



STONEHAVEN TOWN PARTNERSHIP
MINUTES OF TRUSTEE MEETING
HELD ON 27th OCTOBER 2015 AT 7.00PM
AT INVERCARRON RESOURCE CENTRE, STONEHAVEN

Item**1. Welcome and Apologies**

Present Trustees	In attendance	Apologies
Douglas Samways (DS) Wynne Edwards (WE) David Fleming (DF) Andrew Newton (AN) John Robson (JR) Allan Sutherland (AS) Elizabeth Havens (EH) Jim Stephen (JS) Isabel Munn (IM)	Ian Balgowan (IB) Cllr Graeme Clark (GC) Cllr Raymond Christie (RC)	Michelle Ward (MW) Karen McWilliam (KMcW) Charles Sands (CS) Knud Christiansen (KC)

2. Approval of minutes

	Action
On the proposal of WE and seconded by DF, the minutes of Tuesday 29 th September 2015 for the monthly Trustees meeting were approved. These minutes will now be placed on the website. Matters arising from these minutes are detailed in section 3 below.	IM

3. Matters arising from minutes of 29th September 2015

	Action
Minutes of Meeting of 29th September 2015	
Stonehaven Town Hall Trust WE has not as yet heard anything back from STH Trustees.	WE
Wind up Company - Motion to wind up company limited by guarantee. DF confirmed he expects the lease of the Caravan Club of GB to the SCIO from the Company Ltd by Guarantee to be complete by the AGM. He will let WE know when this is done so WE can update company records.	DF WE
Funding for Rural Partnerships WE to provide IM with information on how the excel sheet of grant funders can be converted so it can be placed on the web site.	WE

<p>Harbour Illuminations</p> <p>Aberdeenshire Council's policy for Christmas lights is that they only fund for lighting in the main part of a Town, so in Stonehaven any funding would be for the Market Square area. Karen McWilliam suggested that JS contact Keith Melvin the officer in charge of lighting to see if there is any way round this policy. In light of the above, the application for funding from the area committee for 27th October has been withdrawn at present.</p>	JS
<p>Mearns FM</p> <p>DS reported that the new advert has been recorded. DF requested that the next advert is about the Court Building's Open Days. This was agreed.</p>	WE/DS/DF
<p>Beach Toilets</p> <p>AN wrote to Stephen Archer who forwarded letter to Tom Buchan (Facilities Manager at AC), AC suggested STP should apply for a CAT 2. AN is waiting for a response to his correspondence.</p> <p>IM sent all STP member groups an e mail asking if they were interested in working in partnership with STP to keep the Beach Toilets open and also requested innovative ideas to make money from keeping these open to pay for upkeep and cleaning.</p>	AN
<p>Caravan Site</p> <p>DS requested that the trustees agree that up to £2,000 is made available for the commissioning of an Economic Impact Assessment of the QEII Caravan Park and Land Train to Stonehaven. In the original application to CCF £1,500 was included for reporting costs which can be put towards this study. DS will confirm with MKA Associates the cost of such a study. The trustees agreed that up to £2,000 would be made available.</p>	DS
<p>AWPR Community Engagement</p> <p>After some discussion it was agreed that STP would support SDCC in pursuing Julie Maund or one of her colleagues to speak at one of their future meetings.</p>	IB
<p>All Weather Facility</p> <p>DS confirmed that there is now information on the background of the all-weather facility, how to make bookings and details of the management committee. This will be made available to be uploaded onto the STP website after the All-weather facility committee's next meeting.</p> <p>It was noted that there was a problem with youths breaking in through the fence over the holidays but the gates are now kept open so they can use the facility and litter bins will be sourced for users of the facility.</p>	DS
<p>Market Square Clock</p> <p>AN reported that he wrote to Niall Menzies who will confirm with the Unionist Club what can/can't be done to the building. Maintenance information about the clock was provided by GC from AC and it was noted that the clock is now working.</p>	SBA/AN
<p>Community Council</p> <p>DS asked IB and RC if the Harbour Advisory Group discussed the Harbour's outer wall at their meeting but neither of them had attended so could not report back.</p>	
<p>AGM, David's Paper on successes and presentation for AGM</p> <p>It was confirmed that AN place an advert in the Mearns Leader about AGM at least 2 weeks before the date it takes place</p> <p>WE will send the Mearns Leader a press release based on David's paper on the STP successes 2 weeks before the AGM.</p> <p>WE will prepare a presentation on the successes for the AGM</p>	AN WE WE

