

Minute of a meeting of Banchory and District Initiative Ltd
held in "Cruachan", Ramsay Road, Banchory on
Thursday 26th April 2007 at 7.30 pm

Attendance: Linda Clark, Tony Brown, Jean Henretty, Sue Edwards
(Chair) Margaret Paterson, John Petts, Anne Lamb

Apologies: Henry Allen, George Mennie

Absent: Matthew Merchant

In Attendance: Eveline Crossan

1. **Minute of 8th March 2007** was approved, with minor amendments made by the Chair. **Action SE**

2. Matters Arising

- a) **Town Hall Alarm** – It was noted that preparation had been made for the work to be carried out, but it was unclear whether it had been finished. SE would contact Norman Boal for an update. **Action SE**
- b) **Continental Market** – JH reported that it was confirmed for May 26th, and she was carrying out the consultation period prior to issue of the licence from Aberdeenshire Council. Everything else had been set up; approval from the GPs, Police, use of car park etc. Noted that parking stewards would be needed; LC would ask BCC for involvement. JH would co-ordinate advertising, and would put out a note of actions required. **Action JH & LC**
- c) **Scottish Enterprise Grampian (SEG) Grant** – Possible funding stream through the renewables route, fitting with SEG's criteria. A meeting was planned for 21st May with SEG and ScotCAT. TB was asked to join the group.
- d) **Bandswim** – TB was working on the business plan. He reported that indicative capital for a full-sized pool would be £2M. The site at HOB was still available – it should either be made to happen, or the alternative was to wait for the new academy, possibly up to ten years.
- e) **KGV2000** - JH reported that a meeting had taken place with Steve Welsh, Aberdeenshire council together with the Scolty Centre as the discussion included the possible inclusion of a community café, potentially a sheltered training and work facility for adults with learning disabilities. The upper floors would house the changing rooms and café, while the basement would be given over to young people and youth groups. It was envisaged that it would be managed by the Football Clubs. There had been no issues regarding planning raised to date, but the pavilion positioning would have to be consulted upon.

A funding application for £10,000 had been completed for Investing in Ideas and was awaiting signature and referee confirmation.

- f) **Town Hall Upstairs Office** – TB would follow this up with Norman Boal of Aberdeenshire Council
- g) **VisitScotland** – TB, JH, SE and EC would meet regarding the terms of reference for the project. SE agreed to be project sponsor.

JH reported that a second DMO (Destination Management Organisation) had been set up in the Cairngorms National Park. It was noted that a recent press release had shown Banchory as the eastern limit. It was further noted that partners were being sought on Deeside; there was tourism investment in “hot spots”. The theme was Quality Assurance and Training schemes, with a budget of £1M over three years. JH would give TB the last available newsletter.

Action JH

3. Community Planning Forum

After some discussion, TB offered to produce a paper on all co-ordinating groups – the Community Development Group, Banchory Community Council, Banchory & District Initiative, Council of Voluntary Service, Volunteer Centre, Police, Marr Area Partnership, etc together with their remit.

Further discussion took place about the Community Development Group (CDG). It was noted that MAP was undertaking a benchmarking exercise on CDGs in the Marr Area. It was noted that the CDG Terms of Reference document had been promised, and was still awaited. It was further noted that a resourcing agreement locally may be a positive way forward.

The Marr Area Community Forum met twice yearly, led by Les Allan, Marr Area Manager for Aberdeenshire Council. LC agreed to report on the remit of K & D VOICE, and SE to contact MAP about other groups and report to the next meeting. All groups should be involved in the next community consultation.

4. Applications for Membership

There were none, but TB suggested that BDI checks the membership list for people with the required skills to carry out its work, building on the back of the election results. JH felt that there may be a few interested people – BDI needed “doers”.

5. Administration/Organisation/Finance

TB reported that the overall grant position was extremely worrying.

