

**Minutes of Committee Meeting
 Held on Wednesday 25th May 2011
 At the Invercarron Resource Centre, Stonehaven**

	Item	
1.	<p>Welcome & Apologies</p> <p>Present: Vickie Alexander VA Susie Brown SB Alan Cairnduff AC Diane Collinson DC Ian Hunter IH Bill Pirie BP Isabella Williamson IW</p> <p>In Attendance: Councillor Graeme Clark (Aberdeenshire Council) – Cllr GC Provost Bill Howatson (Aberdeenshire Council) – BH Cllr Carl Nelson (Aberdeenshire Council) – Cllr CN</p> <p>Apologies: Karen McWilliam (Aberdeenshire Council)</p> <p>Absent: Lenny Lawrence LL</p>	
2.	<p>Minutes from last meeting (17th March 2011): SB enquired whether the Montrose recycling visit took place and was informed by DC that they had not yet visited Montrose as had been concentrating on other areas. IW confirmed that we will not be visiting the Montrose sites. Point 11 AOCB – re. Video equipment. Despite negative response from KMAP Committee the majority were in favour of the purchase of this equipment so it has been purchased. KMAP committee members agreed to meet half an hour before the future committee meetings to discuss any private KMAP business.</p>	
3.	<p>Co-option of Ian Hunter onto KMAP Committee Proposed by BP Seconded by AC Ian was welcomed onto the KMAP Committee. Ian will have to be elected by members at the AGM. SB questioned whether Ian would have a vote. Committee agreed to check constitution and make clear / come to agreement.</p>	BP, IW, LL, SB, AC
4.	<p>Recycling Subgroup Update: BP provided summary of where we stand with the recycling project. We need premises to move the project on. We are going to invite Area Manager along to the next visit in the hope of moving this forward. We are looking at Redcloak. BP in contact with Norman Banski re. ground. DC and BP to visit Forest View. Diane explained they hope to pin down the expectations that Forest View have of this project. DC and Cllr GC to visit Peterhead Projects. BP confirmed that Cowie Lane</p>	DC, BP, Cllr GC

	<p>is not suitable as a potential site.</p> <p>IW and DC are working on the draft business plan. This will be sent round to committee members when it is ready.</p> <p>Provost BH enquired whether KMAP hoped to purchase or lease premises. IW explained that nothing is set in stone and that we would consider any premises available. Cllr GC elaborated that the Boxroom and Magpie projects rent premises from the council. We would consider something like this or even a portacabin at Redcloak.</p> <p>SB suggested we look into Linton Business Park in Inverbervie as a possible site.</p> <p>Cllr CN enquired whether we were thinking about setting up somewhere with a large population like Stonehaven or Portlethen. Cllr GC confirmed that Initially this would be the case.</p> <p>Next sub group recycling meeting June 23rd – 7.30pm at the Invercarron Resource Centre.</p>	IW, DC
5.	<p>Annual Report</p> <p>Meeting Thursday 26th May between Area Manager, KMAP, MAP and STP. BP invited any questions. Cllr CN asked about the purpose of the meeting and was told it was to decide upon the finances for 2011-2012.</p> <p>SB enquired about the meeting that took place on the 10th May between Reid Hutchison, BP, IW and DC. SB had asked for the meeting to be rescheduled to a more suitable time but it appeared that this had not been taken into consideration. DC stated that there had been no intention to exclude any committee members and that all of the committee had been informed.</p> <p>Provost BH asked if the meeting had been minuted and Cllr CN asked what had been the purpose of the meeting.</p> <p>It was confirmed that the meeting had not been minuted. It was an informal meeting suggested by Reid and lasted about an hour and a half. Reid talked about various different projects. There were differing opinions on the validity of the meeting ranging from worthwhile to confusing and disappointing.</p>	
6.	<p>Questionnaire / Information Sheet</p> <p>VA presented questionnaire results. 30% return rate. Main conclusion was that there would be interest in a KMAP event as long as it had a focus. What also came from the report that there was a need for clarification of the roles of KMAP and MAP especially in the South Mearns area.</p> <p>VA to contact those members interested in a web page, disclosure, ENTRUST or Aberdeen Forward.</p> <p>Draw for mini fridge – won by the St Cyrus Newsletter Group.</p> <p>Provost BH enquired what the next stage would be and BP suggested we organise a KMAP event. To be discussed at a future meeting.</p>	VA
7.	<p>Development Worker / Admin Worker Time – STP Letter</p> <p>Following a letter sent by the STP to KMAP to ask if they could buy admin worker's time, a contract was drawn up. VA has now almost completed the task. IW confirmed that although KMAP will only make a small fee from this, it is nevertheless some income.</p> <p>The Community Planning Group also asked KMAP to draw up a contract of employment for a research worker. Isabella has done this and she will give this information to Karelia. KMAP stand to make some money from this. SB was of the understanding that there would be no charge for this –she is of the opinion that it should be free in the spirit of partnership working.</p>	

