

STONEHAVEN TOWN PARTNERSHIP
Minutes of Board Meeting
held on 27th March 2012
in the Invercarron Resource Centre, Stonehaven

	Item	Action
1.	<p>Welcome & apologies</p> <p>Present: Doug Samways (Chair), Cllr. Peter Bellarby, Dennis Collie, David Fleming, Jim Henderson, Andrew Newton, Frank Budd (first part + QECP item), Allan Sutherland</p> <p>Minute Secretary: David Fleming</p> <p>In attendance: Diane Collinson (DColl)</p> <p>Apologies: Michael Innes, Niall Menzies, Karen McWilliam,</p> <p>The Chairman reported that David Dobbie from the Friends of the Open Air Pool felt unable to accept nomination as a Director, but would ask the FOAP Committee to make him their representative. JH agreed to act as a conduit for immediate information.</p> <p>AS's nomination would be discussed at the Camera Club's meeting on Wed 28th.</p>	
2.	<p>Minutes from last meeting (28th February 2012)</p> <p>PB suggested a change of wording in the section 2 on the Bye-Laws. DF also read out a number of changes suggested by AN. These changes were agreed.</p> <p><u>Approval</u> The minutes as amended were approved, proposed by JH, seconded by AN.</p> <p>The minutes for the AGM had been circulated, and were now approved for publication.</p>	JH
3.	<p>Actions Arising</p> <p>DS said that he preferred that project reports be called Action Sheets, and asked each Project Leader to ensure that they were completed in time for circulation before the next meeting.</p> <p>Further contacts with the Sports & Leisure Group were discussed, and it was agreed that JH would continue that liaison, and pass on the name of Alan Young of CVS to give advice on constitutional matters.</p> <p>DF gave a report back on the presentation to the K&M Area Committee of STP's annual report. He noted that the report was well received and no questions were asked.</p> <p>Df reported that the Feein' Market stall had been booked. It was suggested that the stall should feature the Tolbooth and the Caravan Park activities.</p>	Project Leaders (as noted below) JH ??
3.	<p>Finance</p> <p>The current balance of the account is £13,091, which does not include £4,234 held for the Tolbooth Museum. Monies relating the Caravan Park were noted as being currently in deficit at -£381.</p>	

	<p>No fee note had been received from Ledingham Chalmers. No information had been received from the Stonehaven Town Hall Trust.</p> <p>JH asked for an overview of the Caravan Park financial activities. FB was asked to action this for the next meeting. (FB had left the meeting at this point).</p>	FB
5.	<p>Staffing</p> <p>DColl stated that she was happy to continue with work on the Business Plan under the current arrangements for now. She estimates that 20 hours will be needed in April.</p> <p>A job specification for an Administrative worker still needs to be drawn up.</p>	<p>DC to note</p> <p>DF</p>
6.	<p>Health Check</p> <p>Following the meeting on 31st Jan, a strapline and the objectives were to be generated/reviewed by DC/DF. This has yet to be done.</p> <p>Following the 20th March meeting, it is recommended that STP should consider changing to a SCIO, based on the consideration of the OSCR document. There appeared to no reasons why this should not happen. This was agreed in principle. AN was asked to draw up a draft constitution based on the Burness model.</p> <p>Alan Young should be asked to help (following Linda Babbs change of job).</p> <p>The paper to the Kincardine & Mearns Area Committee outlining possibilities for future funding was discussed. Options 1 and 6 were ruled out. There are differences in the geographical boundaries that need to be resolved. The Board supported the idea of a Working Group to look at future funding, with Option 5 currently the front-runner. There was a need for all the partnerships to be seen to be working together. The Board was not in favour of an "overarching body", but were content that the Chairmen of each Partnership and three representative Councillors should meet annually to agree the funding arrangements. In the end, Partnerships should be self-sustaining.</p>	<p>DC/DF</p> <p>DS to feed back to Willie Munro</p>
7.	<p>Report from the Director of Communications</p> <p>JH reported that he was working on tidying up the membership list. DF confirmed that he was the representative of St James, in place of Margaret Wells. It was confirmed that AN was the representative of both the Air Training Corps and the Community Council. He would thus have two votes at a General Meeting.</p> <p>DS reminded Board members that they needed to be aware of the Board's opinions if they were asked to speak on behalf of STP, or when communicating generally with others. If they were not speaking or commenting on behalf of the Board/STP, they needed to make that clear at the time.</p>	All to note
8.	<p>Report from the Director of Strategy</p> <p>DS stated that he had updated the "strategy diagram" following last month's discussion.</p>	

