

THE DAVA WAY ASSOCIATION

Minutes of the Board of Trustees Meeting held 8th October 2024

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

Meeting Opened: 19:00

Item	Minute	Action By
1	<u>Welcome:</u> Neil Sinclair chaired the meeting and welcomed members.	
2	<u>Present:</u> Malcolm Campbell (MC), Neil Sinclair (NS), Norman Thomson (NT), Paul Barron (PB), Pete Mitchell (PM), Robbie Roberts (RR), Trevor Thornley (TT). <u>Apologies:</u> Michael J Sutherland (MS), Tim Heaps (TH).	
3	<u>Minutes of the previous meeting held on 13th August 2024</u> The minutes of the previous Dava Way Association (DWA) BoT meeting were read and accepted without change. Proposed: PB Seconded: MC	
4	<u>Matters Arising from the previous meeting</u> 4.1 Ref 5.9: (See Item 5.8 below) 4.2 Ref 7.3.1a: (See Item 7.2.1 below) 4.3 Ref 7.3.1b: (See Item 7.2.2 below) 4.4 Ref 7.3.2: (See Item 7.3.2 below) 4.5 Ref 7.3.3: (See Item 7.3.3 below) 4.6 Ref 7.3.4: (See Item 7.3.4 below) 4.7 Ref 7.3.5.1: (See Item 7.3.5.1 below) 4.8 Ref 7.3.5.2: (See Item 7.3.5.2 below) 4.9 Ref 7.3.5.3: (See Item 7.3.5.3 below) 4.10 Ref 7.4.1: (See Item 7.4.1 below) 4.11 Ref 7.4.2: (See Item 7.4.2 below) 4.12 Ref 7.4.3: (See Item 7.4.3 below) 4.13 Ref 7.4.4: (See Item 7.4.4 below) 4.14 Ref 7.5.1: (See Item 7.5.1.1 below) 4.15 Ref 7.5.1.1: (See Item 7.5.1.1 below) 4.16 Ref 7.5.1.2: (See Item 7.5.1.2 below) 4.17 Ref 7.5.2: (See Item 7.5.2 below) 4.18 Ref 7.5.3.2: (See Item 7.5.3.2 below) 4.19 Ref 7.5.3.3: (See Item 7.5.3.3 below) 4.20 Ref 7.5.5: (See Item 7.5.4 below) 4.21 Ref 7.5.6: (See Item 7.5.5 below) 4.22 Ref 8.1: (See Item 8.1 below) 4.23 Ref 8.2.1: (See Item 8.2.1 below) 4.24 Ref 8.2.2: (See Item 8.2.2 below) 4.25 Ref 8.2.3: (See Item 8.2.3 below) 4.26 Ref 8.2.4: (See Item 8.2.4 below) 4.27 Ref 8.3: (See Item 8.3.1 below) 4.28 Ref 8.4.1: (See Item 8.4.1 below)	

4.29	Ref 8.4.2:	(See Item 8.4.2 below)	
4.30	Ref 8.4.3:	(See Item 8.4.4 below)	
4.31	Ref 8.5	(See Item 8.5 below)	
4.32	Ref 10.1.1:	(See Item 10.1.1 below)	
4.33	Ref 10.1.2:	(See Item 10.1.2 below)	
4.34	Ref 10.2:	(See Item 10.2 below)	
4.35	Ref 12.2.1:	(See Item 12.2.1 below)	
4.36	Ref 13.1:	MC reported that the DWA stall at the Grant Park 100 event, which took place 24/08/24, attracted considerable interest. Several DWA companions were sold, and three new volunteers signed up. Action closed.	
4.37	Ref 13.2:	NT reported that he has advertised the remaining DWA companions at the reduced cost of £1. Action closed.	
4.38	Ref 13.3:	(See Item 7.1.1 below)	
5	<u>Treasurer's Report</u>		
5.1	PB reported that a balance of £12,134.41 is in the DWA account. Unrestricted Funds: £ 8,050.16 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: £ 3,000.00 Finnerne Development Trust (FDT); for 20ft ISO container. £ 300.00 individual donation.		
5.3	Significant Expenditure: £ 141.29 MacGregor Industrial Supplies; galvanised steel gate posts. £ 3,000.00 Highland Container Services; purchase and delivery of 20ft ISO container and relocation of PM container.		
5.4	Anticipated Income: £ Nil		
5.5	Anticipated Expenditure (from DWA funds): £ 2,000.00 PM; purchase of 20ft ISO container.		
5.6	Anticipated Expenditure (covered by external funding): £ Nil		
5.7	Donations via the GiveWP-Stripe process since last meeting: £ 239.42		
5.8	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 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	<u>Unplanned Work Since Last Meeting</u>		
7.1.1	Ref 13.3: RR reported that the triangular area at the top of the Mannachie Avenue Ramp was cleared to ground level by MC, PB, PM and himself at a mini work party held on 03/09/24. Action closed.		
7.1.2	RR reported that he has carried out herbicide spraying under the Mannachie Ramp handrail and along the edges of the path surface.		

