

**Minutes of Committee Meeting
 Held on Wednesday 14th September 2011 at 10.30am
 At the Aberdeenshire Council Housing Office Meeting Room, Stonehaven**

	Item	
1.	<p>Welcome & Apologies Present: Vickie Alexander VA Diane Collinson DC Ian Hunter IH Lenny Lawrence LL Michael Morgan MM Bill Pirie BP Isabella Williamson IW</p>	
2.	<p>Election of Office Bearers: IH proposed BP for position of chairman and this was seconded by LL. MM questioned this proposal.</p> <p>There followed a discussion between committee members regarding this challenge. MM expressed his concerns over budget cuts and the need for a strong figurehead for KMAP over the coming year. IW explained history of funding from the council and concluded that with three partnerships vying for a share of the funds, it is not necessarily that KMAP's budget has been cut but more significantly that this reflects what each partnership is doing.</p> <p>MM stated that the STP represents only Stonehaven whereas KMAP represent whole of Kincardine and Mearns so therefore the way the money has been divided up is not entirely representative.</p> <p>IW replied that the STP has many ongoing projects, including the transfer of asset funds; Caravan Park and the Tollbooth. As Willie Munro WM suggested at the KMAP AGM there may even be a need for another partnership in the north. What we have to recognise is that we have to look for other funding streams.</p> <p>IH indicated that KMAP should be more proactive in providing the umbrella role covering the whole of Kincardine and Mearns.</p> <p>DC suggested that KMAP may have to change the way we operate. Sourcing additional funding will mean that KMAP will become more project based, moving from the community support organisation that we are. The Axis 4 project is an example that is project based but where we continue to provide community support.</p> <p>MM expressed his concerns about how KMAP are represented and suggested we need a strong presence in particular with the council – we have to make ourselves heard and direct KMAP in the way that we see fit.</p> <p>IW agreed and suggested more regular working meetings without presence of the council in order to be able to conduct KMAP business. There will also be meetings to</p>	

	<p>report to council on our activities. Committee to set up a structure for meetings. To be discussed at next committee meeting.</p> <p>MM asked BP to respond. BP indicated that perhaps his management had been weak but that he was prepared to strengthen communication with the committee and the council. In an endeavour to do this he agreed to install broadband and gain access to email ASAP. Bearing this in mind the election of office bearers was agreed as follows.</p> <p>IH proposed BP for position of chairman. LL seconded proposal. BP accepted nomination.</p> <p>MM proposed IW for position of vice chairman. LL seconded proposal. IW accepted nomination.</p> <p>BP proposed LL for position of treasurer. IW seconded proposal. LL accepted nomination.</p> <p>IW proposed MM for position of secretary. LL seconded proposal. MM accepted nomination.</p> <p>VA will fulfil all secretarial and accounting duties. From now on original copies of accounts to be held in KMAP office. LL to hand back original copies to VA.</p>	<p>LL</p>
<p>3.</p>	<p>Minutes from last meeting (25th May 2011): Point 11 – Kincardine and Mearns Safety Group. At present this lies in the hands of the council. VA to contact WM to see where we are with this. To be included on the agenda of the next committee meeting.</p> <p>Point 3.13 – Arbuthnott Community Broadband. Update from IW. Money has been awarded by area committee but tied up in 'red tape'. Households are currently signing up for project.</p> <p>No other matters arising. Minutes proposed by IW and seconded by BP.</p>	<p>VA</p>
<p>4.</p>	<p>Service Level Agreement Point vii – IW – KMAP need to work out a strategy to improve our relationship with MAP. DC indicated that this could be addressed at the upcoming information session at the Health Check for all three partnerships. Dates suggested are 3rd or 5th October 2011. The committee expressed a preference for the 5th October.</p> <p>LL enquired whether or not any money had been ring fenced for DDI. No money has been ring fenced.</p> <p>On a final note regarding the SLA IW suggested we draft a letter to WM to formally say that KMAP are disappointed that the separate fund of £7500 formerly from the Aberdeenshire Rural Partnership fund was not taken into consideration when this year's SLA was agreed upon.</p> <p>The committee agreed to sign the SLA and return to WM.</p>	<p>VA</p>
<p>5.</p>	<p>Letter from Susie Brown / MAP Susie Brown SB resigned from the KMAP committee in an email dated 22/05/11. In a later email dated 13/06/11 she requested that any comments from the committee regarding her resignation should be addressed to BP. Those committee members who responded to BP agreed to accept SB's resignation. There was no meeting to discuss this. Discussion took place via the telephone, so there are no minutes. A letter was sent to SB to this effect on the 16th June 2011.</p> <p>Regarding the letter we received from the MAP committee on the 02/09/11 the committee noted that SB remains the MAP representative on the KMAP member list</p>	