- a) St Ternans Fair had received £1000 from MAP, although the Shaw had not been successful in its application. It was noted, however, that there would be revenue from various St T activities which had not been completely factored into the calculations. Many invoices remained unpaid.
- b) It was noted that an outline proposal to the Scottish Community Foundation had been sent on 26th April, although it was recognised that only 15 groups throughout Scotland would benefit.
- c) TB had returned the acceptance letter to the Aberdeenshire Rural Partnership Fund to generate payment of the award of £5000.
- d) He noted that Bandswim had paid one of their invoices and it was anticipated that the other would be incoming.
- e) After discussion, it was agreed to add the terms of reference to each confirmed grant on the projects register, for general information
- f) TB indicated that he would start planning funding in September for the following year

6. Revenue/Income Generation

Already noted, there was advertising money incoming as a match against the tourism project. It was noted that it would be extremely valuable to have a volunteer build the advertising base for the newsletter, St T and other events.

SE indicated that publicity for the Tourism project had generated an increase in the number of hits on the website. Sponsors of St T have also taken advertising. EC would develop a volunteer recruitment policy. **Action EC**

Discussion followed regarding the possibilities of regular income; noted that the Stonehaven Business Association ran a regular boot sale in the town.

EC reported that the WRVS had booked the office on the second Wednesday of every month for two hours.

7. Projects

7.1 Project Register

KG2000 needed a sponsor, or youth work generally, on the Board. MM had asked previously to be relieved of this responsibility as he was actively involved in the project. SE would consult with GM to gauge his interest.

Action SE

It was noted that Barnardo's were now operating in Banchory on a small town drugs project.

7.2 Visit Scotland/Challenge Fund

JH had the agreement pack. SE would read and sign agreement on behalf of BDI. TB would summarise the primary conditions for the register. Noted that the work had to be done externally; in house was not an option.

7.3 Town Hall Screening Study

TB reported a well-attended meeting which achieved a considerable amount of progress. He had made the agreed amendments and had been in contact with Mark Hope to agree the appropriate wording for the Woodend Barn section of the report.

He would also draft a letter to send to agreed bodies, and prepare the press releases. He noted that Mike Williamson of the previous Town Hall management committee was still interested in being involved, and that he would talk to him about such involvement. **Action TB**

The office awaited quotes for painting and kitchen. **Action EC**

7.4 Planning for Real/Making it Real

The next stage was due this year according to the business plan. It was agreed that timing on this was critical, as was the content – it was absolutely necessary to take formed proposals to the community. BDI needed contacts in community groups to facilitate communication and engagement. A sound media strategy was also required. MP agreed to sponsor this project. **Action MP**

It was noted that MM had already done a conceptual plan for the pavilion in the park.

The timing of the consultation needed to be carefully judged in the current financial year, either in Sept-Nov 2007 or Feb-Mar 2008. It should be carried out under a realistic timescale with carefully defined scope before going to the community.

The Making it Real document was well underway by JH and EC. JH would facilitate discussion based on the document. Scout Hut, Town Hall, Bellfield Park, ScotCAT, Biodiversity Study, BBA, VisitScotland, Bandswim, KGV2000/Youth facility should be involved. **Action JH**

8. Development Officer's Report

The report had been previously circulated. There were no questions.

9. AOB

- a) St T Leaflets were tabled for information
- b) TB added that he had made the final grant report to SEG, having to collate the proof that the previous grant had been expended properly.

10. Date of Next Meeting – to be agreed later, SE to organise.

21 June 2007
S. C. C. C. C.

Banchory & District Initiative Ltd

Development Officer's Report for Board Meeting on 26.4.07

Since the last Board meeting, I have been heavily involved in funding research and applications, community development, economic development, administration and networking. There is a high level of administrative work to the post, which could be supported by an Administrative Assistant, thus freeing up development time.

BBA

The Banchory Business Association (BBA) recently held its AGM on 18th April. A total of 15 people attended out of a potential membership of 68. A brisk discussion on the frequency and content of BBA meetings brought forward one volunteer who offered to help. I have since met with him; his concerns are similar to mine, as BDI has already discussed. We have agreed a tentative way forward subject to BBA's approval.

Additionally, another member offered to organise a Trader's Ball on a one-off basis for this autumn.

