

Minutes of a Meeting of Banchory & District Initiative Ltd held on 7th September 2006 at 7.30 pm in the BDI Office, Town Hall, Banchory

Attendance: Sue Edwards (Chair), Sheila Miller, Tony Brown, Linda Clark, George Mennie, and John Petts

Apologies: Jean Henretty, Henry Allen

In Attendance: Jane Grieve (Town Co-ordinator)
Eveline Crossan (Project Officer, Minutes)

1. **The Minutes** of the Previous meeting, held on 13th July 2006, were accepted.

2. Administration/Organisation/Finance

a) **BDI/Scolty Centre/ Hanging Baskets** It was noted that the equipment for watering the baskets would be kept in storage in the Town Hall over the winter. The opportunity would be taken before the next season to attach stickers with an appropriate message to both the machinery and the vests. Already suggested – “Scolty Centre supported by BDI.” EC would liaise with Scolty Centre to produce a mutually acceptable message. **Action EC**

Anecdotally, there had been considerable positive comment about the baskets. GM suggested Raeburn Christie Clark & Wallace for sponsorship. **Action SE**

b) **Missing Cheques** TB and EC to investigate further **Action TB & EC**

c) **Project Register** GM apologised for not revising his agreed section, but undertook to finish it in time for the next meeting. SE would rewrite the information on the TIC. Noted that TB receives the Minutes for Cycle Paths. Also noted that the outcome of JH's action on Outdoor Facilities was not known. **Action GM, SE**

LC reported on Voluntary Sector Accommodation in JH's absence. The group has separated, largely due to Aberdeenshire Council's inability to commit the land surrounding Scolty as part of the deal, having been overtaken by other developments, including the replacement of Banchory Academy. Cllr Norman Makin had been mandated to compile a press release relating the decision. After discussion, it was agreed that LC should be added to the watching brief on the situation from a BDI perspective, and would be added to the Business Plan, alongside JH.

d) **Business Plan** TB indicated that the Business plan would be ready for the

3. Financial Position

3.1 Treasurer's report

TB reported a surplus of £11918.81. He asked that staff should invoice on a monthly basis, having been signed off by their line manager and forwarded to him immediately. This was agreed.

He asked that the office refurbishment invoices be forwarded to him at the earliest juncture, expressing concern that the possibility of clawback of some funds should be avoided if at all possible. He noted that some £17,000 would be coming in between December and March 2007 in total income. It was noted that JG was currently completing more hours to compensate for the summer break, and EC was doing less following significant hours committed to the St Ternan Fair.

Following discussion about the office refurbishment, it was agreed that LC would progress the early start of the refurbishment, as it was now urgent. It was noted that an office volunteer had already been lost because the room was not ready.

SCARF had indicated interest in providing drop-in sessions from the office on energy efficiency. A board for TIC information was being progressed by JG.

A brief discussion took place regarding the financial position of St Ternan's Fair. EC reported that the sub-group would be meeting during the month, and that the intention was to try to involve more local groups and for the committee to co-ordinate the event.

Grants – HA was already following up the SEG grant for 2007-08. JG was asked if and when BBA would be self-sufficient; she replied that this depended on what work BBA included in their workplan. Event organisation and promotional work would require additional hours.

EC indicated that BLF had indicated that the Heritage application should strongly evidence community involvement in planning and development, and that she would put together a group of interested individuals and groups to take this forward. Following discussion, she was asked to produce an article for the next community Newsletter on heritage.

Action EC

TB noted the award from the Marr Area Partnership in Dec 2005, which had no back-up documentation or award letter. He asked that if anyone had copies, to forward them to him.

He reported that £6500 had been drawn down from the Economic Development grant, leaving £3,500 remaining. TB would liaise with HA regarding reporting requirements.

Action TB, HA

He finally requested additional information on the Awards for All Grant, dated March 2005 and the SAB (Support for Aberdeenshire Business) grant dated 20.2.04. EC indicated that she had completed the final report for Awards for All and had not received any feedback or acknowledgement.

3.2 BDI Management Guidelines

TB had produced the documents, for which he was commended and thanked. It was an excellent management tool.

3.3 Business Plan Progress

The sub-group had been meeting to work on the Plan and TB reported that it would be ready for the November Board meeting.

