



**KMAP**

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**UNAPPROVED**

**Minutes of Annual General Meeting held at 7.00pm on 25<sup>th</sup> August 2010  
 At the Invercarron Resource Centre, Stonehaven**

**1 Welcome & Apologies**

**Present:**

Aitken	Brenda	Woodview Enterprise	
Alexander	Vickie	KMAP Administration Worker	KMAP
Babbs	Linda	CVS Aberdeenshire Central and South	
Brown	Susie	Mearns Area Partnership	
Cairnduff	Allan	Stonehaven Dunnottar Church of Scotland	
Cllr Clark	Graeme	Aberdeenshire Council	
Cllr Howatson	William	Aberdeenshire Council	
Collinson	Diane	KMAP Development Worker	KMAP
Greene	Chris	Benholm & Johnshaven Community Council	
Hutchison	Reid	Aberdeenshire Council	
McWilliam	Karen	Aberdeenshire Council	
Lawrence	Lenny	K&M Community Safety Group	Treasurer
Nelson	David	Mearns Community Council	
Pirie	Bill	Mearns Community Council	Vice Chair
Williamson	Isabella	Arbuthnott Community Council	Chairman
Young	Alan	CVS Aberdeenshire Central and South	

**Apologies:**

Cunningham	Graham	Fettercairn Public Properties Committee	
Erich	Regina	Stonehaven Tourism Group	
Griffiths	Bill	Portlethen and District Community Council	
Hunter	Ian	Mearns FM	
Kidd	Emma	Aberdeenshire Council	
McMenemy	Elma	Stonehaven Tourism Group	
Murray	Ed	Laurencekirk Villages in Control	
Scott	Bridget	Bettridge Centre	
Shaw	Marie	Kincardine and Deeside Arts Forum	
Smith	George	SATRA South Aberdeenshire Tenant Resident	
Wark	Chris	St Cyrus Community Council	
Wiseman	Norah	Aberdeenshire South Access Panel	Secretary
Wright	Karelia	Aberdeenshire Council	

**2 Minutes of the last meeting** were approved, proposed Lenny Lawrence (**LL**), seconded Bill Pirie. (**BP**) Susie Brown (**SB**) questioned if the financial report had been presented last year. David Nelson (**DN**) indicated it was an unaudited report that was presented. **LL** explained they had not

	been audited before but they had been scrutinised. Isabella Williamson ( <b>IW</b> ) is to clarify.
3	<p><b>Matters Arising</b> No matters from minutes of last meeting.</p>
4	<p><b>Financial Report</b> <b>IW</b> assured members that this year's accounts have been audited and signed before handing over to KMAP Treasurer <b>LL</b>. <b>DN</b> questioned expenditure on Committee Travel, pointing out discrepancy between last financial period and this financial period. Lenny explained that the accounts have been set out differently this year with new headings and additional categories. This was the result of a suggestion for more detailed accounts from last year's AGM. Isabella checked last year's accounts and confirmed Committee Travel was under general heading of Travel Expenses in period 2008-2009. Another factor to be taken into consideration is the fact that a Development Worker was employed during this period, thus explaining the increase in expenditure. <b>DN</b> brought our attention to the fact that in terms of overall expenditure KMAP spent one third of their income on grants and two thirds on administration and staffing. He then asked if KMAP knew the economic impact on their £22,000 spend and if KMAP had been able to measure this. Isabella explained that KMAP have sent out Grant Evaluation Forms to all members who have received grants. In direct answer to David's question, Isabella replied that we have not measured the economic impact. David then asked how KMAP as a project benchmarks against other projects, for example, do they spend more on grant aid or administration? Reid Hutchison (<b>RH</b>) confirmed that the council has received no request to do this exercise and that a comparison would not be valid as it would be like trying to compare two very different entities. Chris Greene (<b>CG</b>) suggested it would however be possible to do a simple comparison in percentage terms of grant spend and admin spend. <b>RH</b> stated that not all rural partnerships give out grants, so to benchmark would be unfair. 100% of some projects would be considered to be admin costs whereas KMAP has a one third, two third split between grants and admin. <b>DN</b> did not accept this argument and felt strongly that all organisations should be benchmarked against similar organisations. <b>RH</b> stated that this was not the forum for this discussion. He invited David to contact the council directly to discuss further. <b>IW</b> then explained that it may be the case in the future that KMAP may be unable to give out grants at all. There may not be enough excess financing this year. This will be a matter to be taken up by the committee at the next committee meeting. On that note <b>SB</b> stated that the grants that have already been awarded have been very much appreciated. <b>SB</b> then asked if all KMAP's income had come through the SLA, and was it ring fenced. <b>IW</b> replied that it was. Cllr Howatson suggested it would be beneficial if the accounts could come out in advance for all members. <b>DN</b> endorsed this statement, stating he had not had enough time to scrutinise the accounts. Isabella took these comments on board and will pass this on to the new Chairperson to decide upon. Karen McWilliam then suggested that this is the type of information that we could post on our website – to be available in advance of the AGM. <b>LL</b> agreed with this. <b>CG</b> asked what KMAP's income from the council would be for 2010-2011. <b>IW</b> replied that although the SLA is not set yet, £13,000 is anticipated from the council. Susie pointed out that as there are now 3 partnerships bidding for the money, the amounts given will not be as high as before. Alan Young then enquired if KMAP had been able to leverage any external funds. <b>IW</b> replied that it is only in the last three months that we have had full staffing - as a result we hope to source other funds in the future. Cllr H enquired whether this would be part of the Development Worker's remit. Isabella replied that it would and in response to Susie's question that yes, it would also be for specific projects.</p>

