

**Minutes of Committee Meeting
Thursday 16th September 2010
Invercarron Resource Centre, Stonehaven**

	Item	Action
1.	<p>Welcome & Apologies Present: Vickie Alexander (Admin Worker) - VA Susie Brown – SB Allan Cairnduff - AC Diane Collinson (Development Worker) - DC Lenny Lawrence (Treasurer) – LL Bill Pirie (Vice Chairman) - BP Chris Wark (St Cyrus Community Council) - CW Isabella Williamson (Chair) - IW</p> <p>In Attendance: Councillor Graeme Clark (Aberdeenshire Council) – ClIr C Karen McWilliam (Aberdeenshire Council) - KMcW</p> <p>Apologies: Chris Greene (Benholm & Johnshaven CC) Reid Hutchinson (Aberdeenshire Council) ClIr Bill Howatson (Aberdeenshire Council) George Smith (SATRA) Karelia Wright (Aberdeenshire Council) – KW</p>	
2.	<p>Minutes of Last Meeting – 17th June 2010</p> <p>SB enquired what the £7,500 awarded by the ARPF was used for. IW clarified it was to renew the Development Workers post and also to go towards costs of admin, research worker's post, small grants scheme and to explore the recycling project.</p> <p>KMcW queried the minuted point about "not enough time being spent on KMAP matters". IW explained the committee felt that not enough time was spent discussing KMAP matters in-depth – as opposed to reporting back. From the discussion at last meeting it was proposed that the committee meetings should perhaps be in two parts. No conclusion was drawn except to give councillors the option to look at the agenda and deal with matters concerning them, then to have the option to leave the meeting.</p> <p>SB asked for work plan and business plan. She was given the work plan and Isabella is to forward her the business plan.</p> <p>SB questioned validity of KMAP having ability to process Disclosure applications.</p>	IW

	<p>IW confirmed this has already been set in motion and agreed by committee.</p> <p>SB informed committee that KMAP appears as an agenda point on MAP agendas and as a result feels it is necessary for the two to get together. SB is to propose dates to Vickie for a meeting between MAP and KMAP.</p> <p>Minutes of 17th June 2010 proposed by BP and seconded by LL – Minutes Adopted.</p>	SB
3.	<p>Appointment of Office Bearers</p> <p>IW thanked everyone for their kind wishes and comments on her standing down as chairperson.</p> <ol style="list-style-type: none"> 1. Chairperson – Bill Pirie was proposed by LL and seconded by CW. 2. Vice Chairperson – Isabella Williamson was proposed by LL and seconded by AC. 3. Treasurer – Lenny Lawrence was proposed by BP and seconded by AC. 4. Secretary – Vickie Alexander was proposed by BP. <p>The committee decided not to formally appoint a secretary at the moment as this is part of VA's remit. This will be reviewed at a later date.</p> <p>At this point IW handed over chair to BP to continue meeting. BP invited IW to continue with meeting. IW accepted.</p>	
4.	<p>Service Level Agreement</p> <p>All members had received a copy of the new SLA between KMAP and the council. LL asked chair if there was anything new in the SLA. IW clarified that particular focus will be given to work in wards 17 & 18 and participate as necessary in the regeneration area; groups requiring advice on organisational structure, governance or grant funding should be signposted to the CVSA.</p> <p>KMcW reiterated the importance of KMAP concentrating work in wards 17 and 18 to ensure no duplication of work with MAP.</p> <p>IW confirmed that the implication of KMAP signing SLA is that we will get £13,000. IW also stated that we now have no commitment to quarterly meetings before we get payment – a step forward in IW's opinion. Karen pointed out that if KMAP were to exclude officers and councillors from KMAP meetings then this may be reviewed.</p> <p>All present agreed to sign the SLA. BP signed agreement and a copy went to KMcW and to the office.</p>	