3.4 Office

Course of action agreed earlier in meeting.

3.5 Website

SE reported that the website was complete and ready for launch. TB reported that Banchory Paths Association (BPA) wanted to link in with it; SE replied that it had been constructed for local groups and organisations to do exactly that. SM said that she would take this information to the Bowling Club in early October.

3.6 Annual General Meeting

The meeting had already been scheduled for Thursday 5th October 2006 at 7.30 pm in the Douglas Arms Hotel. SE reported that she had been in contact with John Keith (Company Secretary) regarding the proposal from the previous meeting that the Articles of Association be amended to allow further terms of office for the Chair. JK had produced the following:

"It was considered apposite for the number of times the Chairman be permitted to chair consecutive Annual General Meetings of the Company be extended from two to four. To facilitate this it would be necessary for the Articles of Association to be amended which would require the consent of members in general meeting. The next convenient meeting would be the Annual General Meeting due to be held on 5th October 2006.

IT WAS RESOLVED

1. THAT the Articles of Association be amended by the deletion of regulation 33 in its entirety and replacement by the following:

33. The retiring officers and other members of the Trustees shall be eligible for re-election except that the office of Chairman and Vice Chairman shall not be held more than four times in immediate succession by the same person.

2. THAT the above resolution be placed before the members for consideration at the Annual General Meeting of the Company to be held on 5th October 2006”.

This was agreed. Following discussion, it was also agreed that the procedure at the beginning of the AGM should be that SE would chair a preliminary EGM, standing down for LC to take over the Chair at the beginning of the AGM, then standing again for re-election. GM offered to speak with the Company Secretary and Solicitor to ensure this position. If appropriate, he would amend the agenda if necessary. This was further agreed.

Action GM

All other constitutional requirements would be fulfilled per constitution.

It was noted that JH had offered to send out the Agenda and Calling Papers for the AGM.

Action JH

4. Project Register

4.1 St Ternan's Fair

The date was agreed as Saturday 9th June 2007. It was planned to invite participating groups and organisations to organise their own part of the event, with the Project Officer taking a co-ordinating role, and BDI progressing the “umbrella” activities, eg publicity. EC would produce an outline project plan for the first sub-group meeting later in the month.

Action EC

Discussion regarding the hiring/purchase of a marquee was deferred for recommendation from the sub-group meeting. Town appearance was a key priority. JG was tasked with liaising with BBA for input.

Action JG

EC was tasked with identifying funding

Action EC

4.2. Transport

SE reported that she had not yet been in contact with Andy Brown, a volunteer identified at the previous meeting, but planned to meet with him soon. However, it was important to set boundaries with regard to BCC, also with strong interest in local transport issues. LC indicated that bus services, traffic management, etc were BCC issues, but that other transport issues like Park and Ride would also affect BDI. It was agreed that BDI would maintain a watching brief on transport issues, with advice from and referral to BCC.

4.3. Environmental Issues

SE reported that she had spoken to Kath Richards, who had agreed to put together a realistic outline to demonstrate what could be achieved and what kind of funding would be needed. She had also mentioned sharing information with other similar bodies, eg Birse Community Trust.

Following further discussion, it was agreed that there should be a funding meeting when TB returned from holiday. It was also agreed that JG should draft a proposal from BBA on desired developments.

Action JG

4.4. Farmers' Market

LC reported that the Banchory Farmers' Market had increased to 12 stallholders, having recently welcomed Craigmyle Cheese, Finzean Farm Shop (venison), Rob James (beer) and Lochnagar Distillery. Traffic management remained unresolved. Although the Farmers' Market had planning permission to use Scott Skinner Square, they had no right to prevent people from parking there. Two businesses in particular caused most difficulty. There needed to be implementation of available regulation, but this was extremely difficult.

5. Activity

5.1 Project Officer

It was noted that there was little activity due in part to the summer break and to the front-loading of hours for the St Ternan Fair.

5.2 Town Co-ordinator

JG spoke to her previously circulated report, noting that she had obtained sponsorship from 12 local sponsors at £200 each for the

in the process of gathering suitable photographs from local amateur photographers. The Calendars would retail at £5.00 each, and would be available through local outlets and at the Continental Market on 29th October.

