



STONEHAVEN TOWN PARTNERSHIP
MINUTES OF TRUSTEE MEETING
HELD ON 28th APRIL 2015 AT 7.00PM
AT INVERCARRON RESOURCE CENTRE, STONEHAVEN

Item

1. Welcome and Apologies

Present Trustees	In attendance	Apologies
Douglas Samways (DS) Wynne Edwards (WE) David Fleming (DF) Andrew Newton (AN) * Allan Sutherland (AS) *** John Robson (JR) Isabel Munn (IM)	ClIr Raymond Christie (RC) ClIr Graham Clark (GC) Ian Balgowan (IB) (in place of Knud Christiansen as SDCC rep)** David Wood (DW) George Strang (GS) Alan McConnachie (AMcC) William Munro (WM) ∞	Charles Sands (CS) Michelle Ward (MW) Karen McWilliams(KMcW)

2. Alan McConnachie from Stonehaven Town Hall Trust

	Action
<p>AMcC gave an update on the work that has been carried out by the Town Hall Trustees since the last AGM in May 2014.</p> <p>He stressed they only have a limited number of trustees and this year they have concentrated on how they can make a difference to the Hall. They were awarded money for redecorating the Upper Town Hall and managed to make some headway over the Easter holidays. The trustees invited people to an event to celebrate the refurbishment of the Upper Town Hall on 24th April. DF and DS attended this event from STP.</p> <p>There has not been as much progress as the Trustees had hoped with the Community Asset Transfer (CAT) of the Hall, partially due to the lack of people to carry out the work. Aberdeenshire Council (AC) have provided figures for the CAT and there are a number of large capital projects that require to be completed by AC before the transfer can take place.</p> <p>For example the central heating boiler needs to be replaced and Kincardine and Mearns Area Committee have knocked back funding for this to 2016/17. AMcC will be meeting with WM shortly to discuss the impact of this and other matters on the CAT. The Town Hall Trustees are currently on a recruitment drive to encourage people to join them and have 10 positions to fill.</p> <p>Suggestions on how STP can help with this included putting a request in the newsletter. WE asked AMcC to provide information for inclusion in the STP newsletter.</p>	WE/AMcC

<p>AMcC mentioned that the Cinema is very popular with Stonehaven residents although it does not make much profit.</p> <p>WE asked about the boiler and suggested that the replacement of the current boiler with a Bio mass boiler might be eligible for the Renewable Heat Incentive (RHI) scheme and will send AMcC information about this.</p> <p>DF queried the CAT model and AMcC confirmed that further work had been carried out last year by Karen Smith with updated figures and that capital is now required to move this project forward. WM commented that there is a sustainable business plan that needs some amendments.</p> <p>DF proposed that STP should be given an update after the meeting between STHT and AC to examine the proposed solution.</p> <p>The next Town Hall Trustee meeting is on 11th May.</p>	WE
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3. Approval of minutes

	Action
<p>On the proposal of DF and seconded by WE the minutes of Tuesday 24th March 2015 were approved. This minute will now be placed on the website</p> <p>Matters arising from these minutes are detailed in section 3 below.</p>	IM

4. Matters arising

	Action
Minutes of Meeting of 24th February 2015	
<p>Wind up Company - Motion to wind up company limited by guarantee.</p> <p>DF found out last week that there is a hold up with the lease from the Caravan Club due to a liability issue regarding flooding. This issue was not mentioned before and wasn't included in the original lease. DF is currently waiting to find out if the Caravan Club lawyers are going to drop this issue.</p> <p>WM mentioned that AC are not going to pay for further lawyer's time on this.</p>	DF
<p>Archive work</p> <p>DF confirmed there is still a little more to do</p>	DF
<p>E mail</p> <p>Not all trustees are using STP e mail for trustee to trustee communication on STP business. WE confirmed that any trustee to trustee communication on STP business should only be sent to STP e mail accounts, not personal e mail accounts. All trustees will be reminded to use their STP accounts. From the next Trustees meeting in May these communications must only be sent to STP e mail addresses.</p>	WE/AN
<p>Bank Account</p> <p>AN is now a signatory and is set up to use internet banking.</p> <p>DS asked JR to take over the role of treasurer. This motion was agreed by the trustees present. It was also agreed that there should be 4 signatories for the bank account with two required for any transactions. The signatories are DS, DF, AN and JR.</p> <p>Double payments were made to a driver and two conductors in February. This has been rectified in their April pay.</p>	
Funding for Rural Partnerships	