<p>5.</p>	<p>Cash Flow IW confirmed this is a <i>projected</i> cash flow and that it will be updated to reflect true figures as year progresses. It has already been adjusted to show the grant we thought we would get i.e. £13,000 and small grants award has been taken out. Research Worker cost is still in –if we get a student to take on this role then costs will decrease. KMcW asked what we would then use this money for. Willie Munro and Reid Hutchison have expressed opinion that KMAP should not give out funding. Isabella agreed saying it would be good for KMAP to have some money in the bank at end of financial year and that we would also be looking into sourcing funding from elsewhere.</p> <p>SB questioned the title of Worker’s Costs. Isabella explained that this was PAYE. SB suggested this should be under staff’s expenses; BP suggested should be under salary heading. LL and VA to amend headings. VA to keep up-to-date.</p> <p>AC noted that quite a lot of budget has been set aside for advertising. Isabella explained that generally advertising costs are expensive and that they were projected on the basis of appointing both an administrative and research worker.</p> <p>KMcW stated that what is fundamental for KMAP is that we show “value for money” at end of financial year.</p> <p>SB suggested that once Diane starts to work on specific projects, we should put budgets against those specific project headings. Isabella confirmed Diane will do this.</p> <p>IW pointed out that there are costs still to be shown – an annual website expense and office rent.</p>	<p>LL & VA</p>
<p>6.</p>	<p>Grant Funding SB suggested we let members know asap that we will not be giving out grants for the foreseeable future but that Development Worker will of course be happy to direct them to other sources and continue to provide support and advice. VA to inform members. LL suggested that we may be able to offer some funding to members in “dire straits”. KMcW stated that this would be unlikely as we are unlikely to have excess funds.</p>	<p>VA</p>
<p>7.</p>	<p>Tullo Wind Farm Community Fund / ENECO IW explained that we are a member that sits on a funding committee managed by MAP. Project going live at end of October. Application forms will be available then and have to be returned by January. Committee will meet in February and any decisions will be made by April. KMAP require two people to sit on the committee – one person to sit on panel and one person as a substitute. KMcW asked if this committee would be able to move the deadline to March to keep in line with the council calendar and financial year. SB explained that this is a possibility but that it will have to be run past the panel members. SB to do this. IW stated that KMAP have to decide how we want the panel member to function and report back. KMcW asked if the panel member should be allowed to make decisions for KMAP without reporting back. Both Isabella and Susie felt that the</p>	<p>SB</p>

	<p>member could make independent decisions based on the scoring method in place as this has been proven to be an accurate method.</p> <p>KMcW proposed AC as panel member. Allan accepted the role. SB proposed BP as back-up and Bill accepted role.</p> <p>Allan agreed to bring his decision to the committee at the relevant meeting, for the matter to be discussed then.</p> <p>IW will attend the opening meeting.</p> <p>SB to send Allan ENECO Application form and Guidelines.</p>	<p>AC BP</p> <p>AC</p> <p>IW</p> <p>SB</p>
8.	<p>Disclosure IW – No further news or updates. Keep this on agenda for future meetings. Isabella will retain responsibility for this.</p>	IW
9.	<p>ARPF Update Aberdeen Rural Partnership Federation IW – It is part of SLA that we communicate with ARPF and take an active role with them. They meet in Blackburn and next meeting is at 9am on Monday 18th October. Reid Hutchison calls meetings together and quite often invites members from the Scottish Executive to attend. Reid gives an update on funding available and each organisation takes turn to report back.</p> <p>It is KMAP's turn to chair the next meeting – Isabella is happy to attend the next two meetings. SB proposed that BP should also attend. IW proposed that DC should attend.</p> <p>Isabella pointed out that the ARPF is also in accounts (currently shown as AC Forum) as KMAP pays a share of the costs of room rental / teas, coffees etc.</p>	IW, BP, DC
10.	<p>Community Planning Update IW – No Community Planning Office Present. LL asked who you apply to for grant funds. VA to get a copy of application form and to circulate to members.</p> <p>Karen reported that Community Planning have just done a review. They agreed to firm up the budget for the year. There may be surplus money available for funding. Karelia and Emma will distribute this when they know for sure if there are any funds available.</p> <p>SB asked who represents KMAP at Community Planning Group Meetings. Isabella confirmed this was Diane's role. BP enquired whether it was previously Isabella who attended. Isabella confirmed she used to attend prior to the appointment of Naomi as Development Worker and subsequently for the first few meetings after Naomi's appointment. KMcW asked if BP would like to attend. Bill replied in the affirmative and said he would discuss this with Diane.</p> <p>AC enquired whether or not you were allowed to have two people present at the meetings. KMcW expressed her opinion that she didn't think it would be fair to have two people from one group and only one from another. KMAP also have had</p>	<p>VA</p> <p>KW, EK</p> <p>BP, DC</p>