The Christmas lights had been ordered and would be ready for end October/beginning November. JG was commended on a job well done.

6. Application for Membership

Jean Parkinson was approved as a member of BDI.

7. AOCB

- 7.1 Discussion followed about BDI's normal method of communication by email and the need for all Directors to keep in touch between meetings so that they can be fully informed and inform their colleagues on projects in which they are involved. Furthermore, some decision-making and consultation took place by email, thus reducing time involved and number of meetings.
- 7.2 Interpretation Boards at the Platties Following discussion, it was agreed that Anne Lamb would be asked to assist in the production of the information for this historical crossing of the River Dee. JH would call John Mason of BPA, involving TB in the discussion. Possibility of grant assistance from MAP IGS fund.
- 7.3 Viewpoints at the River Dee JP reported that they were finally complete, achieving the original aims. JP was thanked for his work on the project.
- 7.4 Banchory Allotments Association JP reported that there had been good local feedback and interest in the allotments beside the Woodend Barn. All necessary legal requirements had been achieved and soon as the funding was confirmed, work would progress on 33 allotments, for which interest had been noted in 26. The area per plot was 200 square yards, and the site included an area for social development and training.

It was noted that BDI was a Composting Association member, and that the Allotments Regeneration Initiative was in existence for support for new ventures such as this. JG suggested the possibility of contacting Freda Morrison at the "Potting Shed" for publicity. JP was thanked for his report.

The date of the next meeting, following the AGM , 2nd November 2006 at 7.30 pm.

BDI Board Meeting 7 September 2006

Treasurer's Report 5 September 2006

Reports

The following reports are attached for information:

- P&L-Start-up to date
- P&L-This financial year to date
- St Ternan's Fair-Accounts to date
- Grant Register
- Project Register

General

There is a current financial surplus over expenditure of £11918.81 but this is offset by outstanding liabilities for staff salaries and expenses and bills not yet received.

Staff timesheets are presently submitted at irregular intervals without counter signatures from Board members and it is recommended that these should be submitted for payment on a monthly basis in future with timesheets and expenses signed by the relevant Board sponsor. (Action:Board)

St Ternan's Fair

The currently known status of 2006 St Ternan's Fair finances is shown in an attachment to this report and there is a current loss of £792.48 with some bills still outstanding. (The current loss would increase to £2471.98 if EC's salary/expenses were included.)

There are two reported donations that have not been traced and these are still being investigated.

As there was a profit of £3968 in 2004 and a loss of £1143 in 2005 any 2006 loss will be covered by the previous surplus but, with plans for a larger event next year, 2007 budgets will need careful scrutiny.

Grants

A grant of £500 towards the Flower Baskets was committed to by Marr Area Partnership and this has been invoiced but not yet received.

Concern has been expressed concerning the renewal of the £17000 SEG grant for Economic Development in 2007 and this issue is being followed-up by HA.

As not all work has yet been completed on the office set-up it has not been possible to finalise SAB, Common Good Fund and Marr Area Partnership grants in respect of this work. This is becoming urgent.

Business Plan and 2007/8 Budget

It is the intention to finalise the BDI Business Plan in time for the November Board Meeting and a preliminary 2007/8 budget and grant status will be prepared for that

TOWN CO-ORDINATOR'S REPORT

SEPTEMBER 2006-08-31

BANCHORY CALENDAR

This is a new project for Banchory which has arisen after I researched how other places were raising money for local initiatives. Since the Banchory Business Association is now responsible for the Christmas Lights, hanging baskets and other forms of town enhancement, I felt it was important to have a regular means of raising funds. Businesses had been generous in the past and donated sums of money for the Christmas Lights, but it was hard work asking for money each year, and it seemed that some of the local businesses felt they would like to get more out of their donation, other than just the sight of the lights themselves.

Thus the Banchory Calendar 2007. We are quite late in the year to be starting such a venture, but by the end of October we should have 2000 calendars to sell. These will be specific to Banchory in that they will have photographs of local views and they will contain local information and dates (ie. The Farmers' market days, school term times, the Banchory Show etc).

