

STONEHAVEN TOWN PARTNERSHIP
Minutes of Board Meeting
held on 24th April 2012
in the Invercarron Resource Centre, Stonehaven

	Item	Action
1.	<p>Welcome & apologies</p> <p>Present: Doug Samways (Chair), Cllr. Peter Bellarby, Dennis Collie, David Fleming, Jim Henderson, Andrew Newton, Frank Budd, Niall Menzies,</p> <p>Minute Secretary: David Fleming</p> <p>In attendance: Allan Sutherland, Karen McWilliam</p> <p>Apologies: Michael Innes, Diane Collinson (DColl)</p> <p>The Chairman confirmed that, for the Friends of the Open Air Pool, JH has agreed to act as a conduit for immediate information. AS's nomination would be discussed at the Camera Club's next meeting.</p>	
2.	<p>Minutes from last meeting (27th March 2012)</p> <p><u>Approval</u> With a number of minor amendments, the minutes as amended were approved.</p>	
3.	<p>Actions Arising</p> <p>DS circulated a collated set of Action Plans, and thanked Project Leaders for the input.</p> <p>The Board was reminded of the need to man the Feein' Market stall on June 2nd. There was plenty of activity to promote. Plans would be made at the next Board meeting.</p> <p>DS reported back on the meeting with the other Partnership Chairman, Councillors and Officers of Aberdeenshire Council about the funding. There were still some outstanding issues which need progressing. He has agreed to present finalised finance figures for 2011/2/13 to Aberdeenshire Council by 15th May.</p>	
4.	<p>Finance</p> <p>DC gave an updated financial statement, showing a balance of £13,092.36 for the STP funds and of £4,976.81 for the Tolbooth funds.</p> <p>The traffic relating to the operation of the Caravan Park had started.</p> <p>DC also circulated budget sheet showing which sums had been received, and which had been earmarked for various projects.</p>	
5.	<p>Staffing</p> <p>An outline task description for an Admin worker was discussed and agreed. It was suggested that one way of doing this would be to ask either Gordon Ritchie or Charlie West whether their firms would undertake these tasks. JH and NM respectively agreed to follow these up.</p>	JH/NM

	It was agreed to continue the arrangements with DColl for development work.	
6.	<p>Health Check</p> <p>Kevin McDermott had produced a progress report, and notes of the meeting of 18th April were available.</p> <p>The next step is to meet with the other Partnerships and seek agreement on the geographical issues. The other two Partnerships were not as advanced as STP in their Health Checks.</p> <p>It was agreed that changing to SCIO would be advantageous. AN has produced a first draft of a suitable constitution. The objectives need to be updated in line with the Health Check discussions. It was suggested that these needed to run past Kevin McD and OSCR. (Note: it was later discovered that OSCR would not make comments at this stage, but would wait for a formal application.)</p> <p>It was noted that, under the SCIO rules, members had to be individuals or incorporated organisations (who must appoint one person as a representative). Unincorporated organisations cannot be members, but would have to instruct one of their members to apply in person. The individual Board members (known as Charity Trustees) had to be members.</p>	DF
7.	<p>Report from the Director of Communications</p> <p>JH reported an application by Michelle Ward on behalf of the resurrected Open Air in the Square. It was agreed to invite her to the next meeting. Meanwhile, their membership was accepted.</p> <p>JH suggested, and it was agreed, to produce a Newsletter in time for the Feein' Market.</p> <p>JH stated that the mailing list review was complete.</p> <p>JH asked about the current 'membership form'. In the light of the discussions about membership requirements, it was agreed to change the 1st paragraph to be clear who was applying.</p> <p>The strategy diagram and brief description of all projects being considered needs to be put on the web-site.</p>	<p>DF</p> <p>JH</p> <p>JH</p>
8.	<p>Report from the Director of Strategy</p> <p>Version 7 of the Business Plan had been circulated.</p> <p>In order to be more complete, it was arranged that a meeting with Project Leaders should be held on 15th May to agree the various costs quoted in the Plan. DF to arrange.</p>	DF
9.	<p>Business Plan Items</p> <p><u>Ongoing Projects</u></p> <p>a) Queen Elizabeth Caravan Park (Project Leader- FB)</p>	