Harbour Festival AN confirmed the letter of thanks had been sent to Marjory (Giulianotti's) for providing the sweets in the jar for the competition at the Harbour Festival.	
Small Lottery Licence It was agreed that due to time constraints and costs of this type of license the original plan was shelved, however after discussion with trustees, it was agreed that a small Lottery Licence should be applied for from Aberdeenshire Council after the new Board is in place so that raffles can take place next year for fund raising.	

4. Finance Report from John Robson Director of Finance

	Action
STP Cash in bank is £20,953 at 23 rd October 2015. CCF Cash in bank is £29,898 at 23 rd October 2015. (Final weekend's income of £91.80 and float of £54 is not included in this total but both amounts have been paid into bank). Land train passengers and income for 2015 were discussed and it was noted that the current STP Board are handing over to its successor a successful project that can raise income for the STP.	

5. Communication – Report from Director of Communication, Wynne Edwards

	Action
WE confirmed that he will sort out AS's passwords so he can access the Trustees Box.	WE
WE spoke about a request he had received from a friend regarding support for Médecins sans Frontier. The request was to encourage people to sign a petition for an independent investigation to establish what happened in Kunduz, Afghanistan on how and why a MSF hospital was bombed killing a number of staff and patients. It was agreed that WE would send the trustees and those present at the meeting details of the petition but the petition would be signed by people as individuals not as STP trustees. AN suggested WE should also contact the Mearns Leader.	WE
The incoming STP board are to be made aware of the Communication Strategy.	WE

6. Strategy – Report from Director of Strategy, Douglas Samways

	Action
DS reminded the trustees that disbursement will need to be looked at after the AGM. As soon as possible after the AGM trustees will have to identify the amount available for disbursement. This will mainly be the income from the rental of the caravan site but STP running costs will have to be part of the calculation. A disbursement sub group will have to be established consisting of two trustees and three co-opted members, chaired by one of the trustees. Member groups should be informed first that money (but not the exact amount) is available for disbursement. Thereafter e.g. via the Mearns Leader, information that STP has money to disburse is made more widely known.	New Trustees New Trustees

DS suggested that another Health Check should be conducted after revisiting the one which was carried out some years ago. The Business Plan 2012 -2015 is also due for review by the new board and a new plan should be drawn up.	
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7. Business Plan Items

Report of progress on individual projects has been circulated and is on website. What follows is an update on that information.

Project	Additional Information	Action
QR codes/Wifi in Stonehaven (DS)	<p>Alan Craig has been contacted for further information about Clashfarquhar House, the Harbour Hut and the Open Air Pool to establish whether these require planning permission to site wifi router boosters on them. Planning permission costs £202 per site. The Town Hall does need to have planning permission to site a router on it.</p> <p>The costs of routers is also to be confirmed by Alan.</p> <p>JS mentioned that PMB has been in contact with the Unionist Club about siting wifi routers at their premises. Also mentioned that Troupers and Number 44 have clouds set up. The Marine and The Ship Inn also have their own wifi which people can use. WE explained to the group how the boosters worked. DS asked the trustees to make a decision on whether STP support this project.</p> <p>AN asked if there was a business case for this this project and noted there was no project plan and no project leader in place. JS to explore whether this project is required and will report back in the short meeting after AGM</p>	<p>AC</p> <p>AC</p> <p>JS</p>
All Weather Facility (DS)	See above	
Bervie Braes Road (DS)	Nothing further to report	
Plan B (DS)	Nothing further to report	
Court Building (DF)	<p>DF reported that various groups have noted interest in becoming tenants in the Court Building. Open days are currently being planned for the 4th and 12th December. Questionnaires will be produced for the public to complete at the open days and any help from the other trustees would be gratefully accepted.</p> <p>The sub group had a meeting with a potential anchor tenant on 26th October.</p> <p>A Progress Report will be sent to SCS for their November meeting and a Business Plan will be sent to them early next year.</p>	Court Building Project Team
Improving Our Town Centre (JS)	The next meeting of the Town Centre Improvement Group will be held on 25 th November at Viewmount. JS and IM will attend this meeting	JS/IM

