

MINUTES OF MOUNT BLAIR COMMUNITY DEVELOPMENT TRUST

BOARD MEETING

HELD AT DIRNANEAN HOUSE, ENOCHDHU ON THURSDAY 25TH APRIL 2013

Present: Mike Purdie (MP) (Chair), Hannah Goodman (HG), Liz Crichton (LC), John Duncan (JD), John Manning (JM), Roger Clare (RC), Martyn Jamieson (MJ), Dennis Poole (DP), Lucy Holt (LH)

Apologies: Simon Calvin (SC), David Rennie (DR)

In attendance: Lynn Moore (admin support)

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| 1. | WELCOME AND APOLOGIES MP welcomed everyone to the meeting and apologies were noted as above. It was noted that Richard Watts had resigned from the Board and that there were now 2 vacancies for Member Directors. A suggestion was made by LC concerning a possible new director. MP asked LC to discuss this with him. | |
| 2. | APPLICATIONS FOR TRUST MEMBERSHIP In DR's absence, MP advised that he was unaware of any new applications for membership since the last meeting. It was noted that the abbreviated membership list had been updated excluding contact details as this was in accordance with the Data Protection Act. All members on the list had confirmed they were in agreement with each Director retaining a copy. | |
| 3. | MINUTES OF LAST MEETING The minutes were accepted by all those present as an accurate record of the last meeting. MP signed a copy of these minutes and he would pass these to DR for the records. | |
| 4. | BROADBAND/COMMUNITY FOREST DEVELOPMENTS MP gave those present an update on behalf of DR. It was noted that DR had obtained information on broadband upload and download speeds which had then been passed on to Tony Thompson of the Mount Blair Community Council, who is liaising with BT regarding broadband issues. Community Enterprise, which is another community-based organisation, had been asked to do some research on broadband and the possibilities around Kindrogan Forest but MP was unaware of how this had progressed. Discussion then took place on the conflicting information which had been received on the availability of Kindrogan Forest or part thereof for purchase. It was noted that Kindrogan Forest itself was not for sale but that the Forestry Commission may be prepared to look at any proposals for partnership. It was brought to the attention of those present that the Forestry Commission has specific policies about community partnership already in place. There was some uncertainty about whether or not to proceed with such a proposal and it was agreed that this item would be kept on future agenda for consideration. | ALL |
| 5. | FUTURE FUNDRAISING EVENT – PROPOSED AUTUMN CEILIDH At the last meeting, discussion had taken place around the possibility of holding a fundraising ceilidh in the Autumn. The idea had originated from an annual event which Straloch School had held in previous years at Kindrogan Field Centre. Discussion took place around the table on the seating capacity at Kindrogan and it was agreed that this would be a good venue. MJ kindly agreed to take the lead in organising this event which, it was suggested, could take place around St Andrews Night. MJ will look at Kindrogan's availability for the end of November and report back to the Directors at the next meeting. | MJ |

