

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

	Item	Action
1.	<p>Welcome & apologies</p> <p>Present: Cllr. Peter Bellarby, Dennis Collie(DC), David Fleming, Mike Robins, Doug Samways, Jim Henderson, Niall Menzies, Michael Innes, Andrew Newton Minute Secretary: David Fleming In attendance: Karen McWilliam, Diane Collinson (DColl) (for part); Andrew Forde (observer) Apologies: Frank Budd, Allan Sutherland</p> <p>Note: The items are reported here in agenda order, not in the order discussed. Item 2 was postponed until all those attending had arrived.</p>	
2	<p>Election of Chairman and Officers</p> <p>It was agreed by all that PB should take this item.</p> <p>AN asked that the Board accept his nomination as a Director. He is the representative of the Community Council. The nomination was accepted.</p> <p>He also asked the Board to note that, in AS's absence, the decision of the Camera Club as to whether Allan Sutherland was their nominee was awaited.</p> <p>PB noted that the Bye Laws (i.e. No 39) require the chairman and treasurer retire at the AGM and not be re-appointed until the first Board meeting thereafter, thus leaving a gap. The Board agreed with him that this was unsatisfactory. The Company Secretary by practice has been appointed until the first Board meeting after the AGM. PB recommended that these matters be addressed as part of the forthcoming Health Check, and this was agreed</p> <p>PB suggested that, if there needs to be a vote, it should be by secret ballot. This was agreed.</p> <p>Doug Samways was nominated as Chairman by JH, seconded by MR and elected unopposed.</p> <p>DS then assumed the chair.</p> <p>It was agreed that the Secretary's appointment should run until the first Board meeting after the AGM. David Fleming was nominated as Secretary by PB, seconded by MR and elected unopposed.</p> <p>Dennis Collie was nominated as Treasurer by PB, seconded by MR and elected unopposed.</p>	Chairman
3.	<p>Minutes from last meeting (6th December 2011)</p> <p>PB asked that reference to him as chairman should be removed. Agreed.</p>	

	<p>It was noted that the date was wrongly recorded as 6th December 2011. It should read 5th (i.e. Monday).</p> <p>The quoted dates of the next meetings in 2012 also had errors. The ones on this meeting's agenda and reproduced below are correct.</p> <p><u>Approval</u> The minutes were approved.</p> <p><u>Actions Arising</u></p> <p>The revised version of the Bye Laws has still not been issued</p> <p>All other actions had been completed.</p>	Secretary
<p>4.</p>	<p>Finance</p> <p>DC reported that £8,500 had been received as the ARPF grant, although confirmation of this was requested</p> <p>The current balance of the account is £13,073, which does not include £4,024 held for the Tolbooth Museum. Income so far this year (including b/fwd balance) was £17,385 and expenditure £4,312.</p> <p>The meeting discussed the spreadsheet showing the allocation of expenditure to project budgets. The Planning for Real® postponement was for valid reasons (the work on the future of the Caravan park); the web development had been deferred pending a Director of Communications; the employment of a Development worker had been stalled within KMAP. The allocation, with amendments, was approved.</p> <p>DF reported that the expenditure on a secretary would be less following Morag Mitchell's resignation for family reasons.</p> <p><u>Business Plan</u> After a discussion, it was decided to ask Diane Collinson to start as soon as practical to produce an Annual report for the Kincardine & Mearns Area Committee and a revised version of the Business Plan. This would be done for the moment on a fee basis to be agreed electronically. The deadline for the Annual Report (confirmed after the meeting) was 23rd February, and for the Business Plan work was 15th March.</p> <p>The meeting was reminded that all expenditures of grant monies had to be invoiced by 15th March.</p>	<p>KMcW</p> <p>All</p> <p>All</p>
<p>5.</p>	<p>Approval of Caravan Park Business Plan</p> <p><u>2012 Season</u> DF reported that the Caravan Park Sub-Group had met and set out a list of tasks that needed to be done for the 2012 season. A site visit has been undertaken, and further meeting with Graham Wall to finalise the Heads of Agreement was due on 25th Jan.</p> <p>The arrangements for employing the warden(s) were spelt out, and the need for</p>	<p>DF</p> <p>DF/FB</p>

