

MINUTE OF MEETING

MID DEESIDE LIMITED – BOARD

23rd November at 7.00 pm

MDL Office, The Victory Hall, Aboyne

Present:	Hamish Forbes (HF)(Chair), Lynn Mackie (LM), Duncan Cassie (DC), Richard Smout (RS), Peter Argyle (PA), Barry Hauxwell (BH), Mark Mitchell, Gil Barton (minutes)
Guest:	Cllr Paul Gibb
Apologies:	Apologies received by Alan Emslie (EM)
1.	Welcome and Approval of Minutes: The revised minutes for the meeting held on 17 th October 2017 were approved. The minutes were proposed by LM and seconded by MM.
2.	Accounts: A statement of funds up to 31 st October 2017 was circulated to the board for review and approval by email today (see below). No issues noted with the accounts. HF stated that the finances are currently in a healthy position with a cheque for £5,000 recently received from the Caroline Jane Spence Fund which will go towards the Community Transport project. <u>Financial Update</u> Gail has have received a quote of £2,500 plus VAT from Grant Considine to finalise the end of year accounts for 2017. The quote has remained the same for the last 3 years she recommends that we go ahead and close out. She would like to combine current bank accounts of MDL (main), Active Aboyne (Services) and ACES (Infrastructure). By having many bank accounts it increases the accounting costs incurred and is unnecessary. The previous accounting practice was to open a bank account for each fund but this is not required as we have an accounting package that logs the funds (unrestricted/restricted) and the projects when the transaction is put into the system. The only time a new bank account is required is when the grant/funding body or constitution requests it, such as the money to be used for the Skate park or Woodlands or Transport or Bike park. She has included an updated MDL Business Banking Workflow, which she gave the board a while ago, stating that we will have to move current bank accounts such as DCT, ACW, MDL Services and MDL Infrastructure to the new Treasury Accounts. This would mean that we are aligned with the Bank of Scotland Internet Banking System. Currently all new signatories have to complete forms for each Business Account but if we were to move them to our Treasury Accounts we only have to change the signatories for the MDL Business Account, which then gives authority to all MDL Treasury Accounts. Currently the Bike Park has an independent bank account that MDL has no access to but has all the liabilities for, it would be good practice to change the account to one of the Treasure accounts with the current signatories for the Bike Park remaining the same but allowing MDL to have access. It makes administration easier and would allow us to pay on behalf of the Bike Park if we were asked to do so. This request is not to change how we operate with Bike Park but to align all projects of MDL for consistency and transparency. MDL has to reconcile all accounts and this would mean we can get a statement monthly as opposed to quarterly.

	<p>She would appreciate it if the Board would give permission to proceed with combining bank accounts from January 2018, and this was agreed.</p>
<p>3.</p>	<p>Name Change:</p> <p>There was discussion on the timing of the name change from Mid Deeside Ltd to Mid Deeside Community Trust following approval given at the AGM. It was agreed that this would now proceed with the necessary statutory requirements. It was agreed that the name change, logo, stationery and website re-design will now proceed. It was agreed that a full breakdown and estimate of associated costs should be circulated prior to committing the estimated cost of £3000.</p>
<p>4.</p>	<p>Deeside Community Transport:</p> <p><u>Funding</u> We are still awaiting guidelines on permit 19 and 22 from government, which is due at the end of Autumn (should be November). Aberdeenshire Council are changing their procurement procedures to enable the third sector to operate without conflicting with the commercial sector. The system is called a Dynamic Purchasing System (DPS) but unfortunately this will not be in operation prior to the Direct Award (Hopper) expiring. Gail has asked Aberdeenshire Council to renew the Direct Award for one year to allow us to continue as normal until the new system is in place. They will consult their legal department who is working around the clock to come up with a solution to our problem. The next step is to go to Allan & Black and ask if they wish to continue under this arrangement. It is difficult to finalise the strategy of MDL until we have some direction from government on their stance of community transport permits. Therefore Gail has delayed the report until clarification is given.</p> <p><u>New Bus</u> It will be a priority for Deeside Transport to purchase a new 17 seater within the next 2 years as the BU12 SBX is over 5 years and there are 70,000 miles on the Hopper. Normal practice within DCT is to replace the serviced Deeside Hopper with the new bus and move the older model to serve local community groups. The board will need to consider future funding priorities with this in mind in the future. Unfortunately we were not chosen for the Coop fund and there are very few funds that fit DCT, we can only hope that LEADER will be a positive outcome for us. We are fortunate that we can use money from The Caroline Jane Spence Fund to help fund if no other solution can be sought but these would not be sufficient funds to go down the 'green bus' route.</p> <p><u>Transport to and from Aboyne Medical Centre</u> Gail has had a meeting with Aboyne Medical Health Centre on 21st November to update them on the status of this project. We have been waiting for the approved funds of £1,000 from Marr Area accounts department for over 3 months, Gail has chased up the funds constantly and we are informed we will receive them shortly. We have attracted 2 x MiDAS drivers for this service and 1 x escort, which we are training 2 x drivers on the 23rd November 2017. We agreed that we will initially run the service Tuesday, Wednesday, Thursday, which will be dependent on driver's availability. We will advertise through A4 posters in Health Centre, Coop, local notice boards etc. The doctors would like cards to hand out to patients of our service, which we can print for around ±£30. We would also like to promote the new service in the Piper to inform those who have not yet arrived at the medical centre. The procedure would be to call the office (24 hrs notice) to arrange transport and a volunteer to take the passenger and for the MDL office to ascertain if they are eligible to use the accessible transport service. The office will encourage a carer/partner to accompany passenger or arrange for an escort. Training in MiDAS for drivers and escorts as well as a PVG certificate will be required for all MDL</p>

