Approved

Positive Steps Kemnay

Committee Meeting Minutes 25th November 2022, Held in Village Hall, Friendship Room

Attending: Rob Mackay (Chair), Hilda Hart, Sandra Collett, Marie Moynagh, Anne Reid, Hamish Simpson, Ian Scott, Ian Booth

Apologies: Madge Beattie, Muriel Brydon, Mel Brown

1. Welcome by Rob. Ian B noted that the three apologies for absence all have the same initials!

2. Minutes of 30th September 2022 Meeting

   The minutes were approved as accurate, with exception of a misspelling of Marie's surname. This is Moynagh, not Motnagh. This has been corrected and minutes noted as approved.

   Matters Arising:

   Midge has been back in touch with Billy at the Thomson Partnership to discuss the beanie hats and neck warmers which can be printed with PSK name and logo. In respect of the snood / neck warmer, Midge has been asking whether these could be printed all over with the PSK logo as opposed to sewn in. Hilda also brought a sample of a bobble hat with smaller logo. She will ask is the logo could be sewn in as high near to the edge to allow for a high turn up if required. Pending these changes, it was agreed that we would settle for one colour of bobble hat – dark grey, and a light grey snood if these can be printed all over. Thanks to midge and Hilda for pursuing these items.

   Rob reported that the Kemnay Movie Nights had a successful showing of our Award video and that Jimmy had managed along for the showing, which was well received.

   In respect of reminiscence / history walks and talks, Rob reported that there is little likelihood of resurrecting the reminiscence group. All reported that the history walks with the S&B group using Duncan Downie's wee booklet, along Aquithie / Station Road and the High Street were interesting and well received. It was agreed that this could be repeated. Ian S offered to bring along old postcard photos showing the previous Kemnay Bridge.

   In respect of changes to the Constitution, this was noted that Rob, Hilda and Ian B will discuss and bring any proposed changes back to a future meeting.

3. Finances / Budget Hilda reported that the bank account balance was standing at £2,761.19, including the PFA award cash of £250 but not including £1400 from a new AVA Grant for 2023-24, or the outstanding expenses claim of £460 for attendance of the PFA award ceremony. In addition some whistles have also been purchased for Walk Leaders.

Ian B was thanked for securing the AVA grant, the application for which was turned around very quickly by AVA. Ian also reported that he had submitted an interim report on the 1st round of AVA grants from last year.

Hilda also reported that we are still actively looking for a new Treasurer, but thus far, no takers

4. Volunteers

The majority of Walk Leaders had attended a First Aid Training course ran by Brian Harrison in the village hall. This was very well received. Ian S asked about Defibrillator refresher training. While this was covered briefly in the FA course, it was agreed that this could be valuable for a wider audience – bigger than just PSK. Rob will approach Kemnay Community Council in the first instance to see if refresher training could be given. We could also sound out walkers to see if there is a "demand" for this training in Defib and CPR.

Anne missed the FA course with Brian and would like to attend a future session. Brian's details were passed to Anne to make contact.

In respect of a Volunteer Policy (VP), Rob had circulated some background reading material from PFA. The Volunteer Scotland policy will be looked at by Rob, Hilda and Ian B to bring back a Volunteer Policy to the committee for discussion and also the Volunteers meeting. Hilda is also finding out how Westhill walking group is managed in this aspect.

5. Walking Groups

Rob had issued a report to Claire Turnbull for October with the highlights we had 62 individual adults across 12 walks, with a total of 155 walkers. This includes 5 new walkers (2 from Buggy group, 2 from S&B, and 1 from Friday walks. An impressive set of statistics.
The roll out of the Emergency Health cards is going well, with thanks to Ian for the work here.

Hilda gave a brief report on attendance of the recent PFA Conference in Stirling:

- Pace – the Chief Mental Officer reaffirmed the change from a cardio section to more about the social contact and getting people out walking. Walkers quickly forget what was said but not how they feel. So, a bid emphasis on the social aspect
- There is a need for more volunteers
- There will be new training for Health Walk Leaders – termