

FCWT BOARD OF DIRECTORS

Meeting held at St Leonard's Church Portakabin
7.30pm on 13th January 2014



MINUTES & ACTION POINTS

Item	Minute	Action
	<p>Present: Graham Hilditch (chair), Stuart Johnston, Eddie Tomkinson, John Carson, Claire Feaver, Wilson Metcalfe, Donald Wright, Steve Hull, Gisela MacFarquhar (minutes)</p> <p>Apologies: Gareth Whyment</p>	
	<p>Minutes of last meeting. The minutes of the meeting held on 25th November 2013 were presented and agreed as an accurate record, proposed by WM, seconded by ET.</p>	
	<p>Correspondence.</p> <ul style="list-style-type: none"> - Companies House – Confirmation of receipt of Submission and Payment by email to JC - OSCR – Confirmation of receipt of return forms and accounts by email to JC 	
	<p>Matters Arising. Correspondence –</p> <ul style="list-style-type: none"> - ET confirmed that the CWA membership has been renewed. - ET said that Moray Council, to finalise funding for Fiona Chalmer's Feasibility Study, require confirmation of payments made by Altyre Estates. - SJ said that a barrier had been constructed to re-route paths at Sanquhar Wood which neighbouring residents then removed. No further action will be taken. <p>Item 3, basket weaving workshop - CF said that she had passed on information to Vicky Flood regarding taking cuttings for basket weaving.</p> <p>Item 4, Benromach pathway - GH said that the path restoration by Benromach Distilleries is now completed and a bench has been erected. He will attend a further meeting with Benromach reps. on 31st January. A press release is planned by Benromach. WM will put a picture on the web-site. CF will report it in the next newsletter.</p> <p>Item 6, sourcing stakes and sponsorship - ET has received no response from James Jones.</p> <p>Item 7, funds - ET confirmed that the remaining funds could be used for signage on the bike trails.</p>	<p>GH, WM, CF</p>
	<p>Agenda</p>	
<p>1.</p>	<p>Insurance. ET reported that the insurance policy has now been received. It only covers Public Liability and Personal Accident. He has contacted a number of organisations including The Conservation Volunteers (TCV), Calum Murray from the Forestry Commission and Graeme McLean from Scottish Cycling who all recommend that we take out insurance to cover the bike trails. ET has received a quote of £1,115 per annum from our insurer but this will require us to introduce a strict management policy. It will include Inspection Reports, Risk Assessments and a Management Plan. In addition we will require an Accident Book to record all known incidents of injury. These records must be regularly collated and retained in a Health and Safety File. This file should also record all Woodland Inspections and recommendations.</p>	

	<p>Paul Masson, the designer of the track, could be involved in setting up a Risk Assessment document and provide training for inspection of the trail. Dave Robinson may be willing to assist and carry out inspections.</p> <p>ET also provided a copy of the Management Plan for Aboyne Bike Park.</p> <p>Discussion also took place on the benefits of Trustee Indemnity Insurance and ET is to obtain a quotation from our insurers.</p>	ET
2.	<p>Work Parties at Sanquhar Woods.</p> <p>GH suggested that an overall target should be agreed on within a certain area to be worked on. SH suggested clearing round the pond area. GW and SH to advise the board on this objective. GH presented a list of possible dates for the work parties for which directors should take responsibility in turn.</p> <p>CF expressed concern about running work parties during the summer months. WM will put the dates on the web-site and CF will put them in the newsletter.</p> <p>ET will make enquiries about the possibility of getting funding for the eradication of Rhododendrons.</p>	WM, CF ET
3.	<p>5-Year Plan.</p> <p>WM has agreed to type up the last 5-year plan in his computer as a template for the next one. GW will be asked to advise on aspects of the new one.</p>	WM
4.	<p>Sanquhar/Woodside tree clearance proposal for residents.</p> <p>ET provided suggestions for discussion on action to be taken and a response to neighbouring property owners. The discussion was inconclusive and was deferred till the next Board meeting.</p>	
5.	<p>Financial Update.</p> <p>ET presented a statement of receipts and payments for the past year to 13.01.2014. The closing balance stands at £33,711.07.</p> <p>Concern was expressed about the lack of opportunity to create income. GH said that FCWT has registered an interest in the Windfarm Fund which might be a future source. Also, FCWT should consider putting up a stall at the European Pipe Championship in June.</p>	
6.	<p>AOB.</p> <p>CF said that she had met a number of people who felt that the widening of the paths last summer had been too extreme. Other Trustees reminded the Board that numerous favourable comments had also been received.</p>	
7.	Date of next meeting - 3rd February 2014.	