

Meigle and Ardler Community Development Trust Board meeting minutes		
Date:	28/01/2021	
Time:	7pm	
Location:	Online	
Present:	Kevin Stirling (KS), Caroline Ness (CN), Peter Menzies (PM), Steve Ebbitt (SE), Hannah Woods (HW) Joined by Rory Dutton (RD) from the Development Trust Association Scotland (DTAS)	
Apologies:	Alison McLure (AMcL), Alison Ebbitt (AE), Andy de Vale (AdV)	
Declaration of interest:	None declared; KS reminded team that any potential conflicts can also be flagged as we discuss items on the agenda.	
Agenda items		Actions
3&4	<p>Last meeting's minutes agreed by PM and SE to be an accurate representation of the meeting.</p> <p>Review of actions from previous meeting</p> <ul style="list-style-type: none"> ○ Point re Meet the Teams to be retired ○ HW to check everyone has completed OSCR Registration forms ○ CN continues to update Operations Manual, including disciplinary procedure ○ PVG registration has gone through, awaiting confirmation that CN is lead ○ AdV and HW added as Trust directors with Companies House (requirement of CAF bank account application) ○ No updates re Clyde Collective, Eco-museum or SOEC Belmont ○ Press release in the Blairgowrie Ad. Declared by KS to be "very snazzy". 	
5	<p>Development Trust Association Scotland</p> <p>RD introduced himself and the Development Trust Association Scotland. He apologised for how long it has taken to process our application, with remote working due to Covid-19 accounting for the delay. Like to meet people "in person" to get a feel for our organisation. A summary of MACDT will be seen by the board for approval to join.</p> <p>RD outlined the main benefits of joining DTAS, summarising the information provided in the Member Benefit Guide stored</p>	

	<p>in our GDrive here. The aim of the DTAS is to support their members, “supplementing the knowledge that people have and keeping them right”. The main benefit is access to the DTAS network. Annual conferences, eBuletins, topical briefings (via webinars, zoom etc.) are all sources of information as well as example forms for putting together governance documents, etc. Can provide representation and expertise, directors/trustees training, strategic review training for longer established CDTs. DTAS is in partnership with various financial bodies. In addition to core DTAS, two side projects: helping communities acquire public land or assets, and community shares – can raise money by people investing in the organisation.</p> <p>Three tiers of membership: provisional, full, and associate. Newly established DTs get first year of provisional membership free and can remain provisional for up to 3 years before becoming full members.</p> <p>In answer to questions re bank account recommendations and funding for Community Development worker posts from PM and SE respectively, RD suggested the DTAS Facebook group would be a good source of knowledge.</p> <p>PM asked RD for advice finding legal services, as we do not currently have a solicitor. Elspeth Mathieson, a colleague of RD, could not act for us but could look over the lease. The community asset scheme run by DTAS has recently changed and can help with acquisitions outside public assets.</p>	
7	<p>Finance Update (brought forward as SE had limited time)</p> <p>a) Bank account Andy has provided additional information as requested by CAF several times since the application process began. CAF have now requested to know how much funds MACDT currently have, and where it is deposited. Account <i>should</i> then be approved. See AOB (section 9)</p> <p>b) Funding SE is looking to get funding for immediate expenses. Has an application ready for submission to the Robertson Trust, but requires bank details. There may be further support from GrowBiz for another Community Development Worker role, though it is uncertain. Funders will want to see a sense of direction and purpose from the Trust.</p>	<p>AdV</p> <p>SE to work on funding applications once bank details available.</p>

