

PARTNERS' MEETING - MARR AREA PARTNERSHIP – MINUTES
7th January 2015

<u>Present</u>	Action & by whom
<p>Nigel Healey Treasurer MAP, Chair Tarland Welfare Trust Cllr. John Latham Aberdeenshire Council Jean Henretty Chair MAP, Banchory and District Initiative Patricia Fraser Crathie Community George Wordie Strathbogie Community Council Nick Mardall Deeside Donside Development Project Brian Begg 1298 Squadron Huntly and Area Air Cadets Janelle Clark Aberdeenshire Council</p>	
<u>In Attendance</u>	
<p>Lizzy Shepherd Development Officer, Marr Area Partnership Natasha Pawlukiewicz Development Officer, Marr Area Partnership Roisin Daly Development Officer, Marr Area Partnership Lee Haxton Cairngorms National Park Authority</p>	
1. Chair's Welcome:	
2. Apologies	
Donald Boyd Huntly Development Trust	
3. Election of Office Bearers	
<p>Chair: Jean Henretty; nominated by Nigel, seconded by Patricia Vice Chair: Decision deferred until new Board members appointed Treasurer: Nigel Healey; nominated by Jean, seconded by Nick</p>	
4. Minutes of meeting of 24th September 2014 : Approved with changes	
5. Matters Arising from Minutes:	
<ul style="list-style-type: none"> • Annual report for Community Economic Development – Natasha to circulate to Councillors and ask Reid Hutchison to circulate within CED • Business Continuity Plan and actions following Strategic Development Workshop – not yet done. • Jean and staff have received pensions advice from Money Advice Service in Dec 2014. Jean to meet with staff to follow up. • Discussion about whether IGS could be used to underwrite events and whether MAC would need to agree this change in use for the IGS grant or whether MAP Board can agree it. 	<p>Natasha Jean Janelle to check</p>
6. Lee Haxton, Community Support Manager, CNPA presented Draft Offer of Grant and Draft Memorandum of Agreement between CNPA and MAP 2015-2018:	
<p>Lee outlined a proposal by the CNPA to provide MAP with a grant offer for up to three years (subject to sufficient funds being available in annual budget of CNPA) for the provisions of community engagement and support services within the Cairngorms Park area of Marr. The services expected of MAP are outlined in the two documents presented to the Board. Funding likely to be £15,000/annum – to be confirmed by CNPA in Jan/Feb 2015. CNPA may be able to offer office space for MAP staff in Ballater</p>	

<p>Office, person dealing with this is David Cameron, Director of Corporate Services. CNPA Board agreed proposal in December 2014. MAP Board agreed in principal. Jean, Nigel and staff to meet with Lee to get more information on CNPA expectations and agree wording of Offer of Grant and Memorandum of Agreement. The CNPA expressed a wish to have representative attend the MAP Board meetings, in an advisory role similar to that of Janelle Clark, the Board agreed that this would be acceptable.</p>	<p>Lee, Jean, Nigel and staff</p>
<p>Jean outlined that available funding would equate to additional 17.5hrs/week and proposed that new staff member should be recruited. Position would need to be externally advertised and Jean will approach Mike for help. Offer of employment letter will need to be worded suitably in relation to term of employment.</p>	<p>Jean</p>
<p>7. Appointment of new Board members: Emily Wyndham Gray resigned from the Board on 14 November. Jean thanked Emily for her work on the Board.</p>	
<p>Jean welcomed Bryan Begg who was appointed at the AGM in 2014.</p>	
<p>Four additional people had expressed an interest in becoming Board members. Natasha had sent them information about MAP including a copy of the Mem and Arts and information on responsibilities of Board members from the OSCR web site and asked them to fill in an application form. The Board considered the applications and approved the appointment to the Board of: Simon Blackett, Royal Deeside Partnership Keith Bennett, Mid Deeside Community Council Sunniva Caro, Strathdon community Bill Slee, Alford Community Energy</p>	
<p>Natasha will need to update Companies House about new members and resignation. There are now 11 Directors of the Board, the maximum number specified in the Mem and Arts is 12, so one vacancy remains (NB. Cllr Latham and Janelle Clark are attendees and advisors to the Board but are not entitled to vote).</p>	<p>Natasha</p>
<p>8. Finance Report (Revenue Budget 2014/15: Natasha noted that no concerns about budget. CNPA has offered £1k towards expenses of Upper Donside and Strathdon CAP, Natasha to clarify with CNPA details of invoicing.</p>	<p>Natasha</p>
<p>9. Initiative Grant Scheme (IGS): Summary of Awards and Applications as at 2nd December 2014 presented, IGS funds remaining = £6800.</p> <ul style="list-style-type: none"> • Lonach hall Furniture: £1000 agreed (need to ensure items claimed are match funded) • Deveron Arts Oak and Amenity: Not agreed (need to provide evidence of community support and need for project). • Birse Community Hall: £535 agreed • Monymusk Play Park: £1000 agreed • Rhynie Community Buy-out: £1000 agreed in principal but application needs to be amended to make clear funds to be used for development 	

<p>of business plan rather than later stages of project</p> <p>Janelle questioned whether MAP should be carrying over IGS funds between financial years due to Financial Regs.</p> <p>Some allocated grants have not been claimed and IGS conditions may possibly need to include specified period after which grant lost eg. 18 months – 2 years. Natasha will follow up outstanding claims.</p> <p>10. LEADER Cairngorms and South Aberdeenshire Local Action Group update: The launch of LEADER is likely to be delayed due to clarification on rules/conditions by Scottish Government. Both Local Development Strategies have been submitted to Scottish Government and feedback received. The LEADER LAGs will give update at next set of community ward forums.</p> <p>11. School Food Growing Project: Draft research report completed and steering group established (reps from NHS Grampian, Tarland Community Garden, Forest Schools project and two Head Teachers). Steering group has met once and positive response to recommendations for establishing project to support growing edibles in schools. Detailed project outline will be produced by Roisin and applications for funding made later in year.</p> <p>12. NHS Health improvement Officer: Jean outlined a proposal from Dawn Tuckwood, NHS Grampian, that MAP employ a health advisor for Marr to work on community health projects. NHS could provide some funding but could not be employer in long term. The Board agreed that this could be explored and asked Dawn to provide a proposal in writing, setting out details on project aims and outcomes, roles of partners, how the project could be jointly managed, as well as details of possible other funding sources and who would have responsibility for applying for additional funding for post.</p> <p>13. Development Officers Report and Staff Contact Sheets: Noted.</p> <p>14. Partners' Updates on Community Issues: Not discussed</p> <p>15. AOCB:</p> <p>Due to increased numbers of Board members, it was agreed that instead of all member giving a verbal partners update, this information should be submitted in writing and will be circulated with the Board meeting papers. Natasha will produce a simple form and circulate asking for updates from partners before each Board meeting.</p> <p>16. Date and venue of next meetings: All meetings at Room A3 Alford Academy 7pm - 9pm unless otherwise stated: 1st April, 17th June, 23rd Sept, 11th Dec (venue TBC, meeting followed by Xmas lunch); AGM 26th Sept (venue and time TBC)</p>	<p>Janelle to check with Ab Council Finance Dept</p> <p>Natasha</p> <p>Jean to ask Dawn to produce paper</p> <p>Natasha</p>
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