

STONEHAVEN TOWN PARTNERSHIP
Minutes of Board Meeting
held on 22nd May 2012
in the Invercarron Resource Centre, Stonehaven

	Item	Action (* = appears on next agenda)
1.	<p>Welcome & apologies</p> <p>Present: Doug Samways (Chair), Cllr. Peter Bellarby, Dennis Collie, David Fleming, Andrew Newton, Frank Budd, Niall Menzies, Allan Sutherland (for part)</p> <p>Minute Secretary: David Fleming</p> <p>In attendance: Diane Collinson (DColl), Karen McWilliam, Wynne Edwards (rep of Cowie Netball Club), Michelle Ward (rep. of Open Air in the Square) Stuart Alexander (for item 11 g, the Clock Tower)</p> <p>Apologies: Jim Henderson</p> <p>The Chairman confirmed that the Camera Club had agreed to the nomination of Allan Sutherland as Director and his appointment was confirmed. The Chairman reported that Michael Innes had resigned as a Director, in light of his resignation as a Trustee of the Stonehaven Town Hall Trust.</p>	
2.	<p>Open Air in the Square</p> <p>Michelle Ward updated the Board on the plans so far, and there was a considerable discussion of the plans, and how STP could help. The Board were very supportive of the project. It was noted that MW had applied for membership of STP and this was agreed. JH to send acknowledgment.</p> <p>It was agreed that DF would look at the Business Plans, and construct (with MW) a Project Action Plan so that the item could be discussed each month. The timing of the SCIO approval seemed crucial.</p>	<p>JH</p> <p>DF **</p>
3.	<p>Minutes from last meeting (24th April 2012)</p> <p><u>Approval</u> With a number of minor amendments, the minutes as amended were approved.</p>	
4.	<p>Matters Arising</p> <p><u>Feein' Market</u> FB agreed to provide material promoting STP's work on the Caravan Park PB agreed to provide material about the work at the Tolbooth Planning for Real® flyers would be available JH had indicated that a newsletter would be produced. DS and DC agreed to organise the set up (8:30 -10:00). DF intimated that he would not be in town. Otherwise, members agreed to man the stall on an ad hoc rota basis (10:00 – 16:00).</p> <p><u>Meeting of Rural Partnership Chairmen</u> DS reported that, at a meeting that afternoon, some agreement had been reached, and he would send out an e-mail with the details. Further meeting(s) are required.</p>	<p>FB PB DColl JH</p> <p>All</p> <p>DS **</p>

	<p>Staffing Neither Gordon Ritchie or Charlie Sands had replied. Matter deferred until next meeting.</p> <p>Website It was noted that only 23 members currently appearing on the website, and it was expected that this would be updated. It was agreed that each Project should provide a short description of their work for inclusion on the web site.</p>	DF ** JH All PLs
5.	<p>Finance</p> <p>DC gave an updated financial statement. The Bank balance stands at £15,577. There is balance of £12,268 for the STP funds and of £5,539 for the Tolbooth funds. Currently there is a deficit of £2,230 on the Caravan Park transactions, but money is awaited from Aberdeenshire Council.</p> <p>DS enquired about the progress of the Independent Examination. DC said that the accounts for year-ending 5/4/12 would be circulated to Directors, and after that would be sent to Lesley MacDonald.</p>	
6.	<p>Staffing</p> <p>It was agreed to continue the arrangements with DColl for development work.</p> <p>As reported above, the quotes for the administrative work were awaited.</p>	JH/NM **
7.	<p>Report from the Director of Communications</p> <p>Apart from items minuted elsewhere, it was reported that JH intended to have an article about the Planning for Real® in the Mearns Leader this week, in the form of an interview or story rather than a "press release" factual article.</p>	JH
8.	<p>Report from the Director of Strategy</p> <p>DS circulated his summary of the Action Plans. In response to DF, DS confirmed that it was to his plan to create a fresh version of this summary each month, once Action Plans had gone out with the agenda, and that the summary would then be circulated at the Board meeting.</p>	DS **
9.	<p>Health Check</p> <p>AN stated that a rough first draft of a constitution based on STP being a SCIO had been produced, and he asked all Board members to read this and pass comments back.</p> <p>DS reported that the discussions with the other Chairmen of the rural partnerships centred round the funding of a development worker. In a discussion, it was agreed that</p> <ul style="list-style-type: none"> ❖ STP preferred the current arrangement whereby a development worker was contracted directly with STP, and that STP would normally expect to identify projects requiring development worker input when seeking funding from Aberdeenshire Council. ❖ There was a need to develop the rural partnership network, and that this should be seen as a task separate from specific project support and, 	All **