	<p>FB gave the background to the meeting of the sub-committee that had taken place the previous Wednesday, and the suggestions about publicity. After some considerable discussion, it was agreed that:</p> <ul style="list-style-type: none"> ❖ AN should compile an answer on behalf of STP to the specific question raised at the Community Council on the subject of the static fees. ❖ Whilst we need to ensure that the positive case for the Caravan Club proposal needs to be constantly re-iterated when necessary, any further publicity was an over-reaction, and we should await the arrival of the planning application, and ensure that STP send in a strong letter of support. <p>The possibility of a longer season should be put in abeyance.</p> <p>The options on how to manage the disbursement of funds was discussed (see previous paper circulated at AGM). Realistically, and within the SCIO requirements, the only two options possible are:</p> <ul style="list-style-type: none"> ❖ Option A (the STP Board decide) ❖ Option B (a sub-committee – augmented by non STP members - decides) <p>It was reported that the leases were in progress, although this was very slow. The planning permission application was expected within 4 -6 weeks.</p> <p>The current operations at the Park have started well.</p> <p><u>b) Tolbooth Future (Project Leader- PB)</u> An Access Agreement with Aberdeenshire Council had been signed, and this season's traffic was more than satisfactory. George Strang and others had done a large amount of work in changing the displays, and the reactions were very favourable.</p> <p>A meeting of volunteers was planned for Wednesday 23rd May, at which the draft SCIO constitution would be put to them.</p> <p><u>c) Business Improvement District (Project Leader- NM)</u> NM reported that the BIDS application for seedcorn funding required further work, and that an application was now being considered for next year. It was suggested that the early work required was ideal work for a Development worker.</p> <p><u>d) Planning for Real® (Project Leader- DF)</u> In DColl's absence, DF gave an update to the project paper circulated. It was unlikely that the schools, though willing, would have to time to participate in the model preparation. This should not be an insuperable problem.</p> <p>It was decided that the Planning for Real® event would be held on Friday 8th June from 17:30 to 20.:30 and Saturday 9th June from 10:00 to 18:00. Board members were asked to make themselves available. It was agreed that the Paddling Pool enclosure was the best option, and this should be progressed with the Friends of the Open Air Pool and Aberdeenshire Council Leisure Services.</p> <p><u>e) Booking System (Project Leader- MI)</u> No progress to report.</p> <p><u>i) Beach Toilets (Project Leader- AS)</u> AS reported that a sponsor for the season had come forward, and detailed arrangements to open the Toilets were under way.</p>	AN
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<p>10.</p>	<p>A O C B</p> <p>DF reported that he attended, on STP's behalf, the Local Community Planning Group (LCPG), which meets every two months. He gave a "partner update" giving some headlines to report the work that STP had undertaken. He felt that he would like to stand down from this task, and asked the Board to consider appointing a replacement.</p>										
<p>13.</p>	<p>Date of Next Meeting</p> <p>Tuesday 22nd May 2012 at 7:00 pm in the Dunnottar Lounge of the Invercarron Resource Centre.</p> <p>Following dates are:</p> <table data-bbox="395 645 1174 748"> <tr> <td>24 July</td> <td>28 Aug</td> <td>26 Jun</td> </tr> <tr> <td>23 Oct</td> <td>27 Nov</td> <td>25 Sep</td> </tr> <tr> <td></td> <td></td> <td>Christmas Day!!!!</td> </tr> </table> <p>The meeting concluded at 9:20 pm.</p>	24 July	28 Aug	26 Jun	23 Oct	27 Nov	25 Sep			Christmas Day!!!!	<p>All to note 7:00 start</p>
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