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**KINCARDINE & MEARNS  
 AREA PARTNERSHIP**

Working with and for the Community

**Minutes of Full Members Meeting  
 Held on Thursday 3<sup>rd</sup> February 2011  
 At the Bettridge Centre, Newtonhill**

	<b>Item</b>	
1.	<p><b>Welcome &amp; Apologies</b></p> <p><b>Present:</b>            Vickie Alexander <b>VA</b>            Allan Cairnduff - <b>AC</b>            Diane Collinson <b>DC</b>            Lenny Lawrence <b>LL</b>            Bill Pirie <b>BP</b>            Isabella Williamson <b>IW</b></p> <p><b>In Attendance:</b>            Councillor Wendy Agnew (Aberdeenshire Council) – <b>Cllr WA</b>            Linda Babbs (CVS) - <b>LB</b>            Councillor Graeme Clark (Aberdeenshire Council) – <b>Cllr GC</b>            David Fleming (Stonehaven Community Council) - <b>DF</b>            Rhona Gibson (Aberdeen University) - <b>RG</b>            Cllr Bill Howatson (Aberdeenshire Council) – <b>Cllr BH</b>            Ian Hunter (Mearns FM) - <b>IH</b>            Cllr Carl Nelson (Aberdeenshire Council) – <b>Cllr CN</b>            Willie Munro (Area Manager, Aberdeenshire Council) – <b>WM</b>            Mari Pienaar – Kincardine &amp; Mearns CAB - <b>MP</b></p> <p><b>Apologies:</b>            Brenda Aitken (Woodview Enterprise)            Susie Brown (MAP)            Bill Griffiths (Portlethen District Community Council)            Reid Hutchison (Aberdeenshire Council)            Karen McWilliam (Aberdeenshire Council)            Ed Murray (Laurencekirk Villages in Control)</p>	
2.	<p><b>Chairman's Report:</b></p> <p><b>BP</b> welcomed everyone and thanked the KMAP team for assisting him in his first term of office. KMAP have chosen a couple of projects we will be concentrating on over the next few months, namely the recycling and regeneration projects. We would like to host a Spring or Summer Fayre – details to follow.</p> <p>Bill felt to drive the organisation forward he would like to see more KMAP management meetings so this is something he will organise.</p>	<b>BP</b>

<p><b>3.</b></p>	<p><b>Development Worker's Report:</b></p> <p><b>DC</b> made available the updated workplan and handed out her report which focused on six main points: community engagement, recycling / reuse project, research workers post, project contacts, KMAP website and the environmental forum. (Please see Development Workers Report attached).</p> <p><b>DF</b> enquired who was the lead role for the sustainability forum and <b>DC</b> confirmed it was KMAP. <b>IH</b> asked for Benholm Mill to be included in this forum.</p> <p><b>Cllr BH</b> asked if we could make use of the Social Enterprise Activity Report commissioned by MAP. <b>DC</b> confirmed that we had requested feedback from MAP in order to help plan our project/report but to date had received nothing. The findings of this report however, are about to be made public.</p> <p><b>Cllr BH</b> enquired if the KMAP recycling project would work in exactly the same way as the Boxroom Project in Banchory. <b>Cllr GC</b> explained that the Magpie project in Banchory intercepts people before they throw goods away at the recycling site whereas the Boxroom project differs because it accepts donations.</p> <p><b>Cllr BH</b> asked which model KMAP would adopt.</p> <p><b>IW</b> explained that the finer points of the project still have to be decided. <b>IW</b> spoke with Robert Armstrong regarding the need for a feasibility study and it looks unlikely that KMAP will need to do one since there are so many similar projects already in existence. <b>DC</b> added that the KMAP recycling project will evolve naturally with time. <b>LL</b> further added that there are many opportunities for KMAP to get involved with including the recycling of plastics for fuel, remodelling and garden waste projects which would hopefully lead on to potential employment, perhaps for vulnerable groups in the community.</p> <p><b>Cll GC</b> asked that we bear in mind the positioning of the recycling containers at the recycling site as this has been an issue in Banchory.</p> <p><b>DF</b> noted that whilst there are no projects, other than the Pfr, currently listed for STP in the report, this is something STP are working on and discussing with KMAP. STP expect to have eight or so projects on the go within a few months which may include KMAP. There is currently no overlap with KMAP projects, as any which overlapped have been identified and noted.</p>	
<p><b>4.</b></p>	<p><b>Financial Update:</b></p> <p><b>LL</b> presented the consolidated accounts. Closing balance at end of December 2010 was £28,779.93.</p> <p><b>VA</b> presented the Cash Flow Projections for 2011-2013. (Copy of accounts attached). <b>VA</b> pointed out that at the end of the next financial year KMAP will be facing financial problems unless they try to source funding externally. Money coming in from the council alone will not be enough to sustain the organisations day-to-day running expenses.</p> <p><b>VA</b> highlighted that next year (2011-2012) costs will increase for Community Engagement exercises and research workers salary. <b>IW</b> pointed out that there should be a figure of £1000 in Community Engagement for 2010-2011 period for the Stonehaven Open Day (currently shown in grants). <b>VA / LL</b> to amend accounts to show this.</p>	<p><b>VA/LL</b></p>

