

KMAP

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Minutes of Committee Meeting
Thursday 17th June 2010
KMAP Office, Stonehaven



	Item	Action
1.	<p>Welcome & Apologies</p> <p>Present: Isabella Williamson (Chair) – IW Bill Pirie (Vice Chairman) - BP Norah Wiseman (Secretary) – NW Lenny Lawrence (Treasurer) – LL George Smith – GS Vickie Alexander (Administrative Worker) - VA</p> <p>In Attendance: Councillor William Howatson (Aberdeenshire Council) – Cllr WH Karelia Wright (Aberdeenshire Council) – KW</p> <p>Apologies: Naomi Gordon (Development Worker), Willie Munro (Aberdeenshire Council), Karen MacWilliam (Aberdeenshire Council), Reid Hutchinson (Aberdeenshire Council)</p>	
2.	<p>Administration Worker: Isabella introduced Vickie as the new admin worker. Vickie has been employed to work part-time, 10 hours a week. Her core hours will be Monday and Wednesday from 9.15-14.15hrs, although certain flexibility would be appreciated over the summer holidays. The office in Stonehaven has a direct line: 01569 763246. As part of Vickie's remit Lenny suggested Vickie standardise agendas and minutes with KMAP contact details.</p>	VA
3.	<p>Format of Meetings and Order of Agenda: It has been brought to Isabella's attention that some members felt that not enough time was being spent on KMAP matters during committee meetings LL & NW. Isabella suggested that we prioritise matters of specific interest to the Councillors so that they might deal with relevant business and then leave the meeting if they so choose. The idea being that KMAP members feel more comfortable discussing issues in a smaller group – less inhibited. Cllr WH pointed out that council attendance is required as we receive council funding. IW explained that this is also a way to allow us to fulfil our Service Level Agreement (SLA). LL indicated that our priority should be to our members. In conclusion it was agreed that we should have a close working relationship with both councillors and members and that we would in the future offer councillors the opportunity to suggest the order of the agenda.</p>	
4.	<p>Minutes of Meetings: 24th February 2010:</p> <ul style="list-style-type: none"> • Grants paid out: BP confirmed that we have the Laurencekirk Bowling Club application back with both signatures. It has to be paid. • Website: work is on-going but has commenced. • Research Worker: no further action with this until we know funding situation for 2010/11. 	

	<ul style="list-style-type: none"> • Annual report: accounts have just been audited. • ARPF: application successful £7,500 grant allocated to KMAP • SLA: still do not have the new SLA. This will be agreed after council meeting in June. • Inverbervie Hall: Cllr WH would like feedback about meetings from Naomi. • Association of Halls: IW confirmed that Bervie Hall is a member of this mutual support body. <p>MINUTES ADOPTED 11th March 2010 – Emergency Meeting: Structure of meetings discussed. MINUTES ADOPTED.</p>	NG
5.	<p>Financial Update: LL Closing Balance £30,578.78 IW questioned if this includes monies received for this year? Lenny explained that there were a few minor queries, mostly about the layout. All agreed we need clarification of the fact that these accounts are for a 13 month period – to bring us in line with Council financial year. Lenny to take these comments to Lesley the accountant. It was suggested that an asterix was inserted to explain it was a 13 month period. Cllr WH queried the travel expenses of the two periods. IW explained this discrepancy because a new development worker was employed in the 2nd period. IW – these accounts will go to the AGM to be adopted.</p>	LL
6.	<p>KMAP Funding Applications: IW – apologised for not bringing a copy of the business plan. BP proposed we wait until after the council meeting in June. Lenny, Isabella and Vickie to amalgamate the headings for the business plan and accounts. Isabella explained that this year KMAP will not be in a situation to be so generous with grants. At last meeting a figure of £5000 was agreed for grants. (the discrepancy of the total value of grants awarded is because there was a rollover from the first year). Some time was then spent discussing whether we should still award grants up to £1000 or change the criteria. Cllr WH thought the current criteria was all encompassing. BP was also happy to leave it as it is. Bill also suggested we look to give a part-grant e.g. 50/50 to part fund projects. Lenny suggested we award grants only twice a year, looking at groups on their own individual merits. Lenny and Bill happy to leave the ceiling at £1000. If we decide to part fund Karelia explained that at the Council they ask who will be funding the remainder of the grant. They wait until they know this before awarding the grant. It was agreed that we should enquire where the remainder of the funding is coming from as this is a condition of our grants. From this followed a discussion about our reporting and evaluation procedures. Everyone felt this had to be improved upon. Vickie will produce an evaluation form and send it to all organisations that have received a grant. KW indicated that there may be a small percentage who return these forms, nevertheless a valuable exercise. Lenny suggested that groups who receive grants should receive copies of KMAP reports such as our annual accounts to show exactly where our money is going. Bill stressed a need for more publicity when grants are awarded. Karelia expressed a hope that the website would facilitate this and suggested that we perhaps make this a condition of the evaluation. In conclusion it was decided that we will award grants twice a year. Once in September and once in February. No figure has been set for each period.</p>	VA, IW & LL

