

**Minutes of Business Meeting  
Held on Thursday 18<sup>th</sup> November 2010  
At the Invercarron Resource Centre, Stonehaven**

	<b>Item</b>	<b>Action</b>
<b>1.</b>	<p><b>Welcome &amp; Apologies</b></p> <p><b>Present:</b> Vickie Alexander <b>VA</b> Susie Brown – <b>SB</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> Karen McWilliam (Aberdeenshire Council) - <b>KMcW</b></p> <p><b>Apologies:</b> Councillor Graeme Clark (Aberdeenshire Council) – <b>Cllr C</b> Cllr Bill Howatson (Aberdeenshire Council) Reid Hutchinson (Aberdeenshire Council) <b>RH</b> Chris Wark - <b>CW</b> Karelia Wright (Aberdeenshire Council) – <b>KW</b></p>	
<b>2.</b>	<p><b>Minutes of last meeting:</b> No comments.</p>	
<b>3.</b>	<p><b>Laurencekirk Patient Participation Group – Grant</b></p> <p><b>IW</b> noted that the award was not minuted from any previous meetings. <b>BP</b> put it to the committee that we should vote in favour or against awarding the grant. <b>SB</b> and <b>IW</b> were in favour of awarding the grant but asked where the money would come from within KMAP's budget. <b>VA</b> suggested we take £1000 from the Community Engagement projected spend as there was a figure of £1000 that had been set aside for the Town Partnership which had already been paid out to assist with the Stonehaven Open Day held in May. <b>SB, AC</b> and <b>LL</b> agreed that this is what should happen. <b>VA</b> to issue cheque.</p>	<b>VA</b>

4.	<p><b>Interim Work Plan Document</b></p> <p><b>DC</b>, who had updated the document, asked the committee to ratify the work plan so she may take it forward. Diane has to make a few small changes to document – timescale / target dates on page three are to be taken out and “on-going” inserted.</p> <p>Under “Proposed Activity / Event” Planning for Real (page 3) <b>SB</b> asked if any of the communities listed had actually contacted us for support. She noted £1000 had been put aside for this exercise. <b>DC</b> responded in the negative but added that she is working with other communities such as Newtonhill, Crathes, Durriss and Drumoak.</p> <p><b>IW</b> then suggested that we should update the document to reflect this. She also commented upon the need for KMAP to evaluate previous P4R exercises to show that there is a need to take things forward – to justify what we are doing. It is part of KMAP’s Service Level Agreement to be involved with Community Engagement, to show what we have done has been effective - with a view to moving on to a Making it Real document.</p> <p><b>DC</b> is to amalgamate the Community Engagement sections to make a clearer picture for the plan.</p> <p><b>KMcW</b> asked us to show that Community Action Planning is to be included in this section.</p> <p>Moving on, <b>SB</b> enquired whether the Mapping Exercise was on-going? (page 4). <b>DC</b> advised that it was discussed at LCPG and that Claire Thomson at CLD was to ask REAP to do a “health check” of the organisations.</p> <p><b>KMcW</b> replied that a document had been presented to the CC Forum and that there had been very positive comments – however the full “health check” was still not complete.</p>	<p><b>DC</b></p> <p><b>DC</b></p> <p><b>DC</b></p>
5.	<p><b>Interim Financial Document</b></p> <p><b>LL</b> presented the up-to-date consolidated accounts, closing Balance £33,035.95.</p> <p><b>BP</b> asked if the council made “regular” payments. <b>KMcW</b> replied that it should be quarterly. <b>IW</b> explained that we did not actually sign the Service Level Agreement until August, so the £6,500 payment shown in September is actually the first two instalments.</p> <p><b>SB</b> enquired what the ARPF money was used for. <b>IW</b> explained it was used for specific items mentioned in the ARPF application form.</p> <p>KMcW mentioned that is is most likely that there will be cuts to this budget. IW stated that whist present at the recent Economic Development Meeting, there had been no mention of budgets, yet the feeling towards the partnerships was very “positive”.</p> <p><b>SB</b> asked about the validity of separating the income from the Council</p>	

