

**STONEHAVEN TOWN PARTNERSHIP**  
**Minutes of Board Meeting**  
**held on 24<sup>th</sup> July 2012**  
**in the Invercarron Resource Centre, Stonehaven**

	<b>Item</b>	<b>Action</b> (* = appears on next agenda)
<b>1.</b>	<p><b>Welcome &amp; apologies</b></p> <p>Present: Doug Samways (Chair), Cllr. Peter Bellarby, David Fleming, , Frank Budd, Jim Henderson, Wynne Edwards, Michelle Ward</p> <p>Minute Secretary: David Fleming</p> <p>In attendance: Diane Collinson (DColl), Alan McConachie, Raymond Milne</p> <p>Apologies: Dennis Collie, Niall Menzies, Andrew Newton, Allan Sutherland, Karen McWilliam</p>	
<b>1a.</b>	<p><b>New Directors</b></p> <p>The Secretary reported that Alan McConachie had been nominated by the Stonehaven Town Hall Trust. His nomination was agreed. Further, it was thought appropriate that Ray Milne be co-opted, with particular reference to the work on the Clock Tower, and his co-option was agreed.</p> <p>DF agreed to refresh the list of Directors' e-mail addresses.</p>	DF
<b>2.</b>	<p><b>Minutes from last meeting (26<sup>th</sup> June 2012)</b></p> <p><u>Approval</u></p> <p>With a number of minor amendments, the minutes as amended were approved.</p>	
<b>3.</b>	<p><b>Matters Arising</b></p> <p><u>Description of STP's work</u></p> <p>DS circulated a revised version of this document. It was agreed that this was a very good expression of STP's current activities. DS will send it to KMcW.</p> <p><u>Written project reports</u></p> <p>DS reminded project leaders that all he needed was a written report 7 days before the Board meeting.</p>	DS  Project Leaders
<b>4.</b>	<p><b>Finance</b></p> <p>In DC's absence, DF read out the e-mail which reported that:</p> <ul style="list-style-type: none"> <li>❖ Total funds £19,747, comprising core STP £16,190 + Tolbooth £7,030 + Caravan Park deficit (£3,473)</li> <li>❖ Reimbursement from AC for the Caravan Park is up to date except for last month, which I have not yet submitted as I await the statement from Calor Gas</li> <li>❖ STP Funds include £5,000 SLA</li> <li>❖ I have a demand for £200 from HMRC because we "did not file Corporation Tax return in time". Lesley MacDonald is adamant the return was made in time and is chasing this with HMRC – no response so far. One advantage of SCIO is that there would be no need for these.</li> <li>❖ Per action from last meeting, I circulated last year's draft accounts to STP directors. There has been no response to me from anyone.</li> </ul> <p>DF suggested that, on the accounts (in the main block at the top left of the page), the monies from Aberdeenshire Council for the Tolbooth are shown separately from</p>	DC/Lesley  DC

	<p>those for STP's purposes. With this amendment, the accounts were agreed.</p> <p>In reply to a question by PB, there was no further information on the Independent Examination.</p>	DC
<b>5.</b>	<p><b>Staffing</b></p> <p><u>Admin Worker</u> DF reported that Connon's had declined to quote. Also (contrary to the Project Summary), DColl felt that she should not undertake to work. Therefore the only quotation left was that from Corporate Solutions. After some discussion, it was agreed to agree this for a period up until 31<sup>st</sup> March 2013, and the expectation is that the estimation of time would turn out to be pessimistic.</p> <p><u>Development Worker</u> DS reported on the interviewing process, which was ongoing.</p>	DF
<b>6.</b>	<p><b>Report from the Director of Communications</b></p> <p>We now have 48 groups/organisations listed and all are on the website. All have received various emails and only SEAS has responded intimating an incorrect contact person. Do we assume all other contacts are correct? These contacts are notified of any changes/important updates in STP and on the website.</p> <p>Although we all accept that the website is badly in need of upgrading to reflect a more professional view, one organisation – the Floral Art Club – has commented "love the website" details of which have apparently been circulated within the committee since they had not appreciated we had a site! It was agreed that JH, AN and WE will form a sub-committee to study the options available to us for upgrading the site. This sub-committee will report back to the Board with their recommendations.</p> <p>Planning for Real<sup>®</sup> follow-up with a picture of exhibition was published in the Mearns Leader. We also received front-page coverage in the Leader on our QE2 Caravan Site report.</p>	JH **
<b>7.</b>	<p><b>Report from the Director of Strategy</b></p> <p>A discussion took place on Willie Munro's e-mail about the 6 Key Areas, as follows.</p> <p><u>All Weather Pitch</u> DS reported that he was due to meet Dave Callaghan of the McRobert Pavilion Management Committee, primarily to discuss the progress on the All-Weather Pitch. No further word had been heard about the other Leisure facilities, nor of the "Leisure Centre extension" referred to by WM.</p> <p><u>Public Realm</u> DF read out Willie Munro's description of the "public realm" ideas, and agreed to progress this. MW offered to help.</p> <p><u>Clock Tower (to be known in future by its proper name – the Town House)</u> An extensive discussion took place. RM undertook to get fuller quotes for the immediate work, suggesting that the overall costs may well be far below the £250,000 quoted some years ago.</p> <p>RM agreed to write to Willie Munro to ascertain the current status of the Housing Dept's "ownership" of the building and the funding that WM had indicated might be available. Also, further clarity was needed about the role of the NE Preservation</p>	<p>DS</p> <p>DF/MW</p> <p>RM</p>

