



Grantown Initiative - Board Meeting

Minutes of Meeting on Tuesday 8 March 2016 – at Town House, Grantown-on-Spey

Present: **Directors** – Dan Cottam (in the Chair), Melanie Dick, Stewart Dick, Basil Dunlop, Isla Game, Jane Hope, Karen Martin, Bill Sadler

Advisers - Karen Derrick, VABS, David Lyle, Company Secretary

Members – William Steele

Apologies: **Directors** – **Advisers** – Jaci Douglas (Councillor)

Welcome / Directors

1 The Chair welcomed all to the Meeting.

Minutes of February 2016 Board

2 The Minutes of Board Meeting of 9 February 2016 were submitted and approved.

Matters Arising

3 In respect of Para 13 (Grantown's Hanging Floral Baskets), Basil Dunlop explained the rota for the summer months for the plant watering per Drivers and Lancers, and he was pleased to report that the new Grantown & Vicinity Community Council (GVCC) would shortly be in place and it would be for GVCC to take on that responsibility.

Relative to the establishment of the new GVCC, it was noted that Stewart Dick and Basil Dunlop would be representing Grantown Initiative in showing support to GVCC at their first Meeting. Bill Sadler, a GVCC Councillor, would also be at that GVCC Meeting and would also represent Grantown Initiative.

Declarations of Interest

4 There were Interests Declared by Karen Martin in respect of Grantown Business Association and by Melanie and Stewart Dick relative to the new Grantown Post Office.

Membership of Grantown Initiative

5 Two applications for Ordinary Membership of Grantown Initiative had been received since the Last Meeting, from Kathy Maxwell and Naomi Miles, and these were approved. There had also been resignations from 2 Members and these were noted, with regret.

GI – Directors

6 With the departure at the recent AGM of two Directors (Gavin and Katie Fenton), the GI Board had now 2 vacancies for Directors as well as 2 Co-opted Directors. Consideration would be given in due course to filling these vacancies.

GI's AGM on 8 March 2016

7 The second AGM of Grantown Initiative had preceded this GI Board Meeting and this had passed very smoothly.

Following the election / re-election of six Directors, the GI Board took the opportunity to confirm Dan Cottam as the Chair, and appointed Stewart Dick as Vice-Chair. Karen Martin would continue as Treasurer for the time being and David Lyle would continue as Company Secretary until his three years of office came to an end (December 2016).

One matter taken forward from the GI AGM was the proposal by William Steele that there might be an App associated with the new Grantown Town Map. This would be considered once the Town Map was up and running.

Grantown Town Centre – Pilot Project

8 Relative to the Town Centre Pilot Project, it was noted that the consultation period had now ended – and it was reported that some twenty responses had been received. These responses had been of fine quality and very positive, and they would be taken into account by the CNPA and VABS in developing the final version of the Town Centre Plan.

Grantown Forward – The Masterplan

9 In respect of the discussion on this item, Karen Derrick, VABS, withdrew from the Meeting and took no part in the deliberations.

Jane Hope reported on the recent developments for the Masterplan for Grantown, and great progress had been made with the receipt of some funding from LEADER and Highland Council. It was hoped that the necessary £5,000 to finance a GI project officer would be achieved shortly – and accordingly tenders would thereafter be

invited. The project officer's role would be to enable the Masterplan for Grantown to access major funding sources, such as the Lottery Funds. A full report on the letting of a contract for the project officer would be ready for the April 2016 Board.

Arising from the discussion, Bill Sadler raised a concern that applying for major funding would necessarily take time, perhaps a long time, and that opportunities for development projects for Grantown might accordingly be missed. The Board recognised this as a difficulty but felt that it was essential to tackle the major funding in this way.

Treasurer's Report

10 Karen Martin, the Treasurer, had submitted the latest Receipts and Payments Report, to end February 2016, and this was noted.

Grantown 250 Foundation Week – Update

11 Bill Sadler appraised the Board with the latest position on the events and activities of the Grantown 250 Foundation Week (19 to 26 June 2016), with particular regard to

Wednesday 22 June – Talk by Andrew Wright on planned towns, plus a Walk around The Square;

Thursday 23 June – Music Evening;

Friday 24 June – Georgian Day in the High Street, with Totally Locally; Georgian Ball in the evening;

Saturday 25 June – Fiddler of Strathspey; The River in the evening;

Sunday 26 June – Church Service in The Square, then the Figgat Fair and Picnic in The Square.