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 14/09/24. Action closed. Bantrach Cutting - Cleared accumulated silt and debris from 500m section of ditch. Aucheorn Cutting - Strimmed and cut back encroaching undergrowth over ditch section. - Cleared accumulated silt and debris from ditch section.	
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.	
7.3	Priorities for Next Work Party and Mini Work Parties	
7.3.1	PM proposed that the following works be carried out at the full work party to be held on 12/10/24: Bantrach Cutting - Lift and dispose of arisings from prior ditch clearance. Aucheorn Cutting - Complete removal of encroaching undergrowth over ditch section. - Progress clearance of accumulated silt and debris from ditch. Auchenlochan Crossing - Drain muddy puddle and infill with quarry material. Agreed unanimously. PM will make the necessary arrangements. MC will notify the relevant estate manager(s) of the works to be carried out.	PM MC
7.3.2	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 reiterated that, when this topic was discussed previously, the Estate Manager suggested that the existing ditches in the cutting were the cause of the problem. PB suggested that ditch maintenance should be completed prior to arranging the on-site meeting, so it can be clearly demonstrated that the existing ditches are not the cause of the problem. PM will schedule maintenance of the Dunphail to Balvlair ditches for a future full work party.	PB PM
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	Preparations for 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 reported that he has modified a second post. He will arrange a mini work party to replace the two gateposts at Muir of Logie Crossing.	PM
7.3.5.2	Ref 7.3.5.2: PB reported that he has purchased two new galvanised steel gateposts that were in stock and has delivered them to PM. PB proposed that the purchase of another two new posts is postponed until they are required. Agreed unanimously. Action closed.	
7.3.5.3	Ref 7.3.5.3: Action held over. PM will modify the new posts and 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 7.4.2: NS reported that all four new information board frames have now been manufactured and installed, replacing the ones identified as being beyond repair. Action closed	
7.4.3	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 5.8 above).	NS
7.4.4	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 and 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 7.5.2: RR reported that he has removed the Dallas Dhu counter and pressure pad. NS has determined that the counter is beyond repair, and the Access Officer at Moray Council has confirmed that it does not need to be returned. Action closed.	
7.5.3	Preparations for the future purchase of a compact tractor :	
7.5.3.1	MC reported that the DWA Trustees met via Zoom on 29/08/24 to discuss an offer by Altyre Estate to locate two ISO containers on their land for the storage of DWA tools and equipment. It was agreed that the offer should be accepted, that an ISO offered by PM should be purchased at a cost of £2,000 and that a second ISO should be purchased when funding had been secured.	
7.5.3.2	Ref 7.5.3.2: PM reported that a local supplier quoted a cost of £3,000 for the purchase of a second-hand 20ft ISO container, including the delivery of this and his own container to the agreed location. A grant to cover this cost was obtained from the Finderne Development Trust. Both ISO containers have now been installed at the agreed location. Action closed.	
7.5.3.3	Ref 7.5.3.3: Action held over. PB will research options/costs for insuring the stored tools and equipment. PB asked for clarification of the aims for this task. TT advised that many insurers (e.g. Admiral Business , Zurich) will provide 'owned plant' and 'tools and materials' insurance at reduced cost when a company or organisation also has their 'public liability' insurance with them. However, it may be best to refine the DWA insurance needs by discussing them with a local insurance broker (e.g. NFU Mutual , H & R Insurance) in person.	PB
7.5.4	Ref 7.5.5: NS reported that he has purchased an additional pressure washer battery. Action closed.	
7.5.5	Ref 7.5.6: Action held over. PM will organise an ad hoc work party for tool maintenance and repair.	PM
8	Project Reports	
8.1	DW Information Boards Content Refresh Project Ref 8.1: Action held over. 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	NS