	<p>Version 6 of the Business Plan had been circulated, and it was recommended that it was circulated to the membership for their input. DC stated that he had been asked for future figures for projects, but felt that he was not in a position to make any such judgements. He accepted that he could make projections for the central administrative costs.</p> <p>It was remarked that the Business Plan would always be subject to updating. However, the first target was to get a copy ready for submission to Aberdeenshire Council in the summer (at a date yet to be announced).</p> <p>DColl was asked to complete the updating and then pass the document to JH for circulation.</p>	<p>DC</p> <p>DColl</p>
<p>9.</p>	<p>Business Plan Items</p> <p><u>Ongoing Projects</u></p> <p>a) <u>Queen Elizabeth Caravan Park</u> (Project Leader- FB) (Note: this item was taken at the beginning of the meeting, as FB had to leave for another appointment.) <i>2012 season</i></p> <ul style="list-style-type: none"> ❖ FB reported on a meeting with Graham Wall and Doug Allan ❖ Because of arrears last year, the payment arrangements were tightened this year in that stances had to be paid in two instalments, (end April and end June); Electricity would be metered and billed monthly. ❖ Two wardens had been appointed and had started on 21/3; ❖ The arrangements for payment of wages had been agreed; ❖ The Calor Gas supplies were in hand; ❖ Employer's insurance had been taken out ❖ There was still further work to done on making secure credit card payments; ❖ No cash would be handled by STP - the Loomis service would pick up all cash from the Park safe ❖ A cash float of £100 was arranged <p>The park opened on Friday 30th March.</p> <p><i>2013 season onwards</i></p> <ul style="list-style-type: none"> ❖ The exhibition of the Caravan Club's plans on 24th March had been well attended. The Caravan Club expected to apply for planning permission with the next 4-6 weeks. ❖ The lease documents had arrived, and been circulated to Directors. No comments had been returned. A copy had been sent to Shepherd and Wedderburn for the Caravan Club. DF was awaiting the lawyers' initial scrutiny before arranging a meeting to settle any outstanding detail. ❖ It was noted that a "licence" for the 2012 season had also been issued and was being examined. <p>b) <u>Tolbooth Future</u> (Project Leader- PB) A meeting of all the volunteers had been arranged for 23rd May, primarily to sound out their views on the proposed SCIO. Attempts were still being made to involve the Heritage Society.</p> <p>The arrangements with Aberdeenshire Council for the period to end March 2013 were still were indeterminate, although a draft access agreement was being</p>	

	<p>finalised. Aberdeenshire Council would pay for the rates, water, fire and electricity.</p> <p>c) <u>Business Improvement District</u> (Project Leader- NM) In NM's absence, it was reported that the Business Plan for the BID seedcorn funding was being enhanced.</p> <p>d) <u>Planning for Real®</u> (Project Leader- DF) DF spoke to the project paper circulated.</p> <p>It was decided that, provisionally, the Planning for Real® would be held on Friday 8th June from 18:00 to 21:00 and Saturday 9th June from 10:00 to 17:00. Board members were asked to make themselves available. It was agreed that the Paddling Pool enclosure was the best option, and this should be progressed with the Friends of the Open Air Pool and Aberdeenshire Council Leisure Services.</p> <p>DColl was in the process of contacting schools (before the Easter break).</p> <p>The use of Survey Monkey was suggested.</p> <p>The list of stakeholders was agreed, and contact needs to be made with them all as soon as practicable. DF is to write formally as Secretary of STP to the Recreation Grounds Trustees to seek a joint meeting.</p> <p>e) <u>Booking System</u> (Project Leader- MI) In MI's absence, DF reported that progress on this has been slow. The Town Hall Trust was having to evaluate a number of wider options about IT in the Hall, and the implementation of the booking system has become part of that, but little progress has been made on it so far.</p> <p>f) <u>MRI project</u> It was agreed that this should be on hold, awaiting an initiative from MRI.</p> <p>g) <u>Training</u> It was agreed that this should be on hold.</p> <p>h) <u>Harbour</u> It was agreed that this should be on hold, and would be the subject of a Planning for Real® at a later date.</p> <p>i) <u>Beach Toilets</u> (Project Leader- AS) AS reported on a number of discussions and that Neil Graham of Molly Gunnings was actively looking at the Comfort Partner arrangements. Developments were awaited, and the Board was very supportive.</p> <p>(Note 1: Project Leaders were allocated as shown above, but only to those projects which the Board considered to be of priority. Note 2: Project Leaders have not been actioned as it is expected they will report as required anyway, using the Action Sheets.)</p>	
<p>10.</p>	<p>A O C B</p> <p>None</p>	

<p>13.</p>	<p>Date of Next Meeting</p> <p>Tuesday 24th April 2012 at 7:00 pm in the Dunnottar Lounge of the Invercarron Resource Centre.</p> <p>Following dates are:</p> <table data-bbox="395 349 1174 456"> <tr> <td></td> <td>22 May</td> <td>26 Jun</td> </tr> <tr> <td>24 July</td> <td>28 Aug</td> <td>25 Sep</td> </tr> <tr> <td>23 Oct</td> <td>27 Nov</td> <td>Christmas Day!!!!</td> </tr> </table> <p>The meeting concluded at 9:25 pm.</p>		22 May	26 Jun	24 July	28 Aug	25 Sep	23 Oct	27 Nov	Christmas Day!!!!	<p>All to note 7:00 start</p>
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