IM has received no reply from Maxine Smith yet and will arrange to see John McCrank who is the new KDP development worker.	IM
Fireballs Committee JS was going to speak to the Fireballs Committee and ask them to apply for disbursement funding from STP. No application has been received yet and the extended deadline for submissions has now passed.	JS
Town Hall Trust AMcC has spoken at this meeting see above.	
Sub Group for Disbursements DS reported that the Disbursement Sub Group has appointed George Strang as its chair and that the Disbursement Group had received applications from Stonehaven and District Angling Club and Newtonhill Bowling Club who were unsuccessful in their funding applications to Meikle Carewe Wind Farm Community Fund administered by KDP but had responded to our request for such groups to apply to STP. Further information on the disbursement sub group is in item 6.	
Advertising Mackie Academy DF confirmed that this will be published in May and advertising cost has been paid.	
Horizon Group and Landscape services The boardwalk will be discussed at the next trustee meeting with a view to adopting it as a project. JS to provide an update and a project plan will be required DF has provided JS with information about Sustrans Funding	JS/DS
Action reminders It was agreed that DS will continue to send out reminders to trustees on the actions required before meetings	DS
All Weather Pitch DS has contacted the organisers of the half marathon	
Bervie Braes JR will invite Frank Budd to the next trustee meeting	JR
Seagulls and hawks Feedback has been requested from David Cooper, Environmental Health Manager at Aberdeenshire Council about the effectiveness of the hawks on the seagull population. DS thought they have made a difference in Ann Street. WE thinks that the full impact won't be seen for a few weeks and DF said that noise levels are significantly less. Trustees were asked to forward any observations either directly to David Cooper or to DS	
Land Train Income and expenses for 2014 have been put into the directors box.	
SDCC DS commented that IB is giving excellent feedback to SDCC. STP remains unsure what the status is of the draft paper which is still with SDCC. DF confirmed he spoke at the last SDCC regarding the Court building.	
Mearns FM IM sent details of the trustees meeting to Mearns FM and Cllr. Christie confirmed that this had been broadcast.	
STP Contact Details IM confirmed that the trustees contact list had been updated and circulated.	

Christmas Lights DS has drafted a Project Plan. JS to provide an update at the next meeting with a view to adopting this as a project.	JS
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5. Finance Report from IM in MW absence

	Action
STP Cash in bank is £4,828 CCF Cash in bank is £20,783	

6. Recommendations for Disbursement

	Action
<p>AN Arrived * IB Arrived **</p> <p>GS gave an update on the groups who had applied for disbursement funding and the amounts requested. The sub group's proposals were accepted with one amendment which was that the disbursement is capped at £1000 for any group in this round of applications.</p> <p>Agreed disbursements are as follows: Party in the Park £300 Friends of the Open Air Pool £1000 Furniture Lodge £1000 Talking Newspaper £200 FM Radio £200</p> <p>Applications from Stonehaven and District Angling Club and Newtonhill Bowling Club were also considered.</p> <p>DW from Furniture Lodge was very appreciative that the sub group had met and made recommendations a month earlier than policy dictates to enable his group to apply for lottery funding with a closing date of 30th June.</p> <p>Groups will be notified whether they have been successful or unsuccessful in their applications.</p> <p>The STP trustees would like to thank the disbursement sub group for their work on this.</p>	DS

7. Communication – Report from Director of Communication, Wynne Edwards

	Action
Communications Policy	WE

<p>WE will put the Communications Strategy in the Trustees box before the next meeting AS arrived*** WM left meeting ∞ WE is looking at live media to promote STP (TV, Radio, published media, internet, Facebook, twitter) Mearns FM have offered to run an ad and it was thought that this should only be run once or twice a day. WE is to write the advert and will get in touch with Ian Hunter to organise this. The first one will run in May about the disbursements, the June ad will be about the Christmas Lights. As well as the monthly slot in Mearns Leader WE thought that folders of relevant STP material should be put into the Library, Resource Centre, Community Centre and the Town Hall for people without access to computers. DS/IM/WE to agree what should be put into folders and how often it should be updated. WE confirmed the policy for trustees speaking to the media. If any trustee is asked to give any information to the media and they are unsure as to the information they should supply, they must contact WE or DS for confirmation and let the reporters know when they will get back to them with information.</p>	<p>WE</p> <p>WE/DS/IM</p>
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8. Strategy – Report from Director of Strategy, Douglas Samways

	Action
<p>DS stated that he had invited AC's new Chief Executive to the next AGM. He has declined the invitation as he would prefer to be involved in a forum set up with CC's and community groups rather than speak individually to what is a large number of community groups.</p>	

9. Business Plan Items

Report of progress on individual projects has been circulated and is on website. What follows is an update on that information.

Project	Additional Information	Action
QR codes/Wifi in Stonehaven (DS)	Nothing further to report	
All Weather Facility (DS)	Work commenced 27 th April.	
Bervie Braes Road (DS)	Nothing further to report	
CCF (DS)	Nothing further to report	
Plan B (DS)	Nothing further to report	
Court Building (DF)	Nothing further to report	
Improving Our Town Centre (JS)	Feedback was requested from David Cooper, Environmental Health Manager at Aberdeenshire Council about the effect of the hawks on the seagull population. See above.	
Former Gas Works Site (MW)	Nothing further to report	

