

The Garioch Partnership Board Meeting



Jackson Street Office
7pm, 31st October 2016

Present:

John Chapman (JC)
Graham Geddes (GG)

Marion Chapman (MC)
Kay Diack (KD)

Nom Wright (NW)

Dawn Brown (DB) Development Worker

Louise Thorburn (LT) Admin/Research

Also present (for part): Frank Mathers (FM), Taggart, Meil & Mathers

Item	Issue	Action
1.	<u>Apologies</u> Audrey Findlay (AF) and Heather Fulford (HF)	
2.	<u>Minutes of Previous Meeting</u> The minutes of the meeting held on 26 th September 2016 were agreed as correct; proposed by John Chapman and seconded by Marion Chapman	
3.	<u>Documentation for accounts</u>	
3.1	To ensure compliance with revised money-laundering rules, Frank Mathers reviewed board members' identification; he will certify and forward to Acumen.	FM
4.	<u>Matters arising</u>	
4.1	Minutes of meeting, March 2016 – still to be tracked down. John and Dawn will collaborate.	JC / DB
4.2	New projector has arrived. Previous one could be lent out to TGP members as a group resource.	
4.3	Bennachie Leisure Centre CIG Report (item 6.2 on previous minutes) – still ongoing. Details of contact still to be confirmed. Letter to be written by TGP board, will copy in BLC's referee for information.	NW JC
4.4	We have received a letter of resignation from Wilma Smith; this has been accepted.	
5.	<u>Chairman's Report</u>	
5.1	Have had several conversations with Nicky Clark (HR Advisor) and Audrey re. Wilma and potential conflict of interest as she has accepted a second post. This has been resolved with Wilma tendering her resignation with TGP.	
5.2	A new PC is being sought to hopefully assist John with HMRC/Payroll/Pension software. This will replace the desktop PC in the office.	JC
5.3	Awards for all application is progressing; Dawn has two glowing references in support of our application.	JC /DB
5.4	The accounts are with Acumen, will be completed by end of year, at a cost of £900. There were one or two minor comments from OSCAR regarding our previous accounts therefore, to improve clarity and transparency, it was decided to overhaul our accounts procedure. John will identify local accountants for future; based on this year's template.	JC

- 5.5 ARPF meeting – As John could not attend, Dawn represented TGP. A successful meeting, with the usual sharing of projects.
Currently producing a new booklet to market Rural Partnerships but no promotion planned. Spoke with Wayne Gault of Aberdeenshire Alcohol and Drug Partnership. There is clear potential for us to work with them and they are impressed with our work and keen to work with us.

6. **Treasurer’s Report**

- 6.1 Marion presented the half-year budget and gave a brief overview. Figures are reasonable for this point in the year.
- 6.2 Discussed removing the CIG Grant and CAP figures from both Income and Expenditure as the funds are ring-fenced. Agreed that Acumen will present them properly, potentially on a separate sheet, highlighting them as restricted funds.
- 6.2 Issues with bank and signatories – still ongoing. John has written a letter of complaint; still awaiting acknowledgement after 3 weeks. Next step is to contact the Banking Ombudsman.

JC / MC

7. **Development Worker’s Report**

- 7.1 Dawn took us through her report. In summary:
- 7.2 The Ury Riverside Park Group have successfully gained SCIO status. We are supporting other groups working towards SCIO status and others are looking at major funding bids. Dawn has also been asked to provide board training to 3 different groups.
- 7.3 We had our Economic Development monitoring visit, attended by John, Wilma and Dawn. This went very well and we received great feedback on the maturity of the partnership and how well we do.
- 7.4 Work continues with LEADER funding, with 2 groups currently being supported with applications. There will be a hiatus until spring 2017, both groups will hopefully be ready to apply by then, before the programme is scrapped, post-Brexit.
- 7.5 University is going well with the final project due for submission at the end of December.

8 **AOCB**

- 8.1 Kay attended the Rotary Conference; Rotary Inverurie have asked to become members of TGP.
- 8.2 Both Kay and Dawn fed back comments that TGP is well regarded once people hear what we do, but that we are not well enough known. We need to increase self-promotion; potential ways of increasing press coverage were discussed.
- 8.3 Winter Forum – to be held in January, possibly as a TGP Burns Supper. Suggested date of 23rd January. Dawn to discuss catering with Fly Cup; Dawn and Louise to take forward organisation.

DB / LT

9 **Board Issues**

Date/Time and Place of next Meeting: TBC

Chairperson: - J Chapman