5	<p><b>Development Worker's Post</b></p> <p>Isabella introduced and welcomed KMAP's new Development Worker, Diane Collinson. Diane has experience of P4r in Newtonhill, of various community councils and voluntary work. It is hoped that Diane will be able to expand our knowledge of northern Kincardine. Diane hopes to take a very hands-on approach.</p> <p>Isabella also introduced Vickie, the new Administration Worker. Vickie will work 10 hours per week and Diane 20 hrs, so between them it will be almost like having a full time member of staff.</p> <p>As indicated in the Chairman's report, David then asked about the plans for another new part-time member of staff to develop social enterprises. He asked if the money to fund this would come out of KMAP's capital reserve. Isabella confirmed this was the case and expressed KMAP's aim is to gather as much information as possible so as to allow us to move forward in an informed manner. Chris Greene (<b>CG</b>) suggested that if this is what KMAP are to spend their money on, then it could result in KMAP running out of funds. Isabella then invited David and anyone else interested, to join the committee, as this would be the ideal forum to discuss this matter.</p> <p>Karen McWilliams (<b>KMcW</b>) suggested we could offer this type of work to an RGU student. Diane is in the process of looking into this and will report back. <b>RH</b> indicated that in general, rural enterprises are not as strong as social enterprises which are something the council is hoping to promote and they will be looking at this issue a lot closer this year.</p> <p><b>DN</b> asked "what is a social enterprise?" Isabella explained it was a community business like the Grassic Gibbon Centre, the MRI and Benholm Mill. <b>SB</b> elaborated it is when you plough your profits back into your business.</p> <p>CG then indicated that the research required to investigate/develop social enterprise would perhaps not be that much. Isabella agreed that there may be a project out there whose practices could be duplicated or alternatively that KMAP may be able to assist existing social enterprises.</p> <p>Linda Babbs (<b>LB</b>) then asked for clarification of KMAP's role – was it to establish or to develop a social enterprise? Isabella confirmed it was both, depending on the criteria of the project, stating that every project requires different elements of support.</p>
6	<p><b>Chairman's Report</b></p> <p>Presented by Isabella Williamson. Isabella gave her apologies that the report was not very extensive and reiterated that it is a 15 month report. Isabella then went through the report adding only that not all grants from the Small grants Awards had been listed – there are others who have received small amounts.</p> <p>IW confirmed that the LCPG will now meet every 2 months. Regarding the Recycling project, it is hoped to develop this into a social enterprise.</p> <p><b>Questions regarding the Chairman's Report:</b></p> <p>Councillor Howatson (<b>CIlr H</b>) noted that our SLA (Service Level Agreement) expired on the 31<sup>st</sup> March and enquired why it had not yet been agreed for this year.</p> <p><b>IW</b> explained that KMAP has met with the council (Karen McWilliam) and that although it is not yet finalised for this year, it has in no way affected the work of KMAP. Karen confirmed the new SLA should be with us before the next committee meeting. Isabella and Karen have to finalise this.</p>
7	<p><b>Election of Committee</b></p> <p>Karen McWilliam took the chair for the election of Committee Members. <b>Bill Pirie, Lenny Lawrence</b>, and <b>Isabella Williamson</b> are happy to remain on the Committee, although Isabella will stand down as Chairman.</p> <p>Nora Wiseman tendered her resignation in writing as KMAP Secretary.</p> <p><b>Chris Wark</b> sent an email saying he is happy to remain on the committee (to be confirmed at next</p>

meeting).

**Allan Carinduff**, representative of the Dunnottar Church of Scotland was proposed by David Nelson and seconded by Lenny Lawrence.

**Susie Brown** was proposed by David Nelson and seconded by **IW**.

**Chris Greene** was proposed by Susie Brown and seconded by **Cllr H**.

Alan Young was proposed by David Nelson however Alan declined saying that he felt it was not in the best interests of CVS for him to sit this committee.

8 **AOCB**

**DN** stated that he would like this year's financial accounts to be made available before the next AGM. **KMcW** suggested once again that this information should be available on our website.

**CG** asked if we had a financial forecast. Both Isabella and Lenny confirmed that there is a cash flow and that they would make sure the headings were the same as in this year's accounts.

**Cllr H** expressed his thanks to Isabella for her work as Chairman and commended her for her input.

**IW** expressed the importance of our grant evaluation forms and said we will continue to encourage members to send them back to us. Karen suggested this is something else we could include on our website. Isabella is to look into the data protection implications.

9 **Dates of Future Meetings**

Next KMAP committee meeting is to be held on Thursday 16<sup>th</sup> September at 7pm. Location – the Invercarron Resource Centre – TBC.

RH would like the SLA to be put on the agenda. KMcW to ensure this is done.

As there was no further business the meeting was closed.