THE DAVA WAY ASSOCIATION

Minutes of the Board of Trustees Meeting held 15th April 2025

Venue: Royal British Legion, Sanquhar Road, Forres, IV36 1DG.

Meeting Opened: 19:00

Item	Minute		Action By
1	Welcome:	Neil Sinclair chaired the meeting and welcomed members.	
2	Present:	Neil Sinclair (NS), Paul Barron (PB), Pete Mitchell (PM), Tim Heaps (TH), Trevor Thornley (TT).	
	Apologies:	Malcolm Campbell (MC), Michael J Sutherland (MS), Robbie Roberts (RR).	
3	Minutes of the previous meeting held on 11th March 2025 The minutes of the previous Dava Way Association (DWA) BoT meeting were read and accepted without change. Proposed: PB Seconded: TH		
4	Matters Arising from the previous meeting		
4.1	Ref 4.1:	Action held over. MC will make the arrangements for a "Thank You" event for key Altyre Estate staff, to be held at the Altyre Sawmill when the weather improves.	MC
4.2	Ref 5.8:	(See Item 5.8 below)	
4.3	Ref 7.3.1.1:	(See Item 7.3.1.1 below)	
4.4	Ref 7.3.1.2:	(See Item 7.3.1.2 below)	
4.5	Ref 7.3.2:	(See Item 7.3.2 below)	
4.6	Ref 7.3.3:	(See Item 7.3.3 below)	
4.7	Ref 7.3.4:	(See Item 7.3.4 below)	
4.8	Ref 7.3.5:	(See Item 7.3.5 below)	
4.9	Ref 7.3.6:	(See Item 7.3.6 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 7.5.1.1:	(See Item 7.5.1.1 below)	
4.14	Ref 7.5.1.2:	(See Item 7.5.1.2 below)	
4.15	Ref 7.5.3:	(See Item 7.5.2 below)	
4.16	Ref 8.1.1:	(See Item 8.1.1 below)	
4.17	Ref 8.1.3:	(See Item 8.1.2 below)	
4.18	Ref 8.2.1:	(See Item 8.2.1 below)	
4.19	Ref 8.2.2:	(See Item 8.2.2 below)	
4.20	Ref 8.2.3:	(See Item 8.2.3 below)	
4.21	Ref 8.3.2:	(See Item 8.3.3 below)	
4.22	Ref 8.3.3:	(See Item 8.3.4 below)	
4.23	Ref 8.3.4:	(See Item 8.3.1.4 below)	
4.24	Ref 8.3.6:	(See Item 8.3.7 below)	
4.25	Ref 8.3.7:	(See Item 8.3.2.1 below)	
4.26	Ref 8.3.8:	(See Item 8.3.5 below)	

4.27	Ref 8.3.9: (See Item 8.3.6 below)	
4.28	Ref 8.4: (See Item 8.4 below)	
4.29	Ref 9.1.2: (See Item 9.1.2 below)	
4.30	Ref 10.1.1: (See Item 10.1.1 below)	
4.31	Ref 10.1.2: (See Item 10.1.2 below)	
4.32	Ref 12.2.2: (See Item 12.2.2 below)	
4.33	Ref 12.2.3: (See Item 8.3.2.2 below)	
4.34	Ref 14: PB reported that he notified the Royal British Legion about the change of meeting week. Action closed.	
5	<u>Treasurer's Report</u>	
5.1	PB reported that a balance of £12,422.21 is in the DWA account. Unrestricted Funds: £ 10,461.52 Restricted Funds: £ 84.25 Places Called Home; for Dallas Dhu Ramp project. £ 1,876.44 Money for Moray; for Dallas Dhu Ramp project.	
5.2	Significant Income: £ 1,660.24 from Ticket Tailor; Ghost Train Walk (GTW) ticket/mug sales.	
5.3	Significant Expenditure: £ 288.91 to PB; reimbursement for work party signage purchase. £ 1,350.00 to PB; reimbursement for ramp fence materials purchase. £ 345.00 to A4 Design&Print; DW promotional leaflets. £ 721.00 to NS; reimbursement for GTW event medals. £ 207.40 to TH; reimbursement for ISO electrics materials. £ 680.00 to PM; hire of mini digger.	
5.4	Anticipated Expenditure (from DWA funds): £ 1,740.00 to Kineil Coaches; GTW coaches (qty 6 @ £290 each) £ 450.00 to Scotia Medical Group; GTW first aid cover. £ 459.11 to Nixon Hire; GTW Portaloo hire.	
5.5	Anticipated Income (from external funding): £ Nil	
5.6	Anticipated Expenditure (covered by external funding): £ Nil	
5.7	Donations via the GiveWP-Stripe process since last meeting: £ 25.00	
5.8	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** TH reported that he and PB have completed the installation of the solar-powered electricity supply in the equipment ISO container. A facility to trickle-charge the mower battery has also been added.	