	<p>(SLA ) and the ARPF. <b>IW</b> stated that, more or less, they used the same application form. That KMAP is really only involved in doing the one piece of work and that the ARPF is included in the SLA, so no real need to show separate figures.</p> <p><b>VA</b> presented the projected cash flow for 2011-2012, pointing out that at the end of the next financial year (March 2012) we will have a balance of about £4000.</p> <p><b>KMcW</b> stated that we will be criticised as an organisation if we do not show that we are trying to source external funding.</p> <p><b>IW</b> stated that the Recycling Project has the potential to be a fund raising venture for KMAP and stressed the importance of pushing this forward.</p> <p><b>BP</b> asked <b>KMcW</b> if she had any suggestions for funding. She replied that this was not in her remit but suggested that we drive our energies into the recycling project and working in the North.</p> <p><b>IW</b> suggested we could also be applying for funding for feasibility studies. She stressed the need for exercises such as the projected cash flow to help us proceed with funding applications. We need to look ahead.</p> <p><b>KmcW</b> suggested we take a further look at our accounts and do projections based on taking a 10%, 15%, 20% hit. In this manner we could look towards where we could be making savings.</p>	<p><b>DC</b></p> <p><b>VA</b></p>
6.	<p><b>Project Updates</b></p> <p><b>Community Engagement:</b>  <b>KMcW</b> stated that the Councillors had identified a big gap in Community engagement in the North so it was excellent news that Drumoak was seeking support.</p> <p><b>IW</b> pointed out that Diane had a good relationship with some of the Councillors from the North and as a result she could use this to make contact. <b>DC</b> replied that she has found her contact with Jubilee Hall to be very valuable.</p> <p><b>KMcW</b> said she would have a word with Councillor Bewes to ask him if he still planned to attend meetings or find an alternative councillor from the north.</p> <p><b>Recycling:</b>  <b>LL</b> informed group that SATRA have an extension on the premises at Cowie Lane until March.</p> <p><b>IW</b> stated that we cannot look at using Cowie Lane until we know exactly what the situation is with this property. <b>Diane</b> agreed that we should be looking further afield. <b>KMcW</b> reiterated that it would be a pity for us to lose momentum for this project by only looking at premises in the Stonehaven area. <b>IW</b> confirmed we are looking elsewhere. <b>SB</b> suggested we look into the possibility of Linton</p>	<p><b>KMcW</b></p> <p><b>DC</b></p>

	<p>(Inverbervie) being suitable.</p> <p><b>KMcW</b> stated the importance of keeping Willie Munro informed of what we are doing.</p> <p><b>DC</b> reported that she was looking at "Investing in Ideas" for funding. Dawn Brodie had mentioned the Community Asset Transfer. There is a seminar in February that might be worth while attending. Diane to investigate further.</p> <p><b>Diane</b> also mentioned a new grant that is being launched by Big Lottery, which is called "Community Spaces" – she thinks this could be an improvement on previous grants and it has potential for the Jubilee Hall and other projects.</p> <p><b>Meetings Attended:</b>  <b>DC</b> had circulated a list of meetings attended and why they were useful. The dates of forthcoming meetings were included for discussion re. Attendance.</p>	<p><b>DC</b></p> <p><b>DC</b></p>
<p><b>7.</b></p>	<p><b>Student Research Project</b></p> <p><b>DC</b> and <b>IW</b> to put together a job description with the aim of having it ready to go to the university at the end of January. <b>DC</b> will send to committee to get feedback.</p> <p>Rhona Gibson from Aberdeen University will be invited to our Full Members meeting in January to discuss the placement program.</p>	<p><b>DC</b></p> <p><b>DC</b></p>
<p><b>8.</b></p>	<p><b>KMAP Representation at Meetings</b></p> <p><b>IW</b> confirmed that there are usually KMAP committee meetings every two months and a business meeting once a year, usually in November. At a "Full Members" meeting there are usually two speakers, presentation of the financial statement, followed by tea/coffee. Members should be invited along to our meetings at least twice a year. <b>VA</b> was asked to be one of the speakers at the next full members meeting to present the KMAP website. <b>VA</b> agreed.</p> <p>Discussion then followed as to who should attend external meetings and the following was decided by mutual consent:</p> <p><b>Kincardine and Mearns Budget Briefing, 14<sup>th</sup> December 2010 – Bill Pirie</b></p> <p><b>ARPF - Aberdeenshire Rural Partnership Federation</b> – requests attendance of two people. <b>IW</b> has one more meeting to chair after which <b>BP</b> will be responsible for chairing when requested. <b>DC</b> also to attend. If Bill cannot attend then Isabella will take his place.</p> <p><b>LCPG – Local Community Planning Group</b> - one person – <b>DC</b> to attend, <b>BP</b> to be substitute.</p> <p><b>RPA – Regeneration Priority Area</b> – one person – <b>BP</b> to attend,</p>	<p><b>VA</b></p> <p><b>BP</b></p> <p><b>IW, BP, DC</b></p> <p><b>DC, BP</b></p> <p><b>BP, DC</b></p>