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| 6. | <p>TRUST DEVELOPMENT & SUPPORT ASSISTANT</p> <p>The draft Job Description for the post of Trust Development and Support Assistant had been circulated to the Directors prior to the meeting. Discussion now took place on the amendments which had been made. In particular, a change had been made under 'purpose of job' which had been amended to read 'to provide administrative and practical support'. It was felt that the principal responsibilities were to assist and support the Directors in researching, developing and managing their themes. It was suggested that one Director should be nominated to act as Line Manager for this Post and it was agreed that MP would assume this responsibility.</p> <p>Information on the Post had been organised into Job Description, Personal Specification and a separate annex showing the priority outcomes for achievement in this Post was currently being completed. MP asked DP to provide one or two outcomes for achievement under his theme which could be included. The hourly rate of pay had been set at £12.50 to attract a good candidates and it was suggested that the mileage rate should not be set at the moment but would be negotiable, although note was taken of the standard 45p per mile rate which is the maximum allowed before requiring to be declared for tax purposes. MP advised that the deadline for submission of an application to fund this Post required to be made to the Drumderg Panel before the deadline of 6th May. MP would now complete the final draft and circulate to the Directors prior to submission.</p> | <p>DP</p> <p>MP</p> |
| 7. | <p>THEME DIRECTORS' UPDATES</p> <p><u>Outdoor Recreation and Tourism</u></p> <p>MP had received an email report from SC prior to the meeting and noted that he was organising a meeting with Robin from the Forestry Commission and Andy Barrie from PKC Countryside Trust early in May to discuss car parking and signposting at Blackwater Hall. SC also had a meeting scheduled with the proprietor of Bridge of Cally Hotel and would update the Directors at the next meeting.</p> <p><u>Local Heritage, Culture & Produce – Our Sense of Place</u></p> <p>LC spoke of a drop-in session focussing on the Archive Project, held at the Session House in Kirkmichael which had provided an opportunity for the local community to meet the Archive officer. It had been a successful event and new contacts and archive material had been obtained. Consideration was now being given to holding 2 similar sessions per month, taking into account the availability of the Session House and the best days to organise them to ensure that all members of the community had a good choice of dates to attend. A suggestion was made that one session could be held on a Saturday and another on a Wednesday which would coincide with the visit from the Mobile Library. Note was taken that the Session House was available free of charge during designated opening hours but that a cost of £7 per hour may be applicable outwith these hours. With regard to the Archive Project itself, LC advised that it was progressing well. Purchase of the required equipment was delaying further progress and the Archive Officer was, at the moment, using his own scanning equipment for archive material.</p> <p>LC drew the Board's attention to the Arts and Crafts Summer Festival which is due to take place on 22nd and 23rd June. After discussion, it was felt that this would provide a good opportunity for the Archive Officer to have a stall and suggestions of a treasure hunt or photo orienteering course were suggested as possible activities which could be organised by the Trust. HG undertook to assist the Archive Officer with this task.</p> <p><u>Community And Recreational Facilities</u></p> <p>Following the resignation of Richard Watts, Roger Clare agreed to become the Leader for this Theme.</p> <p>LH brought to the Board's attention the existence of the Commonwealth Fund and highlighted that applications for this could be made in respect of sports facilities. Discussion took place on whether this would be appropriate for the current project to resurface the sports court at Kirkmichael School. It was understood that an application for this work would be made to Awards for All and that Kirkmichael School PTA were taking this forward. LH agreed to resend the email with information on the</p> | <p>SC</p> <p>HG</p> <p>RC</p> |

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| | <p>Commonwealth Fund to the Directors for their consideration as to whether or not this would be useful to pass on to the PTA.</p> <p><u>Infrastructure And Renewable Energy</u></p> <p>MP highlighted the requirement for a Director to assist JM with this theme and asked all those present to give this some thought. DR and Tony Thompson of the Community Council had been assisting with regard to Broadband. MP himself had assisted with the Oil Buying Scheme for which he was currently awaiting information but advised that he would follow-up on this and report back at the next meeting.</p> <p><u>Access To Services And Improved Transport</u></p> <p>HG advised that with regard to local childcare provision, it was understood that someone in Kirkmichael was currently training to become a Child Minder.</p> <p><u>Roads, Traffic, Lay-bys and Signage</u></p> <p>DP advised of the requirement for a volunteer to assist with this Theme and went on to speak of a meeting which had taken place with MP, two representatives of the Glenshee Tourist Association, Peter Crane from Cairngorm National Park, Chic Haggard from PKC and Councillor Bob Ellis. At the meeting, discussion had taken place on possible improvements to the lay-bys at Devil's Elbow and Finegand including increasing the surface area for parking, signage, interpretation boards and picnic tables. Note was taken that the land which encompassed these laybys was owned by Invercauld Estates and Finegand respectively. Chic Haggard would now draw up plans regarding the proposals, with the assistance of landscape architects, and both Estates would be approached to ask for their approval of the proposed improvements.</p> <p>JM drew the Board's attention to a parking area on Dimanean Estate which is used by walkers on the Cateran Trail and asked if this could be included on the list for improvement. This was agreed and JM would now provide the relevant information on this area to DP.</p> <p>MP went on to discuss who could take over Richard Watt's other role as Deputy for this theme and asked that the Directors give this some thought before the next meeting.</p> <p><u>Housing and Jobs</u></p> <p>DR had advised MP prior to the meeting that there was no update on this theme and little opportunity for progression at the present time. However, it had been agreed that DR would work to identify the baseline of policies and plans of the Council and Local Housing Association in order to establish the starting point.</p> | <p>LH</p> <p>ALL MP</p> <p>DP</p> <p>JM</p> <p>ALL</p> <p>DR</p> |
| 8. | <p>MARKETING PROPOSAL</p> <p>LH brought the Board's attention to an article in the Scottish Field on Mark Beaumont, who originates from Bridge of Cally. He had highlighted his inspiration for cycling in childhood, the roots of which were centred around the Mount Blair area. LH put forward a suggestion that a local cycle route could be named the Beaumont Trail in tribute to Mark Beaumont's achievements. Discussion took place on how this idea could be developed and it was suggested that LH speak to Bob Ellis and SC in the first instance and report back at the next meeting.</p> | LH |
| 9. | <p>ARRANGEMENTS FOR NEXT AGM AT BRIDGE OF CALLY HALL</p> <p>MP spoke of the forthcoming Annual General Meeting, which will take place on Thursday 13th June 2013, 7.30 pm in Bridge of Cally Hall, and discussed the proceedings for the benefit of new Directors. It was noted that the Archive Officer would be asked to give a short presentation and then there would be brief presentations from the Theme Directors. MP suggested that the Hall Committee could be asked to arrange for tea, coffee and biscuits to be available on the evening.</p> | MP |