7.2	**Planned Work Since Last Meeting**	
7.2.1	Ref 7.3.1.1 and 7.3.1.2: The full work party planned for 12/04/25 was postponed to 19/04/25 due to the reduced availability of DWA Trustees.	
7.2.3	Mini work party to progress the Dallas Dhu Ramp project; see Item 8.1.1.	
7.3	**Priorities for Next Work Party and Mini Work Parties**	
7.3.1	PM proposed that the following works be considered priorities for the full work party to be held 19/04/25: Longley Cutting • Progress drainage improvements. Cowgreens • Replace rotted gate post. Woodside • Replace culvert pipe. 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 7.3.2: 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. Dependent on the adjacent ditches having been cleared.	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	Ref 7.3.5: NS reported that on 28/04/25 pupils from Grantown Grammar will be carrying out works to improve the current DW pedestrian bypass around the Dava settlement. NS/MC to liaise.	NS/MC
7.3.6	Ref 7.3.6: NS/MC will survey the DW pedestrian bypass at Dava prior to the Grantown Grammar work party, to identify the works to be completed. NS reported that the survey will be carried out 25/04/25, with technical input to be provided by PM.	NS/MC/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: 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
7.4.3	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
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: DWA volunteer Bailee Allen will provide MC with a sample counter of the type used with the National Parks Service, and he will assess its viability for use on the DW.	MC

7.5.1.3	TH reported that he has done some research into alternative trail counters. He did find one product that looked interesting but, on enquiring further, discovered that each device costs £945, with an ongoing annual cost of £165 for the licensed software required to access the collected data.	
7.5.2	Ref 7.5.3: Action transferred. PM will purchase and mount qty 4 400mm x 300mm 'Path Works in Progress' signs to supplement the current warning signs. The new signs will be mounted on small folding wooden 'A' frames, allowing easy transport in the back of vehicles. PB reported that he found a more suitable solution and, after email agreement from the DWA Trustees, he has purchased qty 4 roll-up signs complete with frames at a cost of £288.91. Action closed.	
8	Project Reports	
8.1	**Dallas Dhu Access Ramp Improvement Project**	
8.1.1	Ref 8.1.1: PM reported that mini work parties were held 25/03/25 and 26/03/25. The first day and part of the morning of the second day were dedicated to removing the tree stump remains at the top of the ramp. A path surface of sub-base topped with quarry dust has been laid on the ramp extension. The next job is to replace the fencing along the ramp, with these works being completed by a contractor before the end of April. Then the original ramp surface will be scraped and top dressed with a cement and quarry dust mixture. PM will monitor for completion of the fencing replacement, then arrange a mini work party to carry out the top dressing.	PM
8.1.2	Ref 8.1.3: PB reported that Leiths have confirmed that the DWA still has an account with them. Action closed.	
8.2	**Dava Bypass Project**	
8.2.1	Ref 8.2.1: Action held over. PB will update Dave McLeod of Station House, Dava.	PB
8.2.2	Ref 8.2.2: Action held over. PB will contact Mike Dickson of Station Cottage, Dava to discuss private water supplies and protection measures.	PB
8.2.3	Ref 8.2.3: Action held over. PB will seek specialist advice from Paths for All re path design constraints regarding private water supplies.	PB
8.2.4	TT reported that Section 36 consent has been given for the development of the Ourack Wind Farm. There are three planning constraints relating to works affecting the DWA: Constraint 23. The development of an Outdoor Access Plan to ensure public access rights are secured during and after wind farm development. Constraint 24. The development of a scheme to improve and enhance the Dava Way. Constraint 28. The development of a scheme for the provision of off-site road works at Castle Grant, including full details of the works affecting the Dava Way. PB proposed that a subcommittee be formed, to decide what improvements to the DW should be requested and ensure that the DWA gain maximum benefit from the constraints placed on the developer. Agreed unanimously. PB will form an appropriate subcommittee, confirm with MC and NS what works have already been discussed by them with the Ourack Wind Farm developer, and obtain details of any future meetings that MC/NS have arranged with the developer.	PB