**Cllr BH** enquired about the rent being so low. **LB** confirmed that although we have not yet received an invoice for the rent it was more likely to be £600 pa. **VA/LL** to amend figures.

**VA/LL**

**Cllr BH** enquired what benefit the Research Student would bring. **IW** replied that KMAP has to support social enterprise. The Research Worker will map social enterprise in our area. The exercise that MAP have recently carried out only covers the Mearns. The KMAP study will cover the whole of K&M.

**WM** explained that funding comes from two different sources. There is likely to be £5000 less in this area for the coming financial year (spread across the three different partnerships). There will be further cuts but this will amount only to hundreds rather than thousands of pounds. This information will be made available very soon. **WM** then asked if historically KMAP had received all of its money from the council.

**IW** confirmed that this was the case. We have received our funding from the same sources from the start – c. £7500 from Economic Development and the rest from Willie's office.

**Cllr WA** asked if KMAP pays for MAP's expenses? **BP** replied in the negative. **Cllr WA** then asked where that money came from and what was the difference between MAP and KMAP.

**WM** explained that fundamentally KMAP unlike MAP is made up of member organisations and covers the whole of K&M. MAP which was set up in the 1990's covers only the Mearns. KMAP provides more of a support and advisory role.

**DF** suggested that perhaps instead of asking the question "what do KMAP and MAP do?" we should be asking the question "what should they be doing?" Our aim should be to get everyone from the different partnerships to be working together to make sure there is no overlap.

**WM** pointed out that the only people who can dissolve an organisation is that organisation itself. **DF** explained he didn't necessarily mean dissolving an organisation, it was more about joining forces. **DF** asked how members could decide to approach MAP or KMAP.

**IW** explained that if member groups approached us for guidance or support it was our duty at KMAP to assist them.

**Cllr WA** suggested that if MAP and KMAP were to merge this would save money and resources.

**WM** explained that there is a limit to how much we can interfere with organisations. MAP, STP and KMAP come together at the Local Community Planning Group and openly discuss projects and plans.

**LL** asked if MAP also has a Service Level Agreement? **WM** replied that MAP do have an SLA from time to time depending on projects, in some years they only receive from the council support in kind through staff time. They do access funding from other sources.

**Cllr BH** stated that the mapping exercise gave greater clarity on this matter. All groups should be under constant review.