- The BBA still awaits the outcome of the funding application to the Towns Together Forum (TTF) for the website
- I finalised the Banchory leaflets and sent them to the Expo exhibition, however they were flimsier than expected. This will be rectified in the main print run.
- I sourced local goods for the prize hamper and also sent them to the exhibition
- My suggestion for the development of a Town Enhancement Group was well received, as was the concept of match funding; development work is now underway
- The Huntly seminar on "Edge of Town" development will now take place in September, date and venue to be confirmed
- The BBA have indicated that a contribution will be made to BDI for a few hours of Development Officer time

Jobs & Local Economy

- I met with Job Centre re: proposal for local project to support businesses with local recruitment, using the website and community information point, with local connections to schools, businesses and contacts in business support organisations
- I completed Shell Community Planning fund application to fund above project

BDI

- I worked on 2 year core funding application to Big Lottery Fund (BLF) with JH; outline was again declined. JH now taking forward the application in support of KGV 2000 as a 12 month single project under "Investing in Ideas" programme. I noted Senscot's description of this type of organisation – "community anchor" - and the failure of the BLF

and other funders to recognise the functional and operational differences between CVS, the Council and organisations like BDI.

- Charitable Status – worked on the objects of BDI to produce organisational “purposes” to take forward preparation for change of status, now with TB. Also started work on the OSCR (Office of the Scottish Charities Regulator) application.
- Completed funding application to the Shell Community Planning fund for organisational and community information point development. This fund was 100% oversubscribed.
- Completed Aberdeenshire Rural Partnership Fund application; disappointed to receive only £5000 of the £7100 requested. Fund was vastly oversubscribed. Additional funds received by Aberdeenshire Council will be devolved to the Area Manager this financial year only; I have already been in contact to register interest. For the next two years, this additional funding will be part of the general application process, bringing the fund to £115,000 instead of £50,000.
- Talk to Rotary on BDI; updated PowerPoint presentation.
- Arranged with Council to provide bike rack around the corner on Kinneskie Road; many people attending exercise classes park their bikes in the foyer, blocking the way to the disabled toilet and my office!

KGV2000

- Attended second meeting with group and Steve Welsh, Aberdeenshire Council Team Leader.
- JH secured agreement that the group would use BDI Development Officer time to carry out agreed course of action, which has formed that basis of the application to the BLF Investing in Ideas Fund.

St Ternan's Fair

- Funding application completed to Marr Area Partnership (MAP) for match to incoming sponsorship. Announcements to be made 25th April.
- Sponsorship successful this year; several new sponsors in support of the Fair.
- Publicity, leaflets, etc underway, co-ordinated by SE.
- The Shaw continues to develop; an application for match funding from the MAP IGS fund has been made and results announced 25th April. I attended some of the meetings with LC and her volunteers.

ScotCAT

- Meeting took place with Paul Herrington of ScotCAT (Scottish Centre for Alternative Technologies) and SE, JH and EC of BDI. It has been agreed that ScotCAT will use BDI development time to progress to the next stage of its development; it is currently in the pre-feasibility study stage.
- Following that meeting and further correspondence, I am preparing the BDI part of a paper which will be distributed prior to ScotCAT's next meeting on 15th May

- HA and EC are arranging a meeting on 21st May between Scottish Enterprise Grampian (SEG), ScotCAT and BDI to progress a potential funding application, project outline to be circulated prior to that meeting.

Composting

- An application has been made to Awards for All for a 6 month feasibility study for the composting project.

Other meetings

- 16th March: Attended a Social Enterprise Focus Group facilitated by Avante
- 20th March: Attended a Community Planning Forum at Banchory Academy. Followed up the Community Development Group presentation with an offer for BDI to meet with the CDG as a matter of urgency due to apparent duplication of work.
- 21st March: Pre-meeting with Rotary sponsor Jim Thomson
- 4th April: Networking with CVS and VC Development Officers
- 4th April: Befriending Service worker and WRVS Development officer visited
- 12th April: Attended the BLF People's Millions presentation – if this is offered again next year, it would be ideal for part of KGV 2000, youth or adults with learning disabilities with the added bonus of the opportunity to receive media skills training
- 13th April: Met with Pat Smith of the Federation of Small Businesses
- 14th April: Attended platform opening of the Deeside Railway
- 17th April: Attended BDI meeting to discuss Town Hall screening study
- 19th April: Aberdeenshire Council Structure Plan consultation meeting