	<p>volunteers. We do not need to provide further training as this is not a patient transport service; it is a public accessible transport service. We will need a brand name for the service that does not include “patient” in the wording. We hope to get this service in operation by January at the latest.</p> <p>It was agreed that the Leader II funding application should be started. PA commented that the process was complicated as is the reporting of grants. RS will liaise with Gail over this.</p>
<p>5.</p>	<p>Project Updates:</p> <p>Jubilee Fountain It was noted that the board have been made aware that the water in the fountain is contaminated and it will need attending to. The cost for this is £250 and this will come out of the Community Education Fund.</p> <p>Woodlands Update report given by BH. A letter of complaint has been received from a Mr M. Rasmussen with regard to an increase in the presence of roe deer in his garden. The board extensively discussed this issue having taken professional advice from Mr Mike Thomson of RTS, retained Forestry Agents. A letter drafted for discussion was presented to the board by BH who met with RTS. After extensive discussion the letter was approved and final copy will be distributed to the board prior to sending out as soon as possible.</p> <p><u>Bellwood Replacement Car Park</u> Planning consent is needed for replacing the existing car park and the funding for this has to be very specific and fund raising by the group is needed. There was a discussion regarding the possibility of MDL loaning the estimated cost of £1500-£2000 to the group to allow them to proceed with planning consent. After much discussion it was agreed in the first instance, that the group must produce a fundraising plan with potential funders identified for consideration by the board at a future meeting. BH will report back to the group.</p> <p><u>The Bellwood</u> BH has produced a spread sheet of works needed which were discussed by the board. The restock of compartment 5 will take place between now and Xmas and fencing wire too. The cost of £23-24,000 but is needed to comply with forest plan. Grants will be available. Thinning has paid for this.</p> <p><u>The Ladywood</u> The Ladywood is still informally under Mick Mallett’s domain and the board are currently unsure if any conversation has taken place since he left the board. BH agreed to make contact.</p> <p><u>Xmas trees</u> A total of 40 trees have been felled and 20 have been reserved already with the remainder being sold at the Co-op on the 2nd December to the public.</p> <p><u>Recreational and health use of the Bellwood</u> BH reported that he had been approached by Claire Wright from Aberdeenshire Council/Macmillan Trust. She is looking to develop a programme for people recovering from cancer utilising outdoor spaces to improve health and wellbeing and is keen to explore what the Bellwood can offer. BH is meeting with her on the 27th December and GB will try to also attend.</p>

	<p>Bike Park MM reported that plans are currently being drawn up finally and will be available for board to review shortly. North east mountain bike initiative are going to be employing a PR person for wider activities with an estimated £11million being sought for an extensive project on the outskirts of Aberdeen.</p> <p>Aboyne Wheelers BH raised concerns over deadline and money being held for the community however it was noted that like all other projects it is run by volunteers and they are doing their best to get the plans finalised to allow the project to progress.</p>
<p>6.</p>	<p>A.O.B.:</p> <p>HF - Met with the Head Teacher of Aboyne Academy and MDL will be providing student placement opportunity for 2 pupils in April. Aberdeenshire Council undertook a risk assessment this week in preparation.</p> <p>HF – raised the need for succession planning for the board next year with both HF and BH finishing their 6 year terms in November.</p> <p>RS – informed the board of the meetings he has had with regard to the possibility of developing a community garden in Aboyne. Braemar has a very successful community garden and RS praised the approach that has been taken there and believes that it would work well in Aboyne. HF will be speaking with Alastair Aboyne regarding a number of other matters and will explore whether there could be any suitable land available for lease. BH pointed out that there could also be potential for land within the Bellwood.</p> <p>GB – has recently joined the board and will be leading up the development of a Mid Deeside Health and Wellbeing Strategy. GB sought approval from the board on the planned approach which is initially to undertake a mapping of all activity across the area run by both the statutory and voluntary sector. GB will endeavour to have this completed within 3 months as well as having met with everyone involved.</p> <p>The CPR project is doing very well particularly in Donside. BH advised that the project need to spend urgently some of their money on much needed equipment.</p>
	<p>Date of next meeting: 17th January 2018 at 7.00pm in the MDL office, Victory Hall, Aboyne.</p>

Date Approved17.1.18.....
.....S.O.O.....Chairman