**DF** expressed that his concerns were not with overlap but with potential gaps.

**LB** expressed the importance of a mapping exercise as a health check for any

	<p>organisation.</p> <p><b>IH</b> expressed his concern from a community level – if members of the public are confused then we have to find a way through this.</p> <p>At his point <b>DC</b> suggested we leave this matter for the time being to allow our guest speaker to start her presentation.</p>	
5.	<p><b>Guest Speaker Rhona Gibson, Work Placement Manager with the Careers Service at Aberdeen University <a href="mailto:workplacements@abdn.ac.uk">workplacements@abdn.ac.uk</a> :</b></p> <p><b>RG</b> introduced herself saying that the placement programme was a relatively new service in Aberdeen University’s history. Rhona works with students in their penultimate year to place them in work for their last summer vacation.</p> <p><b>RG</b> then went on to explain how you get a student placement. It is up to the employing organisation to identify the student profile and to state when they want to receive the applications. The university then advertises the placements on their website (and via email); collates the c.v.’s and sends the c.v.’s before/ by the agreed date. It would be KMAP’s responsibility to sort through the c.v.’s and carry out the recruitment process. KMAP would have a responsibility to the student as they would to any other member of staff. Rhona would visit the student during their placement to get feedback and make sure everything was going to plan. Rhona then opened the floor to questions.</p> <p><b>LL</b> asked about the rights of students with disabilities. <b>RG</b> confirmed they were an equal opportunities organisation and it would depend on whether or not the student disclosed their disability in the first place.</p> <p><b>WM</b> enquired if one of KMAP’s members wanted to employ a student if this could be done through KMAP with KMAP being the employer.</p> <p><b>RG</b> stated that member groups could go direct to herself at the university.</p> <p><b>LB</b> explained that some member groups were very small voluntary organisations that may not have any paid employees.</p> <p><b>RG</b> explained that whilst most students would want to receive a salary, there may be some students willing to work unpaid but probably for a shorter work placement – a few weeks.</p> <p><b>LB</b> enquired whether the university would take on the role of employer to support the student. <b>Clir BH</b> then suggested that perhaps this was a role KMAP could adopt and if so, would they be able to employ a research student?</p> <p><b>RG</b> stated that as long as the student was paid a rate of minimum wage or above this would be possible. <b>RG</b> also added that the salary expectations would be lower than those say of a larger organisation.</p> <p><b>IW</b> enquired whether we should draw up a job specification stating salary just as we would do in a normal recruitment process. <b>IW</b> also asked if we pay the student directly.</p> <p><b>RG</b> confirmed this was the case. Once this had been done the university would email the appropriate students and invite them to apply.</p> <p><b>LL</b> enquired about our responsibility towards student accommodation. <b>RG</b> replied that it was the student’s responsibility – many students own a car. If we did require them to do a lot of travelling in rural areas we should inform her of this at the</p>	

	<p>application stage.</p> <p><b>LB</b> enquired about the guidelines to the length of placements and Rhona explained that there were very few courses that would allow for a one year placement (only Biological Sciences or Computing). As the placement is not integral it would add a year to student's studies, therefore the most common option was a summer placement.</p> <p><b>WM</b> enquired whether or not the vacancy would go out to other educational establishments. Rhona explained that this information was available to all other careers services in Scotland with the exception of RGU. RGU are coming into the scheme in the near future.</p> <p><b>AC</b> questioned the timing of the student placement within KMAP as he suggested that this was perhaps a time of year when it would be difficult to gather information as groups would be unavailable. <b>RG</b> thought that perhaps it was, on the contrary, a good time as the student would not be brought in at a busy period when members couldn't give their time.</p> <p><b>MP</b> enquired whether or not there were students who would be interested in volunteering. <b>RG</b> replied that this was another important area within the university (outwith the career services remit) and that volunteering was highly regarded. She suggested that anyone interested in this should contact the Aberdeen University Students Association directly. <b>WM</b> added that for the Stonehaven area you could contact the Aberdeen Universities Royal Naval Unit.</p> <p><b>IW</b> concluded she thought this was a great opportunity for KMAP to offer our services as an "employer" to member groups. We already have public liability insurance and experience as an employer.</p> <p><b>BP</b> thanked RG for her informative presentation.</p>	
<p><b>6.</b></p> <p>6.1</p> <p>6.2</p> <p>6.3</p> <p>6.4</p> <p>6.5</p> <p>6.6</p>	<p><b>Update from Willie Munro:</b></p> <p><b>Local Development Plan:</b> has now entered next stage. Over coming months we will be seeing a lot of new development; 1000 houses in Laurencekirk and c. 4000-5000 houses at the Elswick development. There will be further public meeting to get community's feedback.</p> <p><b>Strategic Development Plan:</b> involves the whole city and shire. The main issues report will be published in the next few months.</p> <p><b>Flooding:</b> thankfully think that the work of this group is now complete, although acknowledge that many people's lives are still being affected. There will be a group set up to look at how we can best deal with such an event should it reoccur.</p> <p><b>Budget:</b> Expected interim budget cuts of c. 50 million pounds. The meeting at the Lairhillock received very positive feedback with people coming together to see how we can work together on this. The feeling is that it won't be an easy year but everyone is resigned to what is happening.</p> <p><b>Traveller's Sites:</b> KMAP was asked to write to member groups to ask if anyone had any suggestions on where traveller's sites should go and what to do if travellers turn up unexpectedly. There are guidelines on this however it is difficult to advise travellers where to go, so any suggestions would be welcome.</p> <p><b>Mearns Academy:</b> plans are for the new academy to definitely go ahead. At present plans are for a school for 640 students but it is estimated that it will need places for at least 840 students. The council has agreed to provide funding to meet</p>	

