

STONEHAVEN TOWN PARTNERSHIP
Minutes of Board Meeting
held on 28th February 2012
in the Invercarron Resource Centre, Stonehaven

	Item	Action
1.	<p>Welcome & apologies</p> <p>Present: Doug Samways (Chair), Cllr. Peter Bellarby, David Fleming, Jim Henderson, Niall Menzies, Andrew Newton, Frank Budd, Allan Sutherland</p> <p>Minute Secretary: David Fleming</p> <p>In attendance: Karen McWilliam, Diane Collinson (DColl), David Dobbie (observer)</p> <p>Apologies: Michael Innes, Dennis Collie</p> <p>The Chairman reported that Mike Robins had tendered his resignation due to pressure of other commitments. David Dobbie from the Friends of the Open Air Pool attended as an observer.</p>	
2.	<p>Minutes from last meeting (24th January 2012)</p> <p>PB suggested a change of wording in the section 2 on the Bye-Laws. It was also suggested that the paragraph on the Company Secretary appointment was re-worded. These amendments were agreed.</p> <p><u>Approval</u> The minutes as amended were approved.</p> <p><u>Publication of Minutes</u> It was decided that, in future, the minutes would be issued in draft, agreed at the following Board meeting, and then published on the web site within 7 days.</p> <p>In the case of the AGM, the minutes would be reviewed at the next Board Meeting following the AGM and then circulated to all AGM attendees for comment before being approved for publication at the second Board Meeting following the AGM. They will then be published.</p> <p><u>Actions Arising</u></p> <p>AS reported that he had not yet had a chance to seek the nomination from the Camera Club, but would attempt to do so in the near future.</p> <p>It was noted that, following e-mail consultation after the meeting, the Solicitor that was eventually appointed re the Caravan Park was Ledingham Chalmers, Alasdair MacLure being the partner involved.</p> <p>All other actions had been completed or were on this meeting's agenda.</p>	Secretary/ Comms. Dir.
2a	<p>Presentation by the "Sports & Leisure Group"</p> <p>David Wood, Carol Shea and Graham Garden gave a presentation, answered questions and exchanged views on the current plans of their group. It was agreed that the contact would be maintained.</p>	

3.	<p>Finance</p> <p>In DC's absence, there was comprehensive written report.</p> <p>The current balance of the account is £12,921, which does not include £3,007 held for the Tolbooth Museum.</p> <p>In reply to a question, DF said that the budget showed an ARPF grant of £9,000, as this was figure originally suggested. The Area Committee agreed £8,500.</p> <p>AN reported that there were ongoing discussions about the monies to support the electricity consumption at the Tolbooth.</p>	
4.	<p>Annual Report to Aberdeenshire Council</p> <p>This document has been agreed electronically, and sent to Aberdeenshire Council on 20th Feb. It was now formally adopted.</p>	
5.	<p>Staffing</p> <p>DColl reported that she had used 25 of the 35 hours allocated, and was happy to continue with work on the Business Plan under the current arrangements for now.</p> <p>A job specification for an Administrative worker still needs to be drawn up.</p>	DF
6.	<p>Health Check</p> <p>Following the meeting on 31st Jan, a strapline and the objectives were to be generated/reviewed by DC/DF. This has yet to be done.</p> <p>There is to be a follow-up meeting on 20th March.</p> <p>PB agreed to take to work on the Health Check through to completion. AN made a plea to avoid "corporate" language and not dwell on unimportant issues..</p>	DC/DF All are invited PB All to note
7.	<p>Report from the Director of Communications</p> <p>JH spoke to his written report (copy appended). Matters in there have been dealt with under their respective items.</p>	
8.	<p>Report from the Director of Strategy</p> <p>The diagram circulated was discussed. KMcW suggested that, in the top box, "Aberdeenshire Council" should really be "Members", and the diagram, with this change was agreed.</p> <p>DS explained the Reporting Sheet (circulated), and proposed that regular reports were submitted as appropriate. The DoS would review every project quarterly, and the Board should review all projects via the Business Plan half-yearly. These concepts were approved.</p>	All