Former Gas Works Site (MW)	DS will speak with MW and contact Mark Skilling to see how this project can be taken forward.	DS
Land Train (MW)	Four additional businesses have expressed interest in advertising on the land train for the 2016 season to date. Follow ups to be undertaken before next meeting. It was noted that there is £1,500 CCF money available for commissioning a report about the Land Train (see above) JS queried the worth of commissioning a report and DF confirmed that this sort of report is an excellent way to show future grant funders that this type of project is worthwhile to the whole community. It also provides evidence that STP monitors and evaluates projects funded by grants which increases the chances of future applications being successful.	IM
CAT for Beach Toilets (MW)	See above	
Energy Coop Initiative (WE)	Nothing further to report	
Cruise Ships (JR)	Nothing further to report	
Caravan Site (DS)	See above	
Harbour Illuminations (JS)	See above JS is waiting for new mock ups of what the illuminations could look like and will be meeting with lighting engineer and Scotia this week. The lighting engineer thinks that Stonehaven has its quota of lights. JS is pushing for lights at the Harbour and believes that the long term future for Stonehaven is tourism not O & G.	IM/JS
CCF (DS)	Nothing further to report	
Boardwalk	Nothing further to report	
Potential new Project - Clock in Market Square	See above	
RGT (DS)	KC, PMB, DF and DS attended a further meeting with Aberdeenshire Council about the transfer of the Recreation Grounds to the RGT. There was some discussion as to what else STP possibly working with SDCC can do to ensure the Recreation Grounds are kept for recreational use in the future but no recommendations were made at this meeting.	

8. Business Items

	Action
<p>Report from/items to Community Council (KC/IB)</p> <p>Items to CC</p> <p>AWPR Community Engagement. STP will not invite Julie Maund or her colleagues to attend any STP trustee meeting and will leave this to SDCC</p> <p>Items from CC</p>	

<ul style="list-style-type: none"> • Flood protection • KDP Jean Henretty • East Newtonleys • Report from Jim Brown, Harbour Master • Next SDCC meeting is 12th November 	
<p>Report on KDP meeting (AN) Andrew will attend the next meeting on Thursday.</p>	
<p>Dates of meeting after AGM There will be a brief Trustees meeting after the AGM to discuss future meeting dates.</p>	
<p>Planning of AGM See above Procedures Minutes and Agenda will be sent out to all member groups. Adverts to be placed in the Mearns Leader and Stoney Voice No guest speakers will be invited to the AGM</p>	AN AN/AS

9. AOCB

	Action
<p>Leader Funding meeting AN and IM to attend initial meeting on Tuesday 17th November to meet the SALAG team in Stonehaven at the Station Hotel from 7pm - 8.30pm.</p>	AN/IM
<p>Fundraising Calendar Project An idea for the new Board members to raise funds for STP is a calendar, with photos chosen from a photography competition from the schools in Stonehaven, with local companies advertising in the calendar to raise money for printing costs. Project leader and plan would be required. Suggestion to be discussed at next meeting of the trustees</p>	New Board members
<p>Wales Town Vision WE bought up a project he had come across in a Town in Wales of similar size to Stonehaven which in order to reverse the decline of the town centre had, among other things, encouraged local people to shop at local stores by offering them incentives. There was some discussion on what has already taken place in Stonehaven with the introduction of loyalty cards etc. by the SBA. The discussion broadened to consider implications for Stonehaven of the steady decline in the oil and gas industry and the long term future of the town generally. It was suggested that the new board should get all of the groups together such as SBA, SDCC, Rotary Club, Round Table and STP to discuss what can be done along similar lines in Stonehaven to produce in consultation with the people of the town a vision and a plan for the future. New board of Trustees to get groups together</p>	New Board members

10. Date of next meetings

24th November AGM

In Dunnottar Lounge, Invercarron Resource Centre.

Meeting Closed at 21.25