

## GRANTOWN INITIATIVE BOARD MEETING

Tuesday 12<sup>th</sup> April 2022 at 7pm via Zoom

### DRAFT MINUTES

		Action Points
1.	<p><b>Welcome and Introductions</b></p> <p>Directors Present:</p> <p>Jane Hope (Chair) Karen Derrick (Treasurer) Karen Martin Beverley Cartwright (for 2<sup>nd</sup> part of meeting) Zoe Laird Tom Clarke Declan Gallacher Ingrid Artus (for part of meeting)</p> <p>Others Present Ginny Hall, (Minutes)</p> <p>JH welcomed everyone to the meeting and welcomed DG back to the Board after his sabbatical. She informed the meeting that Paul Mathieson would join the meeting at 7.30pm to discuss issues related to lighting.</p>	
2.	<p><b>Apologies:</b> Katy Turton, Isla Game, Mike Causey</p>	
3.	<p><b>Minute of previous meeting held on 8<sup>th</sup> March 2022</b></p> <p>The minutes were approved unanimously without amendments.</p>	
4.	<p><b>Matters arising from the Minute</b> (not otherwise on the agenda)</p> <ul style="list-style-type: none"><li>JH raised the issue of an outstanding action regarding Meals on Wheels. KD and GH are to meet to discuss.</li><li>Item 10 Town Centre Fund: KM reported that the fillers for the information boards have been added and the boards are all complete. The keys are safely in KM's possession.</li><li>Item 12 Events and Lights: TC to explore 'ready to hang' lights</li><li>Thunder in the Glen: As Stewart Dick may not be able to be present on the day, it was suggested that volunteers be asked. JH to speak to SD before doing this. KM mentioned that someone on the GI Board needs to lead because SD is not a Board Member. <b>Action:</b> Board to consider a volunteer to be a Board Member.</li><li>Item 15: Grant Park reed removal. <b>Action:</b> JH to approach CNPA.</li><li>AOCB: Bowls: At the EGM, the Club decided not to fold, and at the AGM it was decided to continue, removing the need for the GI to take over the assets.</li></ul>	<p>KD, GH</p> <p>All JH</p>
5.	<p><b>Declarations of Interest on items appearing on the agenda:</b></p> <p>None</p>	
6.	<p><b>Membership applications</b></p> <p>None</p>	
7.	<p><b>Treasurer's Report</b></p> <p>KD presented 2 documents, with both the former and new formats. The new one is generated using the Xero accounting software package. She informed the meeting that KM and Rebecca Mackellar had been working really hard on aligning the spreadsheets, and that they are now easier to read. Xero will be used from now on.</p>	

	<p>£20,000 had been received from the CNPA for the Toilets work in Burnfield Car park. The money from the Highland Council for this project will be retrospective.</p> <p>Our current balance on all accounts is £114,694.53 of which £3,521.09 is unrestricted funding.</p> <p>IA questioned why the Torchlight Parade was in the red but this was because the reindeer for the coming year had already been paid for, and the money will be made up.</p>	
8.	<p><b>Volunteers</b></p> <p>There was nothing to add to this item.</p>	
9.	<p><b>Reports on Current Workstreams</b></p>	
	<p><b>Playparks(Item 14)</b></p> <p><b>Dulaig:</b> Highland Council have been replacing the pathworks and removing fencing around the football park. KD has paid the invoice to HC. Grantown Rural Projects have been given the contract and are doing seeding. The contribution from the Co-op fundraising was lower than last time. It is estimated that the completion date for the works will be in late July or early August. IA reported that Sheena had been working very patiently with HC.</p> <p><b>Mossie:</b> The Mossie Playpark committee is struggling to find someone to take this forward at the moment as all have a lot of other commitments. JH will ask IG to stand down before the AGM, but with the reassurance that a Mossie rep can be coopted onto the board as a director at any time, once the committee's capacity levels have improved.</p>	
10.	<p><b>Town Centre Fund</b></p> <p>KD and JH had a Teams meeting with HC re: Underground cabling for the lights and PA system. Underground cabling would be better for everyone. Lights in the trees makes it difficult when trees are pruned, as there is a risk of damage. An alternative is floodlighting upwards, and multicolour lights can be obtained.</p> <p><b>Action:</b> KD to chase up Neil Fraser at HC re: a quote for cabling work.</p>	KD
11.	<p><b>Burnfield Toilets</b></p> <p>KD reported that things were moving along. Pablo and Ewan at THC had been asked for a copy of the Title Deeds. KD had met with Mark Lawson last week. He has come back with Legal Fees. A Decision Notice has gone to the solicitor. The fees will be around £700 for the Building Warrant. There is £1500 in the account, and this will be needed for the costs of architectural work, so around £2000 in total for this work.</p> <p><b>Proposal:</b> KD proposed that some of the GI free funds available, be used for this work. The Board unanimously <b>approved</b> this use of funds</p> <p>Mark Lawson is to be taken on to do Architectural Planning work.</p> <p><b>Action: KD</b> to do paperwork for funding of £25k from Highland Council.</p> <p>KM mentioned the need to do cashflow planning.</p>	KD
	<p><b>Festive Lights</b></p> <p>Paul Mathieson joined the meeting for this item. He presented to the Board, describing how the lights are such a big feature for Grantown and take a lot of work. Underground</p>	