8.3	**Ghost Train Walk 2025**	
8.3.1	PB reported his concerns regarding the slowing of ticket sales. NS reported that MC was also concerned about this and had suggested that the target for ticket sales should be reduced from 300 to 200. PB proposed that the reduction to 200 tickets be formalised. Agreed unanimously.	
8.3.1.1	TH will reduce the tickets available on Ticket Tailor; 180 full tickets and 20 tickets for fundraisers.	TH
8.3.1.2	PB will reduce the bus/coach booking to 200 seats.	PB
8.3.1.3	PB will inform Scotia Medical about the reduced first aid cover requirement.	PB
8.3.1.4	Ref 8.3.4: Action held over. MC will investigate how to advertise the GTW to a wider audience.	MC
8.3.2	TT reported his concerns about the confirmed availability of volunteers to carry out the many tasks in support of the GTW event.	
8.3.2.1	Ref 8.3.7: Action transferred. PM will contact the DWA Volunteers to ascertain how many are willing to commit to helping at the GTW event.	PM
8.3.2.2	Ref 12.2.3: Action transferred. PM will post an appeal on the DWA Facebook group for volunteers to help at the GTW event.	PM
8.3.3	Ref 8.3.2: NS reported that he has purchased and received the 300 GTW event medals. Action closed.	
8.3.4	Ref 8.3.3: Action held over. MC will research the relative costs of hiring or making a finish arch. NS reported that he found one for sale on Ebay for just over £100.	MC
8.3.5	Ref 8.3.8: Action held over. MC will contact the Chair of the Osprey Trust to confirm whether the DWA can use their bus for the GTW event.	MC
8.3.6	Ref 8.3.9: Action held over. PM will contact the Finderne Development Trust to ask if the DWA can use their bus for the GTW event. RR and TH have volunteered as drivers.	PM
8.3.7	Ref 8.3.6: Action held over. MC will act as point-of-contact with the Explorer Scouts while RR is on his pilgrimage, then RR will commence detailed planning for the 'spooky entertainment' on his return.	MC/RR
8.4	**DWA Information Leaflet Refresh Project** Ref 8.4: TH reported that the revised DWA information leaflet was approved by the DWA Trustees via email. A print run for 5000 copies was approved at a cost of £345. The order was placed, and the printed leaflets have been delivered. TH will manage the distribution of the leaflets. Action closed.	
9	<u>Health and Safety</u>	
9.1	**First Aid Kits**	
9.1.1	The DWA first aid kits are held by MC, PB and PM. The completeness and serviceability of each kit was confirmed.	
9.1.2	Ref 9.1.2. TT reported that he, MC, MS, NS and PM all completed their Emergency First Aid at Work qualifications on 18/06/23 and are due to requalify before 18/06/25. PB stated that he will contact Scotia Medical and enquire about potential course/assessment dates.	PB
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** (Nothing to report)	
10.3	**Succession Planning** (Nothing to report)	
11	Funding (Nothing to report)	
12	Social Media and Publicity	
12.1	**DWA Website** (Nothing to report)	
12.2	**DWA Facebook Group**	
12.2.1	PM reported that the Friends of the Dava Way Facebook group now has 2,085 members.	
12.2.2	Ref 12.2.2: Action held over. PM will post an advert on the DWA Facebook group for a volunteer DWA Social Media Manager.	PM
12.3	**Local, Regional and National Publications** PB reported that the DW was mentioned in a walking article in the Press & Journal on 29/03/25.	
12.4	**External Websites and Social Media.** (Nothing to report)	
13	AOCB (Nothing to report)	
14	Date of the Next Meeting: 19:00 13/05/25, at the Royal British Legion, Sanquhar Road, Forres, IV36 1DG.	

Meeting Closed: 21:00

Neil Sinclair
Chairman
Dava Way Association

The Dava Way Association is a Scottish Charitable Incorporated Organisation (SCIO), registered Scottish Charity No: SC030496.
Our registered office is Dava Way Association, Forres Town Hall, High Street, FORRES, IV36 1PB.