	<p>Employers' Liability Insurance noted.</p> <p><u>2013 Season</u> The Caravan Club had issued draft plans for their winter development work, and had reported that most of the approvals with in the Caravan Club had been obtained. They were coming to Stonehaven on 3rd February to discuss the plans with Neil Stewart, Planning Officer, Aberdeenshire Council, and would meet the Group afterwards.</p> <p><u>Composition of the Group</u> PB stated his wish to stand down from the Sub-Group. MR and JH were now attending, so the Sub-Group now consists of:</p> <table border="0"> <tr> <td>Directors:</td> <td>Frank Budd</td> <td>Others</td> <td>Cllr. Graeme Clark</td> </tr> <tr> <td></td> <td>David Fleming</td> <td></td> <td>Cllr. Wendy Agnew</td> </tr> <tr> <td></td> <td>Allan Sutherland</td> <td></td> <td>George McGillivray</td> </tr> <tr> <td></td> <td>Mike Robins</td> <td></td> <td></td> </tr> <tr> <td></td> <td>Jim Henderson</td> <td></td> <td></td> </tr> </table> <p>It was noted that the Sub-Group would be considering dividing into two groups, the first to manage the arrangements for the Park in the 2012 season; the second to set up the longer-term relationship with the Caravan Club to manage the Park under their lease.</p> <p><u>Appointment of a Solicitor</u> DF described the responses from the 3 firms approached so far. He proposed that J&G Collie be accepted. Agreed.</p>	Directors:	Frank Budd	Others	Cllr. Graeme Clark		David Fleming		Cllr. Wendy Agnew		Allan Sutherland		George McGillivray		Mike Robins				Jim Henderson			DF
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6.	<p>Tolbooth</p> <p>PB reported that the constitution of the Tolbooth Management Group has been amended to reflect</p> <ul style="list-style-type: none"> • The extended time of operation beyond October 2011; • The need for an independent examiner; • The wide membership with Laura Christie, Jacqui Harold and Jim Bruce; <p>He also reported:</p> <ul style="list-style-type: none"> • The reorganisation of the artefacts; • The presentation of the 10 cm model of "Millie"; • Getting the R W Thomson Society involved.; • The Tolbooth Future Group had been formed and would meet on Thursday 25th; it consisted of: <table border="0"> <tr> <td>Peter Bellarby</td> <td>Andrew Newton</td> </tr> <tr> <td>David Fleming</td> <td>Danny Connolly</td> </tr> </table> • The Future Group would initially look at: <ul style="list-style-type: none"> ▪ what parts or whole of the building should be considered ▪ what type of organisation would be most suitable; • The CAT Stage 1 form had been filled in and would be approved on 25th. <p>The work for the survey had been given to Squire Associates, and they were awaiting the return from holiday of Eddie Abbott, the Tolbooth Restaurant operator, before doing the actual survey. (Note: he returned on 26th Jan)</p> <p>DC reported that a budget for the 2012 season was being compiled, although some information was still awaited.</p>	Peter Bellarby	Andrew Newton	David Fleming	Danny Connolly	DF All																
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7.	Report of appointments These had been dealt with under their respective projects (above)	
8.	Directors' Tasks The paper by DS (following the meeting of the working group) was considered and approved. JH was nominated as Director of Communications by MR, seconded by DF, and appointed. DS was nominated as Director of Strategy by MR, seconded by JH, and appointed. DS asked that this appointment be considered temporary, and the Board should continue to look for an appointee.	All
9.	Staffing Now that DColl has been asked to help with the development tasks, there remains a number of administrative tasks for which some support is needed. DF agreed to draw up a list of these, to inform the Board any possible appointee.	DF
10.	Business Plan The draft produced last summer was noted, and DColl asked for a copy to work on. It was noted that there may be many things in that version that have been overtaken by events.	
11.	Amendments to the Bye Laws PB reminded all Directors of the Health Check meeting at 7:00 pm on Tuesday 31st Jan in the Cowie Lounge of the Invercarron Centre. This first session would cover: <ul style="list-style-type: none"> • Structure • Policies • Accountability to stakeholders • Members participation JH and MR gave their apologies. It was likely that there would be 2 or 3 more sessions.	All
12.	A.O.C.B. <u>Business Improvement District</u> DF said he has received an e-mail intimating that seed funding for a BID from BID Scotland must be applied for by the end of February to be granted in this financial year. It was agreed that DF and NM should liaise and put in a bid within this deadline. <u>KMcW's attendance</u> KMcW asked the Board if her presence was required for every meeting, as currently her office was somewhat short-staffed. The Board unanimously felt that her contribution was much appreciated, and would like her to attend, but realised the time commitment. It was suggested that items specifically requiring her expertise might be put at the front of the agenda. <u>Aberdeen Chamber of Commerce Mentoring service</u>	DF/NM Secretary

	MI reported that this service has been advertised, and the Town Hall Trust was likely to make use of it. It might be of use to STP.	All to note												
13.	<p>Date of Next Meeting</p> <p>Tuesday 28th February 2012 at 7:00 pm in the Dunnottar Lounge of the Invercarron Resource Centre.</p> <p>Following dates are:</p> <table data-bbox="399 448 1260 604"> <tr> <td>24th Apr</td> <td>22 May</td> <td>27th Mar</td> </tr> <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>	24th Apr	22 May	27th Mar	24 July	28 Aug	26 Jun	23 Oct	27 Nov	25 Sep			Christmas Day!!!!	All to note 7:00 start
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