tool maintenance and repair will be held when the weather is too poor for a main work party. He asked that the action be closed. Agreed unanimously. Action closed.	
9.5.4	PM noted that the second ISO is currently insecure and cannot be used for storage. He described several options for securing the ISO. After discussing various options, it was unanimously decided that a bolted shroud and secure padlock should be installed. PM will purchase a bolted shroud and secure padlock, then arrange a mini work party for their installation.	PM
10	<b>Project Reports</b>	
10.1	<b>Dallas Dhu Access Ramp Improvement Project</b>	
10.1.1	Ref 8.2.1: MC reported he has received written confirmation from Altyre Estate that they are the owner of the embankment and that the DWA has their permission for the proposed works. Action closed.	
10.1.2	Ref 8.2.2: Action held over. PM will schedule the Dallas Dhu Ramp improvement works to be carried out at a mini work party.	PM
10.1.3	Ref 8.2.3: 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.	PM
10.2	<b>Dava Bypass Project</b>	
10.2.1	Ref 8.3.1: Action held over. PB will update Dave McLeod of Station House, Dava.	PB
10.2.2	Ref 8.3.2: Action held over. PB will contact Mike Dickson of Station Cottage, Dava to discuss private water supplies and protection measures.	PB
10.2.3	Ref 8.3.3: Action held over. PB will contact Mrs Coutts of Bank Cottage, Dava to discuss private water supply and protection measures. PB reported that he will be having an on-site meeting with family representatives of Mrs Coutts on Saturday 14/12/2024.	PB
10.3	<b>Ghost Train Walk 2025 and DWA 20<sup>th</sup> Anniversary Project</b>	
10.3.1	Ref 8.4.3: Action held over. PB will make a provisional booking for buses sufficient to accommodate 300 participants and clarify that that the bus departures need to be staggered. PB reported that he has received an estimate from Deveron Coaches Ltd and is waiting one from Kineil Coaches Ltd before making the booking.	PB
10.3.2	Ref 8.4.4: PB reported that he has contacted Craig Barron and arranged for event first aid cover. Action closed.	
10.3.3	Ref 8.4.5: Action held over. DWA Trustees to come up with ideas to celebrate the September 2025 20-year anniversary of the DWA formation. MC noted that 2025 is also the Stockton-Darlington 200-year anniversary.	All



10.3.4	Ref 8.4.5.2: MC reported that he has contacted Moray Ultras to see if they would like to hold an event, but they already have their own programme of events for 2025. MC did contact the Forres Harriers and they are looking into what sort of an event they could run. Action closed.	
10.3.5	MC noted the quality of the DWA merchandise samples provided by Doug Hartley (see Item 6.45 above) and proposed that mugs and fridge magnets be offered for sale to GTW participants. Agreed unanimously. MC will thank Doug for his support and add the purchase of merchandise to the GTW project plan.	MC
10.3.6	MC asked PM to enquire if any <a href="#">North of Scotland Long-Distance Walking Association</a> (LDWA) members would like to volunteer as 'back markers' for the GTW event.	PM
10.4	<b>DWA Information Leaflet Refresh Project</b> 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.	TH/NS/MC
11	<u>Health and Safety</u>	
11.1	<b>First Aid Kits</b>	
11.1.1	The DWA first aid kits are held by MC, PB and PM. The completeness and serviceability of each kit was confirmed.	
11.1.2	MC noted that a list of qualified DWA first aiders should be maintained. He will compile the list and note the date each person is due recertification.	MC
11.2	<b>Injury Reports and Incidents</b> (Nothing to report)	
12	<u>Business Planning</u>	
12.1	<b>DWA Strategic Business Planning</b>	
12.1.1	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.	All
12.1.2	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
12.2	<b>Trustee Membership and Supporter Roles</b>	
	Ref 10.2.2. Action held over. TH will develop a DWA member database.	TH
12.3	<b>Succession Planning</b> (Nothing to report)	
13	<u>Funding</u> Ref 11: MC reported that Norman Thomson has forwarded the NatureScot Long Distance Routes Forum information on potential funding sources related to path creation/maintenance to the other DWA Trustees. Action closed.	
14	<u>Social Media and Publicity</u>	
14.1	<b>DWA Website</b> (Nothing to report)	
14.2	<b>DWA Facebook Group</b>	
14.2.1	Ref 12.2.1: Action held over. PM will research how the DWA <a href="#">Easyfundraising</a> scheme might be advertised via periodic posts on the DWA Facebook group.	PM
14.2.2	PM reported that the <a href="#">Friends of the Dava Way</a> Facebook group now has 1,968 members.	
14.2.3	Ref 12.2.3: Action held over. PM will post an advert on the DWA Facebook group for a volunteer DWA Social Media Manager.	PM

14.3	<b>Local, Regional and National Publications</b> (Nothing to report)	
14.4	<b>External Websites and Social Media.</b> (Nothing to report)	
15	<u>DWA Annual Members Meeting</u>	
15.1	Ref 13.1: PB reported that he confirmed the booking of the Forres Lawn Tennis Club for the Annual Members Meeting (AMM) to be held 19:30 28/11/23. Action closed.	
15.2	Ref 13.3: NS reported that he produced the DWA Chair's Report. Action closed.	
15.3	Ref 13.5: PB reported that he the TAR Appendix 2 was audited and signed off by the DWA accountant. Action closed.	
15.4	Ref 13.6: PB reported that he produced the DWA Treasurer's Report. Action closed.	
15.5	Ref 13.7: NS reported that NT was unable provide a presentation/slide show at the AMM due to ill health on the night. Action closed.	
15.6	Ref 13.8: MC reported that he updated the Minimum Operating Balance to £3,500 for Resolution 1 under Item 7 of the AMM Agenda. Action closed.	
15.7	Ref 13.9: MC reported that he provided PB with a shopping list of drinks and nibbles. PB reported that he purchased the listed items. Action closed.	
15.8	Ref 13.10: NS reported that the DWA Trustees were at the AMM venue at 19:00 to prepare for a 19:30 start. Action closed.	
16	<u>DWA Annual Dinner</u> NS reported that he has approached Gordon at the Mosset Tavern and asked for potential dates and a menu for the function. NS will circulate the event date and menu in due course.	NS
17	<u>AOCB</u>	
17.1	MC proposed that the DWA should host key Altyre Estate staff for "Thank You" event at the Altyre Sawmill sometime before Christmas. Agreed unanimously. MC will make the arrangements for a "Thank You" event at the Altyre Sawmill.	MC
18	Date of the Next Meeting: 19:00 14/01/25, at the Royal British Legion, Sanquhar Road, Forres, IV36 1DG.	

Meeting Closed: 21:10



Neil Sinclair  
Chairman  
Dava Way Association