	trust, and the options around Community Asset Transfer.	
<b>8.</b>	<p><b>Health Check</b> It had been suggested that STP adopt the National Standards for Community Engagement. DS is to examine the issue.</p> <p>The 3 Partnerships' Chairmen had met with Kevin McDermott. They discussed two low scores on "understanding others' remits" and "interaction with members". It was agreed that JH should look at the VOICE (Visioning Outcomes in Community Engagement) scheme.</p>	DS  JH
<b>9.</b>	<p><b>Local Community Plan</b> DS had met with Emma Kidd to discuss the Sports &amp; Leisure remit. He requested an early version of the information coming out of the Planning for Real® .</p>	DColl
<b>10.</b>	<p><b>Business Plan Items</b> DS had circulated his Project Summary.</p> <p>a) <u>Queen Elizabeth Caravan Park</u> (Project Leader- FB) The excellent front page in the Mearns Leader was noted, and was the other article. It was agreed that:</p> <ul style="list-style-type: none"> <li>❖ We should arrange to talk to individual Councillors. DF to co-ordinate</li> <li>❖ FB should talk to the Planner concerned, Frances MacFarlane</li> <li>❖ A Cowie resident may respond.</li> <li>❖ Further input is awaited, particularly from SEPA</li> <li>❖ FB would ensure that the Caravan Club coordination continued</li> <li>❖ We should note the detailed changes that had been made as result of discussions and comments made.</li> </ul> <p>The lease documents now seem complete, and final list of actions was awaited from our solicitors. This could be used to try to conclude matters by 15th August.</p> <p>Fees notes for 1<sup>st</sup> and 2<sup>nd</sup> quarters of 2012 were noted, and that the bill was running ahead of predictions, primarily because of the confusion and delays from Aberdeenshire Council. It was agreed to pay them</p> <p>b) <u>Tolbooth</u> (Project Leader – PB) PB said that the SCIO was now incorporated, but the bank account was not yet open. When it is, a public handover of the balances held should be organised.</p> <p>c) <u>Planning for Real®</u> (Project Leader- DF) It was agreed that each Planning for Real® should have a interim report, but that a "Community Action Plan" should await completion of all Phases.</p> <p>DColl said that she was working on the Cowie interim report.</p> <p>The Phase 2 (Old Town) should be planned for the end of October.</p> <p>Funding of £2,100 has been applied for from the Community Planning Executive.</p> <p>d) <u>Business Improvement District</u> (Project Leader- NM) There was no report.</p> <p>e) <u>Booking System</u> (Project Leader- DF) DF and AMcC are to meet to progress this.</p>	DF FB WE All to watch FB  DC  JH/PB/DC    DF/DColl  NM  DF/AMcC

	<p>f) <u>Open Air in the Square</u> (Project Leader – MW)  Funding from Events Scotland was still being sought. The event will now proceed, although the quantity is dependent of the level of sponsorship and funding gained.</p> <p>The SCIO application had resulted in some queries, which were being answered.</p>							
<b>11.</b>	<p><b>Draft Business Plan</b>  Biographies were still sought from PB, NM. The Plan was almost ready to be sent to members, and put on the web site. It was agreed that the publication should incorporate an offer to member organisations for a speaker from the STP Board to be provided to talk to any appropriate meetings.</p>	<p>DColl    JH</p>						
<b>12.</b>	<p><b>Constitution</b>  DF said that the map was being produced. He also had some amendments to suggest, and will send them direct to AN.</p> <p>DS has responded to a consultation from Karen Wiles (Solicitor, Aberdeenshire Council). However, further information about the effect of being a SCIO should be sent. It was agreed that STP (once a SCIO) would write to all 4 Ward Aberdeenshire Councillors to invite them to attend meetings. They could participate, but not vote.</p>	<p>AN    DS</p>						
<b>13.</b>	<p><b>DTA Membership</b>  DTA Annual membership was approved. Details of the annual conference in September were circulated.</p>							
<b>14.</b>	<p><b>A O C B</b>  <u>Aberdeen Airport Community Fund</u>  MW said that she had applied (for the Open Air in the Square) for the Aberdeen Airport Community Fund. Therefore it was agreed STP should not apply.</p> <p><u>Service Level Agreement</u>  The SLA with Aberdeenshire Council was accepted, and should be put on the web site.</p> <p><u>Coach Parking place</u>  The Board agree to support the suggestion that a coach-parking space is designated in Margaret Street (south side, opposite the Bank of Scotland), and a letter of support should sent to the Business Association.</p> <p>The meeting closed at 9:40 pm.</p>	<p>JH    DF</p>						
<b>15.</b>	<p><b>Date of Next Meeting</b>  Tuesday 24<sup>th</sup> July 2012 at 7:00 pm in the Dunnottar Lounge of the Invercarron Resource Centre.</p> <p>Following dates are:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;"></td> <td style="width: 33%; text-align: center;">28 Aug</td> <td style="width: 33%; text-align: center;">25 Sep</td> </tr> <tr> <td style="text-align: center;">23 Oct</td> <td style="text-align: center;">27 Nov</td> <td style="text-align: center;">Christmas Day!!!!</td> </tr> </table> <p>The meeting concluded at 10:07 pm.</p>		28 Aug	25 Sep	23 Oct	27 Nov	Christmas Day!!!!	<p>All to note  7:00 start.</p>
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