cabling would make life easier and also be safer. TC and Paul have been discussing the forthcoming year, and PM explained to the GI what the issues are. Charlie is no longer on the lights committee so for the past 6-7 years, PM has been heavily involved. Grantown's Xmas lights are the best in the area, and the standard needs to be kept high. Duncan Thorpe has done the maintenance for a number of years. The main problems are the power supply issues.

Paul identified 3 issues:

**1. Health and Safety**

PM has got a couple of people through cherry picker management but there are no risk assessments in place and there are members of the public in the Square throughout the period when the lights are being put up and taken down. This poses considerable risk both for the crew erecting the lights and for others in the Square.

**2. Funding**

PM has ascertained that there is currently no funding for the lights. There are no spare lights. The cost of new lights is around £150 - £300 per light (including deck). Eg a candle would be £150, while a Xmas tree would be £300.

**3. Highland Council**

PM stated that more support is required from the Highland Council. Power supply is the main issue

Tree Lights

There are around 25 trees in the Square, and at present the cherry picker is only available for one day.

There was a discussion by the Board. TC mentioned that Duncan Thorpe wants to retire, but that Stephen Oakes might be able to help. PM said that if 5 or 6 new lights could be purchased, that would take the pressure off Stephen Oakes to repair existing ones for next year. TC mentioned that there is a bank account for the Festive Lights and Torchlight Parade, and asked if the funds could be used to purchase lights. He said it might be useful to have an estimate for:

- a) Hiring platforms for working at height and
- b) Replacement lights

It was suggested that the GI might be able to apply for funding

There are regulations around working at height, and all were agreed that the crew need to be safe when doing this work.

IA asked if there was value in putting in an application to Berryburn in May, and said she would be happy to do an application. PM agreed to do a document to set out what is needed, and was going to enlist the help of an Health and Safety Co-ordinator at work. The closing dates for Berryburn applications are: 9<sup>th</sup> May 2022 and then 19<sup>th</sup> September. It was agreed that an application would be submitted to meet the 9<sup>th</sup> May closing date.

KD noted that in other communities, HC is paid to put lights up, so that people aren't put at risk. PM didn't want to take the work of taking down the lights away from the team. ZL noted that she had seen a HC Report from 3 years ago, in which the HC offers H&S guidance for communities putting up lights. She was unsure if this guidance is free. PM stated that he had raised H&S issues but hadn't had any guidance from HC

The actions from the discussion were:

