

**Stonehaven Town Partnership
Minutes of Board Meeting
Held on 23rd October 2012
In the Invercarron Resource Centre**

	Item	Action (** = Appears on next agenda
1.	<p>Welcome & apologies Douglas Samways (DS) Neil Menzies (NM) Wynne Edwards (WE) Michelle Ward (MW) David Fleming (DF) Jim Henderson (JH)</p> <p>Frank Budd (FB) Karen McWilliam(KMcW) Dennis Collie (DC) Andrew Newton (AN) Maureen Newlands (MN) Charlie Sands (CS) Apologies – Peter Bellarby (PB)</p>	
2	<p>Minutes from Last meeting The Minutes were approved, subject to changes.</p>	
3	<p>Matters arising DS reported that he has spoken to Ken and Forenza and written a letter of thanks, with an invite to the AGM.</p> <p>Staffing – the Service Level Agreement has been signed but funds have not yet been applied for.</p>	
4	<p>Finance (DC) Tolbooth – all suppliers have been paid. The Stonehaven Tolbooth Association bank account has now been opened and an initial £2000 has been transferred. George Forrester will examine when bank accounts are fully in place.</p> <p>Caravan Park – Aberdeenshire Council has still only paid £1,000 of legal fees. The balance of another £1,000 will follow shortly per KmcW. The final invoice to the council has not been raised yet. A calor gas balance (invoice or refund) is outstanding.</p> <p>The Annual Accounts are with Lesley Macdonald. The late filing penalty is being cancelled.</p> <p>£15,896 is in the bank accounts. £4,725 of that is due to Tolbooth. That leaves £11,161 with £2,588 to invoice giving a total value of £13,749.</p> <p>The £100 cash float needs to be returned.</p> <p>It has previously been agreed the amount being handed over the the Tolbooth wasn't to be publicised, but there should be a symbolic handover before the AGM – with a photo of DS, Cressida Coates, and George Forrester.</p>	
5	<p>Communications (JH) The draft STP SCIO constitution has been sent out and posted on the website. There have been only 2 responses with comments – including Peter Bellarby (in discussion with Willie Munro and the Councillors.) DS said one was to be forthcoming for the Fatherland Burns Club but they had met and approved it with no amendments.</p> <p>We had been seeking 3 quotes for the website</p> <ul style="list-style-type: none"> • Webecom (wordpress) assumes new host rather than Britnet Carver. 2 months support. £not disclosed. 	

	<ul style="list-style-type: none"> • Caradon – detailed quote (Jumla) – links to impressive sites. £not disclosed • NE Creative (perch) – less complicated but acceptable. No support or timescales given but assumed similar. <p>Caradon is AN's company, and he left the meeting.</p> <p>After discussion, the NE Creative proposal was considered too thin. It was suggested that Webecom could have been more proactive. The amounts of the quotes were then disclosed</p> <ul style="list-style-type: none"> • Webecom £1438 • Caradon £950, plus hosting cost of £3 per month. <p>It was agreed to accept the Caradon quotation. DS thanked the subcommittee for their work.</p>	
<p>6</p>	<p>Strategy (DS) A review of the process / transfer policy in relation to the caravan park was discussed, and it was agreed that we need to provide feedback to the council.</p> <p>WE thought there had been delays on three sides, so all parties should be invited to participate in the review. JH thought we should do it on our own and present it to the others. DS agreed and but said would should be in contact with the other parties as the review is going on.</p> <p>DF thought it needed to be all three or only us (through our solicitors file, and correspondence). Doing it on our own allows us to state things about the council as a whole. If the council is a party, we may get different officers. AN did not want to turn this into a witch hunt and that we needed to praise the good too.</p> <p>DC asked the point of the review. DS said it was to prevent the same problems arising for us on any future asset transfer, and to give comments to the council. MW wanted the review sent to the council for comments. WE asked if the council would want to review matters themselves anyway. KMcW thought they would want to do so. JH said there should be no concerns about pointing the finger -we just say this is what we have learned. FB said the three star witnesses are solicitors, we will get charged for their time, and we need to be wary of how open and explicit they will be.</p> <p>DS proposed a couple of us drew up a remit for the meeting after the AGM. WE and DS agreed to set out the criteria for review of the POLICY and PROCESS. DF and FB agreed they should not take part. WE and DS also to look at who should be on the group. KMcW to consider whether she should take part.</p>	<p>WE/DS</p> <p>KMcW</p>
<p>7</p>	<p>Business plan items – Summary</p>	
	<p>Queen Elizabeth Caravan Park (DF/FB) KMcW absented herself for this item. There were three matters still being discussed.</p> <p>Firstly a “step in clause” (if STP goes into involuntary winding-up) was still under discussion. It was contrary to policy for the Caravan Club to get a lease direct. DF suggested another body in the community such as SDCC or Rotary Club could do it. The Caravan Club did not like that, and the proposal to the area committee on 30th was that there is a direct</p>	