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| 10. | <p>FINANCIAL REPORT, INCLUDING INTERNET BANKING PROPOSAL</p> <p>Discussion took place on the Trust's proposed transition to an internet banking account. There was some uncertainty around how payments could be made online whilst working in accordance with the Articles of Association which dictate that 2 signatories were required for financial transactions on behalf of the Trust. One option which was suggested was the opening of a PAYPAL account in the Trust's name but it would require to be credited with BACS payments and MJ and LC volunteered to investigate if this would be possible and report back at the next meeting.</p> <p>MP spoke of a generous donation of £800 which had been received from a charitable trust along with a letter requesting 6 monthly updates on how the donation was being utilised. MP agreed that he would undertake to write a letter of acknowledgement and thanks to the donor.</p> <p>MJ advised that there had been a query regarding TRIODOS bank charges and that when paying in cheques and cash, this should always be done through RBS branches. MJ informed those present that there was a set fee for paying in cheques but that there was a percentage charged when paying in cash. It was noted that transactions were cheaper when using internet banking. MJ went on to advise that at the last statement, the MBCDT Account was £16,623 in credit. He would provide a breakdown of this account, including how much of this was already ring-fenced and how much was available for day-to day use and email it to the Directors . MJ also reminded all present that the accounts require to be available to the Accountant in the near future so that they are completed for the AGM.</p> | <p>MJ/LC</p> <p>MP</p> <p>MJ</p> |
| 11. | <p>WEBSITE PROPOSALS</p> <p>MP advised that he had met with David Atiyah (DA) to discuss the website. DA had volunteered to set up the website free of charge but that its maintenance would be an integral part of the Support Assistant's duties. The Directors now required to decide on whether they preferred a simple website or a more flexible design, which would be slightly more expensive. After consideration, it was agreed that the more flexible option would be the preferred choice of the Directors.</p> <p>Discussion took place about the Archive's website requirements and it was agreed that it would need to be separate from the main website but that the two should have active links to one another.</p> | <p>DA</p> |
| 12. | <p>AOCB</p> <ul style="list-style-type: none"> • An email sent by LC regarding a proposed Arts Project aimed at bringing the communities around the Cateran Trail together was highlighted. LC asked the Directors to give this some thought and to advise of any suggestions around this proposal. • MJ brought to the Board's attention a list of courses currently available at Kindrogan Field Centre. • It was noted that DA had sent around a link to the draft website for consideration. LC suggested that the Directors take the opportunity to view this. She also brought to the attention of those present that she had a copy of Dream Weaver which could be utilised for the purchase of Adobe and Microsoft packages for the Support Assistant. • LH suggested that if she is to support SC with one of the Themes for which he is Lead, she would also be willing to take on the role of Trust Press Officer, thereby ensuring that the Mount Blair area is highlighted in any relevant news and articles on tourism. • JM noted that if the Board wished to organise any fundraising activities for the Trust using Dirnanean Garden, it would be welcome to do so. MP thanked JM on behalf of the Board for this kind offer. | <p>ALL</p> |
| 11. | <p>DATE AND VENUE OF THE NEXT MEETING</p> <p>Date of next meeting Thursday 23rd May, 7.30 pm, Straloch Studio.</p> | |