The money for the production costs has been raised through sponsorship. I have asked companies to sponsor a month, and this has been greeted with great enthusiasm as they consider £200 + VAT to be a good price for a month of advertising. This means that all the sales of the calendar will be profit for the BBA Town Enhancement fund (the calendars will be sold for £5 each). Many local shop-keepers have said they would be delighted to give them space and sell them on behalf of the BBA.

I hope that the calendar will then become an annual project, as there will always be funds needed for lights and other projects in the town. Next year I would hope to produce more than 2000 and I would like to run a photographic competition to gain interest. This year we are using a printer in Fort William because they are the people who do this for lots of towns and villages throughout Scotland, and they have been invaluable guides.

CHRISTMAS LIGHTS

As a result, we have ordered new Christmas lights for Banchory, as the old ones were costly to put up and becoming rather elderly, and there was no significant price difference if we went ahead and bought new ones. Alan Milne is responsible for putting them up, so he has ordered new ones which are far easier, and therefore cheaper, to hang. The older ones were also difficult to run as the bulbs kept going and then someone would have to keep going up and down to fix them.

HANGING BASKETS

This has been the other summer project, which seems to have worked thanks to the care and attention of the watering team from the Scolty Centre. They have gained quite a bit

they were (ie, that Council Tax was not being spent on this project) people were full of praise. The only slight criticism we have had is that the baskets are too high.

BBA

We are planning another BBA meeting for 27th September at 6pm. This will be about e-commerce, and why it is important for all businesses now and in the future. We have invited a speaker from the Huntly E-Business Demonstration Centre who will talk about the relevance of the internet and websites for small rural businesses, even when they assume it can't be important for them.

BBA MEETINGS

We are still trying different approaches to holding our meetings. Our last meeting in the early summer, where we had two speakers from Business Gateway, was reasonably attended, but we would like to see far more people. We are trying a time of 6 o'clock to start off, as we feel 7.30pm can be awkward for people.

BBA NEWSLETTER

We are preparing a BBA newsletter which will appear a few times a year. This is just to bring our members (now over 60) up to date with what has been happening. It will be sent by e-mail to all members, and available at our meetings, and is a useful tool to give to anyone wanting to know more about what the BBA does in Banchory.

TOWNS TOGETHER FORUM

At the most recent meeting of the TTF it was indicated that it is uncertain how much money there will be for the Forum next year, due to Scottish Enterprise claw-backs and changes in their national priorities. I am trying to gain some funds from TTF for the funding of the Banchory leaflet,(there is a small amount available this September) as money has not been forthcoming from Visit Scotland as yet.

OTHER PROJECTS

I am also working on other projects for the BBA, namely the setting up of the BBA website and a leaflet for Banchory.

Jane Grieve
Town Co-ordinator

Project
05.09.06

Description	Board Sponsor	Project Manager	Schedule	Cost Estimate	Funding	Comments
BDI LED	JH	Evelyn Crossan	Continuous	2006/7 - £9935	AC LRP Scheme	Outline application made for an oral history project. A Banchory leaflet is being drafted by JG and cost quotations sought. JG to commence a 4-6 weekly column ("Tales of the Town") in the Piper on Banchory affairs. Paths -
BDI is a community company established to promote, lead and facilitate community development plans within an area centred on Banchory. Community Development has the following aims: Develop partnerships with community organisations and communicate progress through a variety of media. Improve communication by use of newsletter and website.	JH	Evelyn Crossan	June each year	2006 - £6770	Current financial analysis shows a 2006 loss of £792	Consideration being given to a two day event next year
Annual fair developed as a tool to build community capacity, encourage and interest in local history, encourage tourism and stimulate trade.	JH	Jennifer Cook	?	?	?	Market will be visiting Banchory Halloween weekend Business Waste Management - EPP student Inga Gariboch has now completed her project. The biggest impact of her activity is in simply raising awareness & creating momentum, the most exciting one being the possible creation of a local plastic recycling business.
The vision is that Banchory should lead the way in NE Scotland through the introduction of recycling and more sustainable waste management practices. The objective is to encourage community participation in initiatives to pioneer new services and new behaviours in the residential and business sectors.	HA					