	<p>PM is looking at funding opportunities for community resilience. List of requirements include a 20ft container for generators, sandbags, high vis vests etc (PM has a comprehensive list). PM also needs funds to repair the pavilion – it is sound but requires specialist work (it is a listed building) to stop it decaying further (see section 6d).</p> <p>KS summarised four key areas requiring funding:</p> <ul style="list-style-type: none"> ○ Money to survive and thrive ○ Community development worker post, in whatever guise that takes after CN has finished her contract ○ Resilience equipment ○ Bowling club <p>All are hindered until we have a bank account.</p>	PM
6	<p>Project updates</p> <p>a) Community Action Plan</p> <p>CN reports that 85 surveys had been returned; not the desired percentage but have to accept that the pandemic has had an effect. 12 stakeholder interviews completed or scheduled, and 4 online stakeholder surveys completed. KS felt this was very positive, given the response the community council had with a similar paper questionnaire survey.</p> <p>CN is analysing the results. Normally the initial survey results would be presented to the area at a drop-in event, where people could vote in-person for their priorities. Instead, CN is looking at different ways of running a week-long online voting event and perhaps themed zoom rooms with A1 boards to display information in the villages. PK Leader are funding a video recording of the process.</p> <p>b) Smart Village</p> <p>CN: The Smart village is an online portal for a community group and the hope is that this will improve connectivity across the villages. Digital champions will help to keep it updated, and it can also be a source of information for e.g. resilience updates. Since CN took control of adding content, initial website is nearly complete; aiming to get it live with Daniel at the weekend. Campbell Napier has been taking photos for his D of E award which can be used both for Smart Village and the Winter Lockdown Project.</p>	<p>CN</p> <p>CN to share once ready to go live.</p>

	<p>c) Winter Lockdown Project</p> <p>CN has been working with Wanda McGregor, Cat Mackay (amended to include Alison McLure and Caroline Lawrie) on the community-led project in partnership with Support in Mind Scotland (SIMS). Called Flame of Fusion, it aims to combine video, music, art, poetry etc, as a follow-on from a video of Meigle village made in 1972, and encourage conversations about people's mental health. KS met Sheena, who in the original is video about to enter the church to get her son christened, KS suggested we could recreate it. When restrictions allow, we could screen the old and the new films.</p> <p>CN emphasised this project should be a lasting legacy; as well as bringing people together should give people training, e.g., in video or editing skills. Wanda could write a poem, and people could record music in their own homes. Hopefully everyone of every age can get involved, and might breathe life into old groups e.g., Meigle Musicality. Caroline King (NHS Health Scotland) would like to film the process. CN to formalise the roles behind the scenes; timeline for project should run to the end of March (amended to clarify that the support from SIMS and Public Health Scotland extends to this time).</p> <p>d) Meigle Bowling Club</p> <p>PM has a lease drawn up; would like to get it checked and agreed in principle with Hamish before formalising with solicitors. KS: Need to be explicit about use of the bowling green and the associated land. PM: It will be a costly process, with repair and running costs; pavilion will need a few thousand pounds. Aim is to get lease and initial funding in place by Easter, then work can begin in earnest when the weather improves.</p> <p>PM has permission from the Kinloch Memorial Hall Committee to site a storage container for storing resilience equipment, and quotes for storage containers (~£2000).</p>	<p>PM to discuss lease with Hamish</p>
8	<p>Operational update</p> <p>CN has announced she will not be renewing her contract as Community Development Worker at the end of March, as she has other projects she would like to take on and would like time to develop her sports business. KS spoke on behalf of</p>	

	the whole team to declare that Caroline's work for us has been phenomenal. All the projects from GrowBiz were only deliverable because of CN, she has kept us all on track and the legacy of what CN is leaving us with is amazing – the Community Action Plan, Smart Village and Flame of Fusion.	
9	<p>Any other business</p> <p>a) Further to the finance update, KS to request AdV asks CAF whether the bank account application will be completed within the next week. KS to begin bank account application for RBS as delays from CAF have hindered our funding applications.</p> <p>b) KS: Engaging with the farming and some of the business community is a real challenge. After discussion with PM and AMcL, KS emailed Colin Stewart to discuss taking on a business liaison role. Even if Colin takes this on in an interim capacity, it could still raise awareness of the Trust with hard-to-reach businesses. CN contacted representative from NFU as a possible means of engaging with the farming community but has not had a response as yet.</p>	<p>AdV, KS</p> <p>KS</p>
10	Next meeting 25 th February 2021, 7pm, online. Can correspond by email and set up an interim meeting if the need arises, given that meetings have previously been weekly or fortnightly.	
Signed:		<p>Date:</p>