The 250 Foundation Group taking the programme forward were – Bill Sadler, Jaci Douglas (Councillor), Dan Cottam, Melanie Dick, plus others as necessary. However they would work under the umbrella of Grantown Initiative in terms of public liability insurance, the risk assessment's required for each event, and the liaison with the Police and public authorities.

Funding for the 250 Foundation Week was of paramount importance and there was consideration as to how to obtain this, which led to discussion on what might have to be put in place if less than the required finance was achieved. Consideration of this was continued.

Grantown Initiative – Website Report

12 The monthly (February 2016) report on the website traffic was not presently available, but it was believed that it would show the usual outcome.

GI Projects

13 Relative to the **Grantown Times**, it was reported that the fourth edition (Spring 2016) had now been published and copies had been made available free of charge outside Grantown's Co-op on Saturday 5 March. Ian Grover, the printer, had most kindly given an extra 250 copies on top of the GI order because it was being given away free.

Stewart Dick, who was on the GI Committee dealing with the Grantown Times would, in the absence of Katie Fenton from the GI Board, become the responsible GI Director, although he emphasised that Katie Fenton would still be playing the responsible role.

Stewart Dick also explained the substantial need for more people to volunteer to assist the Grantown Times – and Karen Martin indicated her intention in this capacity.

Grantown Community Website

14 Stewart Dick reported on the 3 Tenders received for the development of the Community Website for Grantown. Two developers had submitted substantive proposals and the Website Committee had met with both – to get a clearer picture of their understanding of the requirements, and of their experience and abilities.

Following the interviews, the Website Committee had been much impressed by one tender and was now pleased to recommend the firm – 3rd Pixel – for the contract to develop the Grantown Community Website in accordance with the Brief by Grantown Initiative. The Website Committee was clear that the firm (owned by Colin Campbell and Duncan Johnston) had significant web design and development experience, had displayed a good and clear understanding of the GI requirements, and had offered the best value for money in terms of the project cost, hosting and support charges and future work charges.

Stewart Dick went one to bring out the costs for Grantown Initiative – at £5,420 (no VAT) for Design and Build, with £30 per month for Hosting and Support, plus £30 per hour for Maintenance, if needed. 25% would be payable on Acceptance.

After full discussion, the Board gave unanimous approval to the award of the contract – to 3rd Pixel. It was anticipated that the developed Community Website for Grantown would be in place by June / July 2016.

In conclusion, the Board gave their sincere thanks and congratulations to all the Members of the Website Committee who had done sterling work in getting to this stage.

Tourist Map of Grantown

15 Jane Hope was pleased to report good progress on the Grantown Town Map and she presented the first draft from the printer, Ian Grover. This draft was considered very fine.

The publication had attracted local advertising and in that respect the publication would be self-financing.

RBS Grantown Community Calendar 2016 for Grantown

16 The 2016 RBS Community Calendar for Grantown had now been finalised and the Royal Bank of Scotland had put it on display at the Grantown RBS Branch. Beyond that, however, the Bank did not plan to print or publish it.

AOCB

Correspondence

17 Relative to the consideration at the last Board (9 February 2016) on Emails from Fay Hampton, it had been agreed that all the Directors had settled that Dan Cottam, as GI Chair, would deliver a letter to Fay Hampton intimating that Grantown Initiative was no longer responding to her correspondence either to the GI inbox or to their personal emails, because of her abusive and bullying emails. Further to that, the issue between the Company Secretary (David Lyle) and Fay Hampton was a Police matter, and not relevant to Grantown Initiative.

Grantown Business Association

18 Stewart Dick raised the matter of Grantown Initiative working more closely with Grantown Business Association and he tabled a paper setting out one way by which the two important Grantown organisations (GI and GBA) might join forces for the benefit of Grantown.

The Board were very supportive of the concept of a closer union and it was settled that the paper should go forward to Grantown Business Association to allow GBA to consider the matter. It was emphasised that the two organisations would also act in concert with the new Grantown & Vicinity Community Council (GVCC).

Mossie Playpark / Cemetery Entrance

19 Dan Cottam updated the Directors on progress with Highland Council on the upgrade of the Mossie Playpark and the need for the Council's procurement rules to be followed, and he wondered if a local supplier for the planned upgrade might bring out better value for money than using the Council's preferred or nominated suppliers.

There had also to be taken into account the finance likely to be required for the planned new Entrance to Grantown Cemetery – and these two planned projects would be included in the proposed development of the Masterplan for Grantown.

Next Board

The next Board would be on Tuesday 12 April 2016.

David A Lyle

Company Secretary