	<p>IH pointed out that KMAP would have the responsibility as the employer so therefore should receive payment for this.</p> <p>Discussion followed as to the rights and wrongs of receiving payment. The committee agreed to discuss the matter further at the end of the meeting to come to an agreement. Outcome TBA.</p>	
8.	<p>Research Worker</p> <p>DC confirmed KMAP had sent out offer to Lousie Birrell who had verbally accepted the offer. Louise is due to start working with KMAP mid June c. 15th June. Date TBC.</p>	
9.	<p>Development Workers Report:</p> <p>DC presented her report:</p> <p>Community Engagement</p> <p>Newtonhill, Muchalls and Cammachmore – progress for the Making it Real event on the 4th June is as expected. Many local organisation are expected to attend or to have information available for interested parties. Information as detailed in Volunteering meetings and AVA meetings will also be available.</p> <p>Stonehaven Town Partnership – continuing in our discussions to assist in facilitating the Planning for Real now scheduled for early next year. Other projects are still being indentified where KMAP may have a role.</p> <p>Jubilee Hall, Portlethen – attended a meeting of the committee on Sunday March 20th, they have various ideas for fund raising initiatives and know that KMAP are there to support where we can. They may utilise our membership of Aberdeen Forward to equip an office.</p> <p>AVA Network</p> <p>Will have information available at the Newtonhill event to promote the AVA network. An event scheduled for Tues 24th May to promote the event was cancelled due to poor projected attendance and those who had intimated they would attend are being invited to the Making it Real.</p> <p>Volunteering in K&M</p> <p>This is particularly in relation to a project to increase opportunities for volunteers in the coastal regeneration area and includes a number of partners. VCA are partly co-ordinating the project as they now have devoted hours to the area. Information is planned at a number of events over the next few months to help promote and co-ordinate volunteering in the area – at Making it Real, Stonehaven Feein’ Market, Bervie Gala Day etc.</p> <p>DC has contacted potential new members, Bervie and Gourdon Skatepark and other interested groups, INSPIRE.</p>	
10.	<p>AVA Network:</p> <p>KMAP have been involved in meeting with the network and a memorandum of joint understanding has been sent round. DC asked committee if they would be happy to become part of the AVA. DC recommended it. Committee agreed to go ahead.</p>	
11.	<p>Kincardine & Mearns Safety Group</p> <p>Willie Munro and the Community Planning Group asked if KMAP would gauge interest in reforming the Community Safety Group. Details were sent round to members. We received 2 replies from Chris Greene of the Benholm and Johnshaven Community Council and Phil Mills Bishop a community councillor with the SDCC.</p> <p>IW suggested that this group should be attached to another committee or part of the community planning group.</p> <p>IH offered to advertise the group on Mearns FM. VA to forward this information to the council.</p>	VA
12.	<p>CRBS – Disclosure Training</p> <p>VA presented document showing breakdown of costs and what the training would involve.</p>	

	The committee agreed to investigate possible dates for a half days training later in the year September / October. VA to look into this.	VA
13.	<p>Arbuthnott Community Association Broadband Project</p> <p>IW gave a summary of the project saying that it was primarily to improve broadband signal in the Arbuthnott area. 4 communities put in a bid. LEADER agreed to fund and they were awarded £45,353. BET to be installed which will enable broadband speeds of up to 2Mb. IW expressed her gratitude to KMAP and DC for their help with this. Cllr GC asked when BT would have gotten round to implementing this themselves. IW explained that without this funding BT would not be enhancing broadband in their rural area.</p> <p>IH mentioned possibility of using broadband for up to 20kms through 'line of sight' and suggested this could be a possible community project.</p>	
14.	<p>AGM – Speakers / New Members</p> <p>BP to write to Colin MacKenzie to invite him along as a speaker to the AGM.</p>	BP, VA
15.	<p>KMAP Expenses</p> <p>It was suggested that KMAP travelling expense rate be increased to £0.45 to be in line with increase in fuel costs. Proposed by SB and Seconded by IW.</p> <p>A discussion followed on what expenses should be claimed and when. Cllr CN suggested that this was an issue which should be discussed at the AGM.</p> <p>IW reminded secretary and committee that there should be a Treasurers Report at each committee meeting. Since LL was absent committee agreed to leave update till next meeting. LL to present accounts to accountant for auditing.</p>	LL
16.	<p>AOCB:</p> <p>IH offered to broadcast a 40 second script 3 or 4 times a day on Mearns FM to help raise profile of KMAP. Script to be written and recorded.</p>	IH, DC, VA
17.	<p>Date of Next Meetings:</p> <p>AGM - Wednesday 24th August 2011</p> <p>Committee Meeting – Monday 19th September 2011 (including Work Plan)</p> <p>Business Meeting – Thursday 17th November 2011</p>	