<p>6.7</p>	<p>this shortfall. Still looking at the possibility of placing the public library and community learning development in the same building.</p> <p><b>Regeneration:</b> KMAP currently involved with this. There was a consultation in October to allocate funding for this financial year. We will be going back to work more with the community when we know what the fund available are. Funding this year looks likely to go to Inverbervie Caravan Site to help improve their infrastructure. Also to the Coastal Path for maintenance and improvement. Transport remains a key issue and work is being done to audit existing transport services. Money will also go into conservation areas.</p> <p>In May the council will hold a community engagement exercise to look at what has been done and what needs to be done over the next year, looking at all the very different communities.</p> <p><b>Portlethen Bourtree Project:</b> it's roots lie in special needs housing. It may end up as a social enterprise. It is early days for this project.</p> <p><b>Dickson Hall:</b> received money from "Town Centre Regeneration". It holds it's official opening next week.</p> <p><b>WM</b> concluded by saying that the more we can encourage communities to do Community Action Plans the better. <b>WM</b> invited questions.</p> <p><b>IW</b> asked who leads the Bourtree Project? <b>WM</b> confirmed it was the Housing Association, Cornerstone. <b>MP</b> stated she thought the Social Work Department were also involved.</p> <p>Regarding the Traveller's Sites <b>DF</b> had two thoughts:</p> <ul style="list-style-type: none"> <li>i) Sites that would go through the planning procedure would take a year or more to organise.</li> <li>ii) As time is of the essence there is a need for a contingency plan to cover events that are likely to crop up this coming summer.</li> </ul> <p>Basically <b>DF</b> urged the public not to employ itinerant workers. <b>WA</b> suggested the public offer to pay by cheque to dissuade unlawful workers.</p> <p><b>LL</b> enquired whether both the shire and the city were working together on this? <b>WM</b> replied that we were working together but that there was still a need for a site in our area in the shire. <b>DC</b> pointed out that Elsieck have included a site in their plans. <b>IH</b> stated that if we are going to have a half-way house we need a vision about the plans. <b>WM</b> confirmed that we do have something in place for a transit site. <b>IW</b> asked if it would be possible to attach a travellers site to existing caravan sites? <b>WM</b> said that this would not be a problem so long as the travellers adhered to management rules – in the past these rules have been broken with people not officially on the site using the facilities. <b>CII GC</b> confirmed that the police were also looking into the problem and developing policies.</p>	
<p>7.</p>	<p><b>KMAP Website:</b></p> <p><b>VA</b> presented an update on the KMAP website showing the new pages that have been added, which include KMAP Annual Report and Accounts, KMAP Constitution, Minutes of past meetings, KMAP Application Form, KMAP news page and a Community Diary. <b>VA</b> also displayed pages she had been working on for member groups. <b>VA</b> is to attend a Develop your Website course run by Business Gateway in the 18<sup>th</sup> February.</p> <p><b>IH</b> suggested we display the dates and times of all Community Council meetings on our site. <b>IH</b> to provide <b>VA</b> with details.</p>	<p><b>IH</b></p>

	<p><b>DF</b> warned about the importance of keeping sites like Community Diaries up-to-date and suggested KMAP could be in charge of this for the partnerships in the area.</p> <p><b>MP</b> agreed and reiterated the importance of sites being kept up-to-date.</p> <p><b>IW</b> stated that this was part of <b>VA</b>'s remit and that our aim was to constantly be updating and improving the website. If KMAP could facilitate the bringing together of data this would be a good resource for the community and KMAP.</p>	
<p><b>8.</b></p>	<p><b>Teas and Coffees</b> were served followed by an informal chat.</p>	