	<p><b>DC</b> to substitute.</p> <p><b>Tullo Wind Farm</b> – one person – <b>AC</b> to attend, <b>BP</b> as deputy.</p> <p><b>Barn and Bushel</b> (Economic Development) – requests attendance of two people. Takes place twice a year. <b>BP</b> and <b>DC</b> to attend. <b>IW</b> as substitute.</p> <p><b>Area Committee</b> – once a year – in February. Chairman, <b>BP</b> to present. (Only one person to attend).</p> <p><b>Dates of upcoming meetings:</b></p> <ul style="list-style-type: none"> <li>• Recycling Group meeting 1<sup>st</sup> December</li> <li>• Kincardine and Mearns Budget Briefing 14<sup>th</sup> December</li> <li>• ARPF meeting 10<sup>th</sup> January</li> <li>• Jubilee Hall meeting 16<sup>th</sup> January</li> <li>• Area Committee February 2011</li> </ul> <hr/> <p style="text-align: center;"><b><u>KMAP Meetings 2011</u></b></p> <table border="0" style="width: 100%;"> <tr> <td>Thursday 20<sup>th</sup> January 2011</td> <td>Full Members Meeting *</td> </tr> <tr> <td>Thursday 17<sup>th</sup> March 2011</td> <td>Committee Meeting</td> </tr> <tr> <td>Thursday 26<sup>th</sup> May 2011</td> <td>Committee Meeting</td> </tr> <tr> <td>Thursday 25<sup>th</sup> August 2011</td> <td>AGM</td> </tr> <tr> <td>Thursday 22<sup>nd</sup> September 2011</td> <td>Full Committee Meeting * *</td> </tr> <tr> <td>Thursday 17<sup>th</sup> November 2011</td> <td>Business Meeting</td> </tr> </table> <p>* Have the Area Committee report ready for this meeting. <b>IW</b> to email a copy of last report to DC, VA.</p> <p>* * Have ARPF Report ready – to include Work Plan.</p> <p>All of above meetings to take place at 7pm in the Invercarron Resource Centre, Stonehaven.</p> <p><b>VA</b> to confirm internet access for full members meeting in January 2011.</p> <p>VA to check KMAP constitution to make sure we have scheduled enough meetings.</p>	Thursday 20 <sup>th</sup> January 2011	Full Members Meeting *	Thursday 17 <sup>th</sup> March 2011	Committee Meeting	Thursday 26 <sup>th</sup> May 2011	Committee Meeting	Thursday 25 <sup>th</sup> August 2011	AGM	Thursday 22 <sup>nd</sup> September 2011	Full Committee Meeting * *	Thursday 17 <sup>th</sup> November 2011	Business Meeting	<p><b>AC, BP</b></p> <p><b>BP, DC, IW</b></p> <p><b>BP</b></p> <p><b>IW</b></p> <p><b>DC</b></p> <p><b>VA</b></p> <p><b>VA</b></p>
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<p><b>9.</b></p>	<p><b>AOCB</b></p> <p><b>LL</b> asked if we knew when we would receive a demand for payment of the rent on premises on Barclay Street. <b>DC</b> informed him it should be due in the next couple of months. <b>Lenny</b> also asked for clarification on a direct debit under the name of Webecom Marketing. <b>VA</b> informed him this was for the website design and maintenance.</p> <p><b>BP</b> asked committee to have a look at the press release this week</p>													

	<p>about KMAP in the Mearns Leader. He also asked committee if we should invite Ian Hunter (Mearns FM) to join the committee. <b>IW</b> and <b>SB</b> confirmed that he has been invited and that he has declined.</p> <p><b>LL</b> informed committee that he is now representing the North East Scotland Credit Union - Stonehaven Branch (NESCU). Previously he was representing the Community Safety Group but this has disbanded.</p> <p><b>KMcW</b> stated that the LCPG had asked if KMAP would be interested in trying to "reinvigorate" the Community Safety Group with a view to getting enough members to reform the group. Previously it had to be disbanded due to lack of committee members.</p> <p>A leaflet is to be sent to members and Diane will take this on board.</p>	<b>VA, DC</b>
<b>10.</b>	<p><b>Date of next meeting</b>  1<sup>st</sup> December 2010 7pm <b>Recycling Project (Sub Group Meeting)</b>  Invercarron Resource Centre</p>	