<p>Objective is to investigate the existing path infrastructure around Banchory and provide a development plan for improving the path network. This includes investigation of safe routes to Banchory schools.</p>	<p>SE/JH/FTB</p>	<p>Banchory Paths Association Banchory Schools</p>	<p>Ongoing</p>	<p>?</p>	<p>The three viewpoints along the Platties are now complete and the views are superb. Proposal made to install interpretation boards to inform the public about the heritage of the area. Project to be BDI led in partnership with the Heritage Society and BPA. The Deeside Way will be routed through the Scolty woods to Blackheath and beyond. Scolty Trails Enhancement Project (STEP) : Condition survey of paths undertaken and Business Plan being developed. More public consultation to take place. Existing drains being repaired with assistance from DoF E volunteers.</p>
<p>Flower baskets/beds, Christmas decorations etc</p>	<p>LC</p>	<p>Jane Grieva</p>	<p>01/05/2006 - ? Flowers 01/12/06 - Christmas Decorations</p>	<p>?</p>	<p>The flower baskets have been a success. The involvement of the Scolty Centre has given them recognition for their service to the community and provided valuable experience for those who participated. A town enhancement group will be formed in September to plan for next year and brainstorm ideas for future projects.</p>
<p>Objective is to engage with local businesses and community groups to promote a working partnership that will benefit the local economy and the whole community.</p>	<p>HA</p>	<p>Jana Grieva</p>	<p>1st phase completed Mar 07</p>	<p>£17,000</p>	<p>JG is producing a Banchory Calendar. This is a BBA project, to raise money for the Christmas Lights, and it is hoped that it will establish itself as an annual means of gaining income for Town Enhancement Projects. This year 2000 are being produced but once the first one has been done, it should be more straight-forward. So far, the reactions from the business community and the public have been very keen, and there has been no difficulty in gaining local businesses to sponsor it, which funds the production costs. As a result, new Christmas lights have been ordered.</p>
<p>Objective is to engage with local businesses and community groups to promote a working partnership that will benefit the local economy and the whole community.</p>	<p>HA</p>	<p>Jana Grieva</p>	<p>1st phase completed Mar 07</p>	<p>SEG £17000</p>	<p>April 2007 funding - HA has yet to call Allan Rae to take the temperature but there is concern as to future funding. Another BBA meeting is being planned for 27th September at 6pm. This will be about e-commerce, and why it is important for all businesses now and in the future. A BBA e-mailed newsletter is planned to appear a few times a year.</p>

- BDI LED

Study	FTB	FTB	Report ready end Mar-07	Nil	No work in this period
Study potential of the Banchory Town Hall to see whether it could be viable as a business owned by BDI or other voluntary organisation.	FTB	FTB	Mar-06	£3500 for refurbishment. £1805 for IT system and website.	Office - difficulty getting started due to holidays and family commitments. Joinery work to be completed before it becomes fully operational. Grant cost allocations are delayed by lack of work completion.
Provision of a BDI/BCC office in the Town Hall. Objective is to provide a 'signpost' and resource centre to community groups and statutory agencies.	JH	Evelyn Crossan		£1000 - Marr Area Partnership £500 - Banchory Common Good Fund £945 - AC SAB £1500 - AC SAB (requested) AC LRP Fund	
Review of all of Banchory's sporting facilities.	JH	KGV Committee?	?	?	
Development of KGV playing fields	JH	KGV Committee	?	?	Football Pitches - Aberdeenshire Council do not expect survey to be completed until March 2007. KGV2000 to commence work on the development plan in September.
Provision of children's play facilities.	JH	KGV2000 Committee	Complete	£40,000	A proposal has been made to include further development of the park in the BDI Business Plan.
Replacement of bowling pavilion & examination of future use/development of facilities.	SE	Bowling Club	Replace April 2006?	£25,000 - AC ?	An approach from the Bowling Club on the way BDI can assist with future issues/plans is awaited.

The next step is envisaged to be the preparation of a more detailed business model in the knowledge that a new pool would not have to compete with existing facilities, whenever it happens.

Circa £100,000 in trust.

?

Bandsw/m

H/A

Development of a new swimming pool.

Scoity Centre refurbishment – the group has decided to disband as it appears unlikely the project would find land in the Banichory area.

?

?

?

Scoity Community

LC

Objective is to build an integrated day-centre for learning disabilities in partnership with the voluntary centre.

Over £50,000 raised.

Scout Group

JH

Refurbishment & extension of the Scout hut.