Land Train (MW)	<p>Income banked for April totalled £2338.90, driver/conductor costs totalled approx. £1513. Train ran over most of the Easter holidays and weekends. It will break even for the month once insurance costs and employers NIC is paid.</p> <p>Claudia Stuerck, Strategy Development Officer, at Aberdeenshire Council has advised that there is no agreement on the coach parking space in Stonehaven as yet. It is the Roads Team in Stonehaven who need to take the permanent order forward. Any further questions should be referred to the Kincardine and Mearns Roads Team.</p> <p>RC and GC will follow this up</p>	RC/GC
CAT for Beach Toilets (MW)	Nothing further to report	
Stonehaven Harbour Development Feasibility Study (WE)	<p>Report is due at the end of April. Steering group will meet once received.</p> <p>Cllr Christie confirmed that the Area Committee approved £70k for annual maintenance of the harbour, which will include dredging, davits, signs and poles, welfare facilities, moorings, weed killer and booms. There is no capital budget available for any work to be done on the harbour walls.</p>	
Energy Coop Initiative (WE)	WE will be meeting Colin Addy next week and will give feedback at the next meeting.	WE
Cruise Ships (JR)	JR is working on the invitation letter which should be available shortly	JR
Caravan Site (DS)	Mark Kummerer was involved in writing a national economic impact report about the additional income Caravan sites bring into an area. The cost of extracting the relevant information for Stonehaven from the report is £1800 and DS will discuss sources of funding for this study with WM, the Caravan Club and Visit Scotland.	DS

10. Business Items

	Action
Disbursement of Funds - Already discussed above.	
Report from/items to Community Council Items to CC Disbursement of funds Town Hall information from AMcC Items from CC St Cyrus could be used for Travellers site. Flood Plan	IB
RGT Private session minutes from 9 th April will be placed onto the web site	IM

<p>AN wrote to AC at the end of March. Informally WM said reply would come in a couple of weeks and that the questions should be raised with RGT GC has also written to WM for clarification of issues. RC suggested that questions are sent to Legal and Governance at AC. DF has an individual FOI with AC and has not received a reply. DF has a copy of RGT lease which he has circulated. The proposal that a meeting to be arranged with 4 Cllrs, WM and SDCC reps w/b 18 May was approved. Press briefing will be issued after meeting.</p>	DS
<p>Feeing Market 6th June 2015 / Harbour Festival 30th August 2015 Stalls have been booked at both events. A 50:50 draw and STP information will be available on the stalls with trustees being available to speak to members of the public. Volunteers for the stalls will be sought at the next meeting.</p>	
<p>Mains of Cowie pre-determination Meeting 29th April DF will attend the meeting but isn't allowed to give a power point presentation or to hand information out. He is however able to use maps produced by AC's planning department to show where water ran in the 2012 flood destroying 3 pitches which were at that point under construction as part of CCGB's redevelopment of the Queen Elizabeth II Caravan Park. DS will also attend as an individual</p>	
<p>Bag Pack Asda and Co-op The next date that Asda have available is the beginning of September. Trustees think it is better to do a bag pack at the Co-op in Stonehaven. IM to book the Co-op for 22 August (booked)</p>	IM
<p>Tourist Boat Trips to Fowlsheugh GC confirmed that Castle Charters are not running boat trips this year. Requirements are a boat, skipper and crew and all trips are weather dependant. It was thought that as there is Job creation AEFf funding might be available to lease a vessel and employ crew. Include information in next newsletter to promote and find out whether there are people interested in taking this on</p>	WE/GC IM
<p>Report on KDP meeting AN attended the first KDP committee meeting in its extended form, i.e. the original 12 plus the 6 non community council representations of which AN is one. KDP is a young organisation and is still finding its feet. John McCrank has been appointed their development worker and Sandra Stewart is the part time admin worker. A presentation was made by Joanne Cabbage about Flood Risk Management in Aberdeenshire and the draft consultation document is available in Stonehaven library and at: https://frm-scotland.org.uk Closing date for comments 2nd June. Aberdeenshire Council is about to publish two toolkits (The Community Benefit Developer Guidance and Community Benefit Guidance) which should help communities and developers reach agreements when planning new wind farms. It is not applicable for existing farms.</p>	

<p>We were informed that the new LEADER fund would operate from 1st April. However, AN said that he had heard from other sources that the Aberdeenshire LEADER project is on hold.</p> <p>AN's take on KDP is that it still has to discover its purpose in 'life'; at the moment it is drifting towards a talking shop (to replace the Kincardineshire Community Council Forum?) and AN does not believe that should be the direction.</p> <p>AN has been appointed to the governance sub-group where the first topic is the creation of a SCIO constitution</p>	
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11. AOCB

	Action
<p>Funding Seminar 16 April Elgin Town Hall</p> <p>IM attended the seminar where Big Lottery, Heritage Lottery, Creative Scotland, Lloyds TSB and Sports Scotland were giving presentations about the funding they have available, top tips for good applications and common pitfalls that applicants make. IM reported that as a result of her attendance at this seminar she had identified possible sources of funding for Harbour Development, Court Building, CAT's, Town Hall, Open Air Pool, Boardwalk, Furniture Lodge and Gas works site.</p>	
<p>Bookings for Resource Centre</p> <p>AN has confirmed with the Resource Centre that our meeting in June is on 30th and will let them know the dates required by STP in 2016 for the trustees meetings</p>	AN

12. Date of next meeting

26th May 2015 at Invercarron Resource Centre, Dunnottar Lounge.

Meeting Closed at 9.50pm.