**Action: ZL** to contact HC in relation to guidance

**Action: PM** to put together information on what is needed

**Action: IA** to do a grant application to Berryburn

ZL

PM, IA

	<p>KD said that she understands that Neil Fraser is the gatekeeper at HC, and the GI have a relationship with him, but that he is very busy. However, KD felt that it would be worth discussing the issue with him.</p> <p>On funding, KD suggested crowdfunding for the people of Grantown to donate towards the Xmas lights, perhaps using a JustGiving page where the GI would be eligible to receive GiftAid.</p> <p>TC announced that he would be standing down from the GI at the AGM next month, so someone would be needed on the GI Board for liaison over lights.</p> <p>TC reported that he had looked at the note of a meeting from a year ago, and that there was a dispute over £2000, that HC wanted to charge for work they had completed. However, Charlie had not been aware that any work had been done at all. It was noted that there used to be a Festive Lights dinner in the Grant Arms to raise money for the Xmas Lights.</p> <p>A further issue was raised by PM. He said it would be far easier, and less risky, for putting up the lights if the street could be closed. 5 hours would be needed to complete the lights for the whole street, and a suitable diversion would need to be planned. A TTRO could be arranged to do this, and marshals would be needed to redirect traffic.</p>	
12.	<p><b>Events</b></p> <p><b>Winter: Hogmanay/Festive Lights/ Torchlight Procession/Grantown Does Christmas</b></p> <p><b>Hogmanay:</b> BC is planning to have a meeting in May to talk about how to get people to volunteer. She will put an item on the Grantown Grapevine. As regards the provision of food, BC wants to look at getting a couple of local caterers. She has had no response from HC re: paperwork. TC suggested checking with the Twinning Association to see if they were happy to do catering, before going to other local catering businesses. The Twinning Society AGM will be held on 3<sup>rd</sup> May in the Grant Arms.</p> <p><b>Quiz:</b> It was reported that the Quiz had raised £782.00. BC suggested a summer quiz to bring in visitors.</p> <p><b>GDC:</b> KM reported that she is exploring the idea of a Food Festival as part of GDC, and she is applying for funding for this.</p> <p><b>Fun Run:</b> There was a discussion about moving the date from 16<sup>th</sup> April to a later date to allow further development of the ideas behind the Run. It was agreed that the event should be kept simple, without other side events. It was agreed that the new date would be Saturday 14<sup>th</sup> May, which coincides with the Cairngorms Big Nature Weekend. It was felt that this would be complementary.</p> <p><b>Action:</b> KM to speak to MC about Lorna contacting volunteers.</p>	<p>BC</p> <p>TC</p> <p>KM</p>
13.	<p><b>Parkrun</b></p> <p>JH reported on parkrun in MC's absence. There was a general discussion about how GI money should be spent, with some events running at a deficit. ZL suggested that there was a need to look at priorities across the GI. ZL asked if Parkrun is a GI event or not, and some of the Board did not think that Parkrun should be funded by the GI, subject to a discussion to be had at the next meeting.</p>	
14.	<p><b>Play parks</b> – This item was discussed earlier in the meeting</p>	

15.	<b>Business/Visitor Matters</b> <ol style="list-style-type: none"> <li><b>GBA Sub-group:</b> KM reported that the GBA subgroup is to meet on 19<sup>th</sup> April. There will be a new member, from Craggan Outdoor, Joshua Nimmins, who will replace Keith Ballam. Meanwhile, George Livingstone will be standing down from the group.</li> <li><b>Town Coo in the Square:</b> KM informed the Board that Highland Hospice had erected an installation in the Square.</li> <li><b>Leaflet.</b> 30,000 copies of the leaflet on Things to Do in Grantown have been printed and are being distributed in Inverness, Badenoch and Strathspey, and Moray.</li> <li><b>Entrance Signs:</b> KM reported that the signs would be going up on 19<sup>th</sup>/20<sup>th</sup> April</li> <li><b>Funding:</b> KM reported that all pots of funding have been delivered 100%.</li> </ol>	
16.	<b>Sustainable Strathspey (SS)</b> There was nothing to report this month.	
17.	<b>Communications and Publicity</b> There was nothing to report this month.	
18.	<b>AGM on 10<sup>th</sup> May</b> After a short discussion, it was agreed that the AGM on 10 <sup>th</sup> May would be held in person at the Grant Arms. The AGM would start at 7.00pm, followed by the Board meeting at 7.30pm <b>Action:</b> KM to ask David at the Grant Arms for use of a meeting room <b>Action:</b> KD to put the papers together <b>Action:</b> KD to check with all GI Board Members, with the exception of JH and TC, to ask if they are going to stand again. <b>Action:</b> All, to consider new people to replace JH and TC on the GI Board. JH is drafting the Annual Report.  On behalf of the GI Board, JH thanked TC for the great help he had given to the GI over the years he has been on the Board. TC is still going to be involved with the Hogmanay Committee.	KM  KM KD KD  ALL
	<b>AOCB</b> None	
	<b>Dates of Next Meetings (all at 7pm)</b> Tuesday 10 <sup>th</sup> May (AGM) at the Grant Arms Hotel	