



**Minutes of Committee Meeting
held on Wednesday 24th February 2010
At the Community Centre, Laurencekirk**

	Item	Action
1.	<p>Welcome & Apologies Present: I. Williamson (Chair), N. Wiseman (Secretary), B.Pirie (Vice Chair), Lenny Lawrence (Treasurer)</p> <p>N. Gordon (Development Worker)</p> <p>In Attendance: K.Wright (Community Planning Officer K&M) Karen McWilliam (Committee Officer, Aberdeenshire Council)</p> <p>Apologies: George Smith, Cllr Clark, Provost Howatson</p>	
2.	<p>Minutes Due to the 10th December 2009 meeting being cancelled, the minutes for 20/07/09 and 28/10/09 were approved. Queries were raised as to when minutes were to be sent and whether these were to be sent out as adopted minutes in the interim. It was agreed that the minutes would be sent out in draft to committee whereby a 2 week period would be given for queries, after which they would be sent out un-adopted to members awaiting approval at the next committee meeting.</p>	NG
3.	<p>Matters Arising No</p>	
4.	<p>Development Worker's Report Details of NG work was circulated to with opportunity for the committee to get involved with various aspects of the work to be followed up at the next meeting.</p> <p>Particular focus concerned NG position as Youth Rep for the Aberdeenshire Rural Partnership Federation (ARPF) and a successful engagement with youth would occur. NG to look into this and report back to the committee.</p> <p>Financial Update Copies of the current finances were circulated showing available funds of £33,576.47. It was agreed to also circulate along with future updates the amount of funds committed to activities in order to give a fuller picture of the financial situation.</p> <p>A query was raised about an expenditure figure of £1000 listed as Laurencekirk. This was a mistake and should read Portlethen.</p> <p>There was also a query about the PAYE figure of £100 which was a fine imposed by HMRC for lodging the year end returns late due to a mix up with the online procedure.</p>	NG
5.	<p>Financial Update</p>	

	<p>Copies of the current finances were circulated showing available funds of £29,222.34.</p> <p>Grant Applications</p> <p>Cllr Howatson suggested that any declarations of interest should be made. Willie Munro said that he regularly attends the Stonehaven Business Association and the Stonehaven Tourism Group are members of it. However, it was agreed that as Willie does not have a vote when dealing with KMAP grants this was not considered to be material.</p> <p>Three applications were to be considered.</p> <ol style="list-style-type: none"> 1. Laurencekirk Bowling Club 2. Kincardine & Deeside Befriending 3. Stonehaven Tourism Group <p>1. Norah had knowledge of the Bowling Club and was aware that they were engaging with local youths. It was queried if this was a maintenance application and perhaps they had misunderstood the funding criteria. After lengthy discussion it was agreed to fund £340 for the 4 sets of junior bowls and that KMAP would offer to help them find the additional funding they require elsewhere.</p> <p>2. No detailed prices were given only estimates. Acquiring second hand computers was suggested however these are not always compatible with current software. Concern was also raised about the financial situation of the organisation and who would 'own' the computers if the organisation ceased to function. It was agreed that KMAP would grant £1000 with the proviso that the computers would revert to KMAP ownership if anything happened to the organisation.</p> <p>3. Concern was raised that this project may be a duplication of maps already in existence. Also that the element that the grant was requested for: monitoring demand and distribution was difficult to equate financially. After discussion it was agreed to award the £500 requested and to hopefully have the KMAP logo included in the publication.</p> <p>Total funds awarded £1840. Amount remaining until 31st Dec £760</p>	<p>LL</p> <p>NG</p>
--	--	-----------------------------------

<p>6.</p>	<p>Grants Interests declared from NW due to her involvement with MAP & LL due to his involvement with SATRA</p> <p>Five applications had been received and it was agreed to deal with them in chronological order (although TRAM's application had been dealt with and it was agreed that the decision remained.)</p> <p>It was also noted that some concerns were raised about the grant application form and amendments were needed. However, for the purposes of received applications, it was agreed to base decisions on the information provided. A meeting will be scheduled to discuss the grant scheme and the application form.</p> <p>TRAM – awarded £220 to print the survey results.</p> <p>SATRA – it was agreed that as the grant related to costs related to associated with accommodation costs and the accommodation had not been formally accepted, the grant application had been approved but KMAP would hold on to the £1000 until lease had been signed.</p> <p>Inverbervie Hall – no award. NG to go back to the group to ascertain more details, in particular, the usage and the income which the hall generated.</p> <p>Mearns FM – awarded £1000</p> <p>MAP – awarded £1000.</p> <p>Business Plan 2010-11 Lenny, Isabella and Naomi had met to discuss proposals. These had subsequently been included in a spreadsheet which was circulated and which if agreed would form the basis for development for the next financial year.</p> <p>There was lengthy discussion about the proposal in particular regarding a budget element for training. This training was explained as being outstanding for a number of years and was to support managers of Halls in the area to meet their Public Entertainment Licence criteria and included Food Hygiene, Risk Assessment and First Aid. It was agreed that the figure was probably too high and that as training was not included in KMAP's SLA with Aberdeenshire Council we would need to demonstrate that this was being funded from monies held from previous years when we did not have a SLA with the Council.</p> <p>With some small modification to the spreadsheet it was agreed to</p>	<p>NG</p>
------------------	--	------------------

	<p>incorporate it into our Business Plan. It was also agreed to appoint an Admin Worker to support Naomi and a Research worker to particularly look at mapping social enterprises in Kincardine & Mearns.</p>	
7.	<p>Website It was agreed that KMAP would formally accepted the Webecom Marketing proposal with a meeting to be arranged between the Webecom Marketing and BP, LL and NG would be involved in the setting up of the website as well as the training, ensuring that the training would be given to all committee members.</p> <p>Dates of Meetings for 2010 (locations to be confirmed later)</p> <p>24/02/10 - Committee Meeting (Inverbervie) 28/04/10 - Full Member Meeting 17/06/10 - Committee Meeting (Stonehaven) 25/08/10 - AGM 27/10/10 - Business Meeting</p>	NG
8.	<p>Admin Worker and Research Worker Remits The previous Business minutes proposed to appoint an Admin. Worker to support NG and a research worker. The financial capacity to employ two workers was queried; however, IW stated that this had been considered during the Business meeting in October 2009.</p> <p>BP, NW, LL, IW would be involved in the job remits with KM and KW offering their support in a council capacity.</p> <p>AOCB There was no further business and the meeting was closed.</p>	IW
9.	<p>Annual Report and Business Plan IW agreed to circulate these</p>	IW

	Date of Next Meeting Thursday 10 th December, Resource Centre, Stonehaven	
10.	Aberdeenshire Rural Partnership Fund	