	The maximum amount to be awarded remains at £1000. Bill expressed his hopes that the council would be positive with their funding.	
7.	Disclosure: It was agreed that KMAP will become a body that members can use to obtain their disclosure. There will be no cost to KMAP and no cost to members.	IW
8.	Development Trust Membership: As Naomi was not present we will circulate details of this to members and discuss at the next meeting.	NG
9.	SLA Agreement: Should know about his in next 4 – 6 weeks. Will be brought to next meeting.	
10.	MAP Meeting: MAP committee members had been invited to attend the KMAP members meeting on 4 th May but none had been able to come along. Cllr WH agreed it would be a very good idea to get together to share information and ensure that workload is not duplicated. It was agreed to invite MAP to an informal discussion on Wednesday 25 th August at 6pm at the Invercarron Resource Centre. This would precede our AGM which takes place on the same evening at 7pm. Both organisations would be invited to give a short presentation lasting around 15 minutes. Cllr WH and NW who both sit on the MAP committee thought this to be a useful way forward to opening discussions between KMAP & MAP. VA would contact MAP.	VA
11.	Development Worker: Naomi will not be renewing her contract with KMAP. She sent her best wishes for the future and said she had enjoyed her time with KMAP. Thanks were shown to Naomi for her hard work and KW praised Naomi for raising the profile of KMAP. Development Worker Update: <ol style="list-style-type: none"> 1. Dev Work starting on a recycling project for Stonehaven. Naomi has been doing a lot of background work for the group and intends to pull together a pre-feasibility study for the group. Also visited the Box Room in Banchory. 2. A lot of time was spent on the Stonehaven Open day (15th May 2010.) 3. Following the appointment of Vickie as the Admin worker, Naomi spent a little time showing her the ins and outs of KMAP and I am pleased to say that all is looking good and very quickly she has found her feet and set about sorting out KMAP's admin. 4. Attended the Portlethen Combined Community Council Meeting and found that some useful contact was made with community groups in the north: <ul style="list-style-type: none"> • Newtonhill Community are considering a community wind turbine and are looking at a feasibility study. • Portlethen Community are interested in getting involved with the land which is due to be landscaped by the council and 	

	<p>would be keen to have some involvement with this.</p> <ul style="list-style-type: none"> • North Kincardine Rural CC - approach me about the link between them and the LCPG. • The Clochanddighter are interested in finding out the role in which KMAP could support them as they are without an editor – possibly thinking that KMAP could be the source in which the information comes through. <p>5. NG been making contacts for the K&M Halls Association event – Halls R Us</p> <p>6. NG finalising details for the website and hopes to get photos for the site to send on.</p> <p>7. Following Naomi’s resignation as development worker, she has been ensuring that all of her responsibilities have been met as well as ensuring that the next person who takes over has a clear understanding of what KMAP is and how we can help.</p> <p>New Development Worker is hoped to be recruited soon. Bill suggested that it may be beneficial to have one worker do both the development and administrative roles. However, this is what we had in the past and it had been previously agreed to separate the roles as the two roles require different skills and have different salary levels. Therefore two separate jobs would be they way we would proceed. At the last round of interviews for the administrative post there was an excellent candidate who may be interested in the Development Worker post. KW is to check with Willie Munro about the Council policy for recruitment. If we are allowed to re-interview this candidate we will go ahead and do that. Karelia also to check about policy for advertising the post.</p>	<p>NG</p> <p>KW</p> <p>IW</p>
<p>15.</p>	<p>AOCB</p> <p>Lenny suggested it would be beneficial to members if KMAP were to produce a document that outlines the difficulties and problems that may arise when renting a Council business property.</p>	
<p>16.</p>	<p>Date of next meeting</p> <p>AGM – 25th August 2010</p>	