	<p>commercial lease.</p> <p>Secondly the site had been caravan park for 50 years and there isn't likely to be any environmental problems.</p> <p>The third issue was emergency access, and it was agreed this could be via the leisure centre car park, and that has been agreed.</p> <p>Area committee approval is required before the missives can be signed. The contractors were delayed for a week anyway. Our stance re the step in lease is that we prefer SDCC, and there is nothing to prevent us lobbying in the meantime.</p> <p>FB to speak to Jean Dick, Graham Clark, Wendy Agnew and Karl Nelson. DF to do George Carr, Bill Howatson, Raymond Christie and Ian Mollison. MW to contact Alison Evison, and that left DS with Alistair Bews, David Stewart & Peter Bellarby.</p> <p>If this goes through the Area Committee (Tue) the lease will be signed the next day (Wed). DS said we would call an extra meeting if we needed to do so.</p> <p>DF spoke to Aberdeenshire Council who are reminding the remaining 5 caravans to get off site. DF also had a call from Mr Robertson (rents out caravan) about why he didn't get a notice about next year, and it was agreed that DF should write to him.</p> <p>FB handed out figures. KMcW returned. Some expenditure items not yet noted, but it looks certain we will have a profit. Not as big as £15,000, but a profit nonetheless. There had been no marketing, and we are aware of bookings that were not passed on and lost.</p>	<p>FB DF DS</p> <p>DF</p>
	<p>All Weather Pitch (DF)</p> <p>DS emailed Sarah Dickinson who was keen to develop something, but would contact Glenn Weston (who had convened meetings about sports facilities in the past) to confirm levels of support.</p> <p>DF said John Robertson (Stonehaven Running Club) would help with the all weather pitch and be nominated as an STP director. FB had told him the only voices so far were the football club, and FB to get back to him (DF to send application) for him to be appointed at the AGM.</p> <p>There was no date specified for return of questionnaires, and only 2 had come back so far. DS suggested we send them out again as a reminder with a deadline and DF to do that.</p> <p>DS to write to SATRA about whether toilets will open next year.</p>	<p>DF</p>
	<p>Street audit – improving our town centre (DF)</p> <p>DF said this was progressing steadily. Concern about overlaps with BID – Maureen and NM speaking (about seedcorn application) and DF to speak to Willie Munro about what the council might be doing.</p> <p>There had been 18 people at the open meeting. DF thought we needed it to be more concrete before we publicise it more.</p> <p>MN to talk to local businesses about BID project too.</p> <p>PFR: Maureen confirmed she had handover from Diane. DF is keeping a list of who is coming along on 17/18 November, with 2 directors to be</p>	

	present at all times. Maureen will create/amend a flyer.	
	Town hall booking system No update	
	Cowie lane furniture store SATRA have a grant for converting Cowie Lane to a furniture store – repeating the exercise after the flooding. They are about to set up to do it. They may ask us for help.	
8	Constitution/SCIO applications (AN) AN thought JH had covered that with responses to AN by 17th November. PB will respond. DS has responded (not yet forwarded to AN). DS asked for clarification on dispersal of funds. AN thought you just needed a policy as a purpose. Trustees have legal responsibility – they can take advice as they like. They don't need to have a zero balance. You can explain to OSCR why you are retaining sum – you just need to have power for the trustees to disburse any surplus.	
9	Arrangements for AGM The AGM is to start at 7.30, with Willie Munro as guest speaker. It was agreed not to do food this time, when we catered for too many last year. The format would be <ul style="list-style-type: none"> • Chairmans Report • Secretary's Report • Treasurer's Report • Approval of Accounts • Election of examiner • Election of directors • Guest speaker DS noted that DC was not standing again as director or treasurer and thanked him for serving the people of Stonehaven well, and will write to confirm that. DC hoped that Folk Club will continue with a director. The treasurers job will be easier as there is less to do now – and whoever it is can work with Charlie Sands. DS asked others to think about whether they wanted to assume the role.	All
10	AOCB <ul style="list-style-type: none"> • Juniors football team dinner. They have offered us a seat for the support we have given to the all weather pitch. Neil and Michelle to go. • B&Q charity letter. Keep this in mind in case we need support/funds – the clocktower is a possibility and MW to keep list from Leader as potential. • Meikle Carew wind farm 1st meeting set up and SDCC did not make it there. The next meeting is being planned. Decided by RES developer that they wanted to deal with commuinty councils only in terms of setting up the group (under KMAP umbrella). Then once the group is set up anyone can apply for funds, and the decision is by the five community councils (under a rotating chairman). 	NM/MW
11	Date of next meeting The AGM is on 27 November 2012. There is no meeting in December, although an informal social function was discussed. The next meeting is on 22 January 2013.	