	<p>a representative from the Regeneration Meeting. It is up to KMAP to decide who attends.</p> <p>SB – Confirmed Next Meetings – 10th November 2010, 19th January 2011, 9th March 2011.</p>	
11.	<p>Development Worker’s Report Diane presented her report. Following points raised:</p> <p>Recycling: IW – Agreed at the end of the last meeting to do a feasibility study. We need to set up a sub-group for this project in order to get funding for this feasibility study (from LEADER perhaps). There has been a lot of talk about potential premises i.e. Cowie Lane, but this is currently tied up with the Education Department. Cllr Clark confirmed there had been a request from Mackie for a Youth Group but that Cowie Lane was perhaps not the best venue for them. Isabella reminded committee that there is perhaps some roof work to be done. LL confirmed that timbers in good condition but that some reslating work required. KMcW confirmed there had been estimates of £200,000 to get the premises up to standard, so likelihood slim for a Youth Group.</p> <p>IW – we need to conduct a feasibility study to see if Cowie Lane an option. This could be a promising project as a social enterprise.</p> <p>Cllr C reminded committee of successful project in Banchory - “The Boxroom” and enquired if CVS had been present at the meetings. IW confirmed CVS presence and pointed out that KMAP had made it very clear at one of the first meetings that there would be no duplication of work.</p> <p>KMcW asked if there was also a member of the council present. Cllr C confirmed his presence and suggested that CVS and KMAP work together.</p> <p>LL has found a lot of people with exceptional skills who could perhaps be used (Community Service).</p> <p>Isabella suggested a sub-group. IW, LL, & BP expressed interest in being involved. DC to organise. Diane will be going to next TRAM meeting. Cllr C asked Diane to keep in touch with Alan Young from CVS to ensure no duplication.</p> <p>Projects: Jubilee Hall – KMcW suggested Diane go along to make contact and assist in other ways than funding – for funding refer to CVS. Making it Real – SB suggested Diane contact Lyn Buchan. Cllr C suggested Diane contact Drumoak Hall re. Planning for Real.</p> <p>Meetings: Community Council Forum 23rd September - KMcW said that no need for DC to attend. SB confirmed it was by invite only. IW suggested it was for Diane to decide whether or not it would be worthwhile for Diane to attend specific meetings – DC to decide if she thinks she could provide support to a group or member by attending. Committee happy with format and presentation of Development Worker’s Report.</p>	<p>DC</p> <p>DC</p>
12.	<p>AOCB LL – SATRA Grand Opening – Saturday 18th September. SB – Accounts – no two workers to sign cheques. LL – Accounts – handed out monthly figures from April to July. SB – Error in July’s figures – total column to match – Lenny to amend. VA – to design new KMAP brochure / Flyer and get costings. SB – protocol for VA to make decisions. VA to run past committee. KMcW - what became apparent from our AGM was that KMAP need to look at</p>	<p>LL VA VA</p>

	<p>being in a stronger position to evaluate work from start to finish. Karen suggested we focus on three main projects.</p> <p>IW agreed and suggested that this is where KMAP need to have more time at their meetings to do this and posed the question "how do we do this?"</p> <p>KMcW suggested sub-groups – as in the recycling project. Other committee members can be kept up-to-date electronically or by post.</p> <p>IW then proposed we should set down how often we meet. BP asked AC how often he would like to meet. AC suggested we work out which projects we are going to focus on then base our meetings on that with a full committee meeting every two months and sub-group meetings in-between. BP and Cllr C agreed.</p> <p>IW – Diane is to update the work plan – this will perhaps require a sub-group. Has to tie in with the ARPF and the SLA.</p> <p>SB – IW to distribute business plan to committee.</p>	<p>DC</p> <p>IW</p>
<p>13.</p>	<p>Date of next meetings</p> <p>Members of the committee agreed on the following meetings:</p> <ul style="list-style-type: none"> • Thursday 21st October 2010 - KMAP Committee Sub-Group Meeting (KMAP Committee only – no need for councillors to attend) • Thursday 18th November 2010 – KMAP Business Meeting • Thursday 20th January 2011 – Full Committee Meeting <p>All meetings to start at 7pm and to be held at the Invercarron Resource Centre, Stonehaven.</p>	<p>VA</p>