

STONEHAVEN TOWN PARTNERSHIP
Minutes of Board Meeting
held on 5th December 2011
in the Old Council Chamber, Town Hall, Stonehaven

	Item	Action
1.	<p>Welcome & apologies</p> <p>Present: Cllr. Peter Bellarby, Dennis Collie(Acting Chair), David Fleming, Mike Robins Doug Samways, Jim Henderson Minute Secretary: David Fleming In attendance: Apologies: Mike Innes, Frank Budd, Niall Menzies, Allan Sutherland, Karen McWilliam</p>	
2	<p>Election of Chairman and Officers</p> <p>Since this was the first meeting after the AGM, in which PB had announced his desire to step down as Chairman, an election was due. However, in view of the short notice of the meeting, and the absence of some Directors, it was agreed to postpone the election until the next full meeting in the New Year. For this meeting, DC agreed to take the chair.</p> <p>The Chairman welcomed everyone, especially JH, one of the new Directors.</p>	
3.	<p>Minutes from last meeting (25th October 2011)</p> <p><u>Approval</u> PB asked for the following changes:</p> <p>Item 6: Health check. Replace with "PB reported that he had attended a meeting of the Chairs of the partnerships (KMAP, MAP and STP) on October 5th. The meeting was called as a follow-up of discussions that took place in 2010 about the roles and possible duplication in the various partnerships. It was attended by Susie Brown (MAP), Ian Hunter and Isabella Williamson (KMAP), PB and Kevin McDermott. Kevin had been put up as facilitator; he was a officer of Aberdeenshire Council but had not had anything to do with local partnerships and so was neutral. It was envisaged that the health check would be a self evaluation covering matters such as governance, roles, responsibilities and area of operation. It was agreed to participate in the health check.</p> <p>Item 3: 2nd paragraph The end of the Tolbooth period should be 5th April 2012. In view of the Tolbooth opening during the winter (and the consequent amendment to the Tolbooth Group's constitution to that effect), and the desirability of having one examination of the STP accounts, this date had been agreed.</p> <p>With these amendments, the minutes were approved.</p> <p><u>Actions arising</u></p> <p>It appears that there are still some errors in the membership details. It was agreed to review this as soon as possible.</p>	<p>DC</p> <p>Next Meeting</p>

	<p>It was recorded that Morag Mitchell had accepted the offer of work to help in the administration.</p> <p>DS presented a paper on some of the issues surrounding the Bye Laws, some of which had surfaced at the AGM. It was agreed to review this (together with the output from the health check as soon as possible. Meanwhile DF was asked to check the layout and numbering of the updated copy recently issued, and to re-issue a fresh copy.</p> <p>DC said that a number of comments at the AGM put STP in a poor light and needed to be addressed. PB agreed, and felt that they could also be responded to as part of the health check actions.</p>	<p>Next Meeting</p> <p>DF</p>
4.	<p>Finance</p> <p>DC reported that the current balance of the account is £11,808, which does not include £3,420 held for the Tolbooth Museum.</p> <p>The meeting discussed the bill for the catering at the AGM. DF apologised for not being clear as to what was ordered.</p> <p>DC said he had done some work on the allocation of funds to different activities, but was still unsure of the Aberdeenshire Council's methods. He passed a copy to DF, to allow a check against documents submitted to Aberdeenshire Council. An updated version will be produced for the next meeting.</p>	<p>DF/DC</p>
5.	<p>Approval of Caravan Park Business Plan</p> <p>JH queried why this approval was being sought now, when the document had already been submitted to Aberdeenshire Council. It was pointed out that this was now version 5, and that there had been considerable e-mail correspondence within the Directors, and with Aberdeenshire Council officers to get to this version. Version 5 had been seen by most Directors before submission. It is likely that further updates will be appropriate.</p> <p>It was agreed to approve the version 5.</p> <p>DF explained about the paper on the "Process for Disbursement of Funds". It came about as a result of a specific request at the last Community Council meeting, and therefore it would be presented to them on 13th December. It was circulated to the Board (and others) as a consultation and for their information.</p>	
6.	<p>Legal advice for the Caravan park leases</p> <p>Two Aberdeen firms had been approached, but had radically different estimates. There were some misgivings about the quotations. After some discussion, it was agreed to approach a third firm to see if that clarified the commitment.</p> <p>It was agreed that a decision could be taken by e-mail to avoid undue delay.</p>	<p>DF</p> <p>All</p>
7.	<p>A Survey of the Tolbooth</p> <p>The two firms in Aberdeen with the necessary qualifications had been approached, but exact quotations had not been obtained. This step needs to be taken.</p>	<p>DF</p>

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8.	<p>Dates of next meetings</p> <p>It was agreed that the fourth Tuesday in the month was suitable, and therefore accommodation should be for those 12 occurrences. The meetings would start at 7:00 pm.</p> <p>The dates are:</p> <table> <tr> <td>24th Jan</td> <td>28th Feb</td> <td>27th Mar</td> <td>24th Apr</td> </tr> <tr> <td>22nd May</td> <td>26th June</td> <td>24th July</td> <td>28th Aug</td> </tr> <tr> <td>25th Sep</td> <td>23rd Oct</td> <td>27th Nov</td> <td></td> </tr> </table>	24 th Jan	28 th Feb	27 th Mar	24 th Apr	22 nd May	26 th June	24 th July	28 th Aug	25 th Sep	23 rd Oct	27 th Nov		All to diarise.
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9.	<p>AOCB</p> <p>PB enquired about the meetings to set down the requirement for a Director of Communications and of Strategy. DF said he had not had time to arrange this, but would do so for the early New year</p> <p>There being no further urgent business, the meeting was closed.</p>	DF												
10.	<p>Date of Next Meeting</p> <p>Tuesday 24th January 2012 at 7:00 pm in the Dunnottar Lounge of the Invercarron Resource Centre</p>	All to note												