<p>9.</p>	<p>Business Plan Items</p> <p><u>Progress on Version 3 of the Business Plan</u></p> <p>DColl intends to review the Business Plan and input was requested by 15th March.</p> <p>It was suggested that the report needed to be sub-edited by:</p> <ul style="list-style-type: none"> • Removing much of the static details to appendices • Including a Summary at the beginning <p><u>Ongoing Projects</u></p> <p>a) <u>Queen Elizabeth Caravan Park</u> (Project Leader- FB)</p> <p>FB was now back in harness. DF reported on the site visit and the meeting with Tony Barnett of the Caravan Club.</p> <p><i>2012 season</i></p> <p>FB stated that there had been some outstanding debts from last season, and so for 2012, there would be no Direct Debit, fees would be payable in two payments at end of April and end of July, and electricity would be charged monthly.</p> <p>The wardens would start on 21st March, and the park opened on Friday 30th March to correspond with the school holidays. They would be paid via Charlie Sands payroll service and cheque or Bank transfer from DC. Employer's insurance needs to be taken out.</p> <p><i>2013 season onwards</i></p> <p>A public consultation on the plans prior to their being submitted for planning permission was scheduled for Saturday 24th March 10:00 – 15:00 in the Upper Town Hall.</p> <p>We were still awaiting a revised version of the lease from Aberdeenshire Council Legal Dept. It was agreed that DF should write to KMcW giving the details of the potential delay, and requesting that the funds be accrued into 2012/13.</p> <p>b) <u>Tolbooth Future</u> (Project Leader- PB)</p> <p>The CAT1 submission had been made. For the immediate future an Access Agreement or short term lease from Aberdeenshire Council was needed. PB was progressing this.</p> <p>The Group had discussed various organisational arrangements and recommended to STP that a SCIO was the best option. STP directors concurred and further work will be undertaken to get to a stage where a well-thought out written proposal could be put to a meeting of the Group with all the volunteers.</p> <p>The survey report had just been received and circulated. It was agreed that it should also be sent to Eddie Abbott of the Tolbooth Restaurant and Aberdeenshire Council.</p> <p>c) <u>Business Improvement District</u> (Project Leader- NM)</p> <p>NM reported that the seed-corn application had been submitted, and the feedback was that more information was required. NM asked for letters of support from STP (and also Aberdeenshire Council and the Business Association). The Board agreed that DF should write stating STP's support.</p>	<p>All</p> <p>DC</p> <p>DF</p> <p>DF</p> <p>DF</p>
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	<p>d) <u>Planning for Real® (Project Leader- DF)</u> It was agreed DF and DColl should meet to mark out the timetable with a view to the event occurring mainly before the summer holiday period. PB noted he had the schools' replies.</p> <p>e) <u>Booking System</u> DF reported that progress on this has been slow, and that he would give KMcW an update in the near future.</p> <p>f) <u>MRI project</u> This has been dormant for some time, but may receive further impetus with the agreement between Mearsk and MRI. It was decided not to take any further action until MRI approached STP again.</p> <p>g) <u>Training</u> There appears to be no plan for training, although a number of individuals had been supported in community activities.</p> <p>h) <u>Harbour</u> DF reported on the works now underway or in hand, the suggestion of a marina, and the need for the Harbour to attract more revenue. It was decided to keep a watching brief on the developments there.</p> <p>i) <u>Beach Toilets</u> Following problems last year, a discussion at the Community Council in February had led to some further discussions. STP supported any move to keep the facility in working order. AS agreed to find out progress and to report back.</p> <p style="text-align: center;">(Note 1: Project Leaders were allocated as shown above, but only to those projects which the Board considered to be of priority. Note 2: Project Leaders have not been actioned as it is expected they will report as required anyway.)</p>	<p>DF/DColl</p> <p>DF</p> <p>AS</p>
<p>10.</p>	<p>Bye Laws</p> <p>It was noted that Marr Area Partnership had become a Company Limited by Guarantee about a year ago, and their articles should be examined.</p> <p>Other ideas noted need to be incorporated when the Health Check was more advanced.</p>	
<p>11.</p>	<p>Feein' Market – June 2nd</p> <p>It was agreed to have a stall, and everyone was asked to make a part of their day available to help. It was noted that, as it was the Jubilee weekend, everyone was requested to wear appropriate fancy dress.</p>	<p>All to note</p>
<p>12.</p>	<p>Result of Community Questionnaire</p> <p>DS reviewed the results he had. It was felt that the survey was not particularly informative.</p>	

13.	<p>Date of Next Meeting</p> <p>Tuesday 27th March 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="text-align: center;">24th Apr</td> <td style="text-align: center;">22 May</td> <td style="text-align: center;">26 Jun</td> </tr> <tr> <td style="text-align: center;">24 July</td> <td style="text-align: center;">28 Aug</td> <td style="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 9:48 pm.</p>	24th Apr	22 May	26 Jun	24 July	28 Aug	25 Sep	23 Oct	27 Nov	Christmas Day!!!!	<p>All to note 7:00 start</p>
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Report from Director of Communications

1. Minutes for meetings of November (AGM) and December 2011 now corrected and posted on website. AGM Minute is unapproved. We need to agree a process for posting meeting Minute within a specific timeframe and in what form – draft or adopted. I would prefer that the Minute was “adopted” and therefore will be at least one month after the meeting. Can we agree that the amended/adopted Minute will be available within 7 days of the meeting at which it was adopted?
2. I have had discussion with George MacGillivray who hosts website and have asked for access to updating and generally running the website. This will avoid duplication of information/instructions and should mean website will be updated regularly.
3. The members database has been received from DF and I am now working on that. Very much in need of updating. I will be contacting all members (according to the database) to confirm their interest and also who appointed contact member is within each group/organisation.
4. I will need head and shoulders photos of those Directors who are not already listed and also a small resumé.