	<p>and database. SB has continued to receive all information that is sent to members. Committee agreed to send a letter to MAP committee and SB to this effect.</p> <p>IW pointed out that this raises a valid issue about whether or not members from MAP and STP should be entitled to sit on the KMAP committee. KMAP committee members are currently not invited to sit on STP or MAP's committees.</p> <p>IH suggested that we address this issue at the Health Check meeting.</p> <p>DC suggested a situation whereupon each partnership could invite a representative from the other partnerships committees to attend meetings as 'attendees' and not official committee members.</p> <p>Due to other commitments LL excused himself at his point and left the meeting.</p>	VA, BP
6.	<p>STP Letter – Mutual Working Based on the letter KMAP received from Peter Bellarby and the 'List of Possible Tasks for the Admin and Development Worker' received from David Fleming the committee discussed the extent of 'mutual working' with the STP.</p> <p>DC and VA indicated they were happy with their contracted hours and that they did not wish to take on additional hours. In view of the extensive list, it is apparent that the STP requires a commitment of a significant number of hours. The committee agreed to offer to act as an employer on behalf of the STP. This would involve KMAP paying the wages of an STP member of staff and using KMAP's PAYE. KMAP would charge a 10% fee of the wage.</p> <p>KMAP will continue to work in partnership with the STP and would offer support from DC in her capacity as Development Worker.</p> <p>Committee agreed to send a letter to STP to this effect.</p>	VA, BP
7.	<p>Recycling Subgroup Update IW and DC meeting this week to finalise the Business Plan. BP and IH to do survey days at Redcloak. DC to contact Andy Sheridan to arrange dates and times. IW suggested we contact MAP to ask if they would like to be involved in the Laurencekirk area. We could set up a day to visit Laurencekirk site. DC to set a date for next Recycling meeting and contact WM regarding premises at Spurryhillock. DC gave committee options of possible dates for this meeting. Committee agreed to attend on the 22nd September. DC, IW and WM to attend. Due to other commitments BP excused himself at his point and left the meeting.</p>	DC, IW BP, IH DC, VA DC
8.	<p>Research Worker Update IW went through a draft copy of Louise's report. There were some concerns regarding content and use of language. IW to meet LB to discuss. At the moment as it stands IW is concerned that there is not enough that is specific to the Kincardine and Mearns area. This needs to be addressed. DC responded that it is a work in progress and that Louise has added to the report since the last draft copy. Due to the summer holiday period and the short contract, Louise has had trouble getting hold of people. If Louise is unable to complete the report by the end of her contact DC and VA could finalise the report. We have a good base to carry it forward. IH suggested LB contact Charlie Sands at CS Corporate Solutions as he is a good source of information.</p>	IW, LB
9.	<p>Development Workers Report DC's Development Worker Report from the AGM is attached.</p>	
10.	<p>Financial Report IW suggested the committee take time at another meeting to discuss the budget headings and try to look at how KMAP can make savings. VA suggested that committee travel expenses could be reduced if number of visits to</p>	

	office reduced. This will be possible if BP gets broadband.	
11.	CVS Charities Fair – 1st October 2011 – Vintage Theme DC informed committee there are no stands left at the CVS Charities Fair, so KMAP will not be present.	
12.	CRBS – Disclosure Training VA to confirm a date and book the training. Committee agreed we should really push publicity for this with a poster, press release and radio ad. IW suggested the training should be open to the public and not just KMAP members.	VA
13.	AOCB DC to produce a draft Communication Strategy to be discussed at next working meeting. DC informed group that we have 2 potential new members from the north – enquiries this week from Newtonhill Village Association and the Bourtree Hall, Portlethen. AVA Network – DC to circulate document by email. IW pointed out one item to change (p3) the CVSA is mentioned as the lead for new and existing social enterprises. To insert KMAP here alongside the CVSA. Committee discussed an email sent by WM regarding KMAP's involvement in the new Cornerstone building in Portlethen. Committee agreed DC should respond in a positive way and express our interest in being involved; perhaps in the capacity as co-ordinator. DC suggested KMAP set up a Facebook Page. Committee gave go-ahead for DC to do this.	DC DC DC DC
14.	Date of Next Meetings: VA to cancel meeting on 19 th Sep and inform members and council. KMAP Strategy Meeting – KMAP Committee only – Wednesday 12 th October 10.30am – 1.30pm at the Aberdeenshire Council Housing Department Meeting Room, Allardice Street, Stonehaven. Business Meeting – Thursday 17 th November 2011 – KMAP Committee & Councillors	VA