	<p>perhaps, managed by Aberdeenshire Council.</p> <ul style="list-style-type: none"> ❖ It was reasonable for Aberdeenshire Council to take a view about the suitability and likely success of projects when determining the funding given. ❖ The matters about geography and scope within the various rural partnership needed to be addressed. <p>It was understood that the Health Check process was still being facilitated by Kevin Kevin McDermott. STP are awaiting progress with the other two partnerships before arranging the next steps. DS agreed to contact Kevin to get an update.</p>	DS **
10.	<p>Local Community Plan</p> <p>DF explained that, at the priority setting, the task of producing the section of the plan covering the theme of Sports and Recreation was allocated to STP. DF felt he was not the person to undertake this work. DS volunteered, and agreed to attend the briefing with Emma Kidd on Tuesday 29th.</p>	DS **
11.	<p>Business Plan Items</p> <p><u>Ongoing Projects</u></p> <p>a) <u>Queen Elizabeth Caravan Park</u> (Project Leader- FB)</p> <p>FB reported that work was progressing on the Leases, but it was taking time. DF reported that there was still no sign of an interim fee note from Ledingham & Chalmers. He will chase it up again.</p> <p>FB had discussed the placement of the statics with the Caravan Club.</p> <p>AN had given an explanation of the statics pricing to the Community Council, and no further comment had been forthcoming. DF thanked AN for this work.</p> <p>The planning permission application was expected within the next few weeks.</p> <p>The current operations at the Park were operating smoothly.</p> <p>b) <u>Tolbooth Future</u> (Project Leader- PB)</p> <p>PB pointed out that a revised Action Plan had been produced, and circulated copies. (A fresh copy is attached to these minutes).</p> <p>The meeting to decide about setting up a SCIO was planned for Wednesday 23rd (the day after this meeting).</p> <p>c) <u>Business Improvement District</u> (Project Leader- NM)</p> <p>NM reported on a meeting with Ian Davidson-Porter of BID Scotland. The outturn was that the support of further groups should be sought, and that further liaison with Aberdeenshire Council (Robert Armstrong) should be held.</p> <p>d) <u>Planning for Real®</u> (Project Leader- DF)</p> <p>DColl gave an update about the arrangements. A rota to cover the period of the exhibition was agreed. It was agreed that a voucher system of 50p per entrant was a suitable form of incentive, and is affordable. For the record, the exhibition at the Open Air Pool will be open from 17:30 – 20:30 on Friday 8th June, and 10:00 - 18:00 on Saturday 9th June.</p>	DF

	<p>KMcW pointed out that the work involved in collating the responses was considerable and needed to be scheduled soon, so that the momentum was kept up.</p> <p>e) <u>Booking System</u> (Project Leader- DF) No progress to report.</p> <p>f) <u>Beach Toilets</u> (Project Leader- AS) AS reported that a sponsor for the season had come forward, and detailed arrangements to open the Toilets were under way.</p> <p>g) <u>Clock Tower</u> Stuart Alexander explained the need to do something to stop the Clock Tower building falling into complete disrepair. It was owned by Aberdeenshire Council Housing & Social Services Dept.</p> <p>It was decided that this was a project that STP could support and DF agreed to help Stuart draw up an STP Action Plan for next meeting.</p>	DF **						
12.	<p>Draft Business Plan Version 8 has been circulated. A number of minor amendments were noted. The Executive Summary needs to be written. DF agreed to do this. With these changes the document was agreed.</p> <p>After some debate, it was decided that this now should go to members, and they should have until the August meeting to return their comments. It was felt that, at the same time, Board members should offer to speak to member organisations. To that end, WE suggested that a PowerPoint could be created to help ensure that the message was consistent. This should be prepared for discussion at the next meeting.</p>	DF ** DF/JH ** DF/WE **						
13.	<p>AXIS 4 funding There was to be a presentation on this on Thursday at 18:00 in Inverbervie when, hopefully, further details would be made available. DF would attend.</p>							
14.	<p>A O C B</p> <p>DS suggested that no action be taken by STP on the offer to create a photo archive for Stonehaven. That was agreed.</p> <p>AS was congratulated on his efforts in getting the Beach Toilets open. The item needed to be the subject of an Action Plan.</p>	AS						
15.	<p>Date of Next Meeting</p> <p>Tuesday 26th Jun 2012 at 7:00 pm in the Dunnottar Lounge of the Invercarron Resource Centre.</p> <p>Following dates are:</p> <table data-bbox="383 1926 1181 2004"> <tr> <td>24 July</td> <td>28 Aug</td> <td>25 Sep</td> </tr> <tr> <td>23 Oct</td> <td>27 Nov</td> <td>Christmas Day!!!!</td> </tr> </table> <p>The meeting concluded at 9:55 pm.</p>	24 July	28 Aug	25 Sep	23 Oct	27 Nov	Christmas Day!!!!	All to note 7:00 start
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