8.2	installation of the new information board frame (see Item 7.4.4 above).	
8.2.1	Dallas Dhu Access Ramp Improvement Project 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. 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.	MC
8.2.2	Ref 8.2.2: PM reported that he has submitted a full Planning Application for the ramp works. Action closed.	
8.2.3	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.	PM
8.2.4	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.	PM
8.3	Dava Bypass Project	
8.3.1	Ref 8.3: PB reported that he met with Will Anderson (Seafield and Strathspey Estate) and Euan Tomes (Moray Estates) on 23/08/2024 and walked the proposed route with them. There are no 'showstoppers' as far as the Estates are concerned. Mulching the heather to provide an initial rough walking route is supported, and there may be an option to hire the appropriate equipment/operator via the Estates. PB detailed several design/build constraints that will be required. Action closed.	PB
8.3.2	PB will update Dave McLeod of Station House, Dava.	PB
8.3.3	PB will contact Mike Dickson of Station Cottage, Dava to discuss private water supplies and protection measures.	PB
8.3.4	PB will contact Mrs Coutts of Bank Cottage, Dava to discuss private water supply and protection measures.	PB
8.4	Ghost Train Walk 2025 and DWA 20th Anniversary Project	
8.4.1	Ref 8.4.1: Action held over. MC will produce a road map of milestone tasks leading to the 2025 event.	MC
8.4.2	Ref 8.4.2: Action held over. MC will contact Karen Cox at OutfitMoray to discuss how best to approach potential corporate sponsors.	MC
8.4.3	MC asked whether the event ticket prices should be raised. NS proposed £40 for a standard ticket and £20 for those raising funds for the DWA. Agreed unanimously.	
8.4.4	Ref 8.4.3: Action held over. DWA Trustees to come up with ideas to celebrate the September 2025 20-year anniversary of the DWA formation.	All
8.5	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.	TH
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: 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

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> (Nothing to report)	
12	<u>Social Media and Publicity</u>	
12.1	DWA Website (Nothing to report)	
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 DWA Facebook group.	PM
12.2.2	PM reported that the Friends of the Dava Way Facebook group now has 1,939 members.	
12.3	Local, Regional and National Publications MC reported that the Forres Gazette ran an article on the SGN Community Action Programme work party.	
12.4	External Websites and Social Media. (Nothing to report)	
13	<u>DWA Annual Members Meeting</u>	
13.1	PB will confirm the booking of the Forres Lawn Tennis Club for the AMM to be held 19:30 28/11/23.	PB
13.2	MC will put an advance notice post on the DWA Facebook group and ask if any members would like to stand for election as DWA Trustees.	MC
14	<u>AOCB</u>	
14.1	NT announced his intention to stand down as a DWA Trustee at the upcoming AMM, as he considers that now is an appropriate time to reduce his many voluntary commitments. Those present expressed their gratitude for all the support he has given the DWA across many years but accepted his reasons for stepping down. NT asked if anyone would be willing to assume his role as DWA representative at the Long Distance Routes (LDR) Forum hosted by NatureScot. MC announced that he would be happy to take on this role. NT will forward contact information and details about the next meeting of the forum to MC.	NT
14.2	NS reported that the DWA annual membership of the Scottish Council for Voluntary Organisations has been renewed.	
14.3	NS reported that he has received an invitation from the Glasgow School of Art to do a presentation on the DWA at Forres Town Hall on 25/10/2024. NS and MC will do the presentation at this event.	
14.4	PB reported that there may be an option to hold DWA meetings in a room at the British Legion building in Forres and that such a move may also open the way to accessing a pool of potential DWA volunteers. PB proposed that he should make tentative enquiries. Agreed unanimously. PB will enquire about room availability/cost at the British Legion building.	NS/MC

14.5	PB proposed that PM should purchase a new hose using DWA funds, to replace the one he has donated to the DWA for use at the equipment storage site. Agreed unanimously. PM will purchase a replacement hose.	PB PM
15	Date of the Next Meeting: 19:00 12/11/24, at Forres Lawn Tennis Club, Albert Street, Forres, Moray, IV36 1PR.	

Meeting Closed: 20:45



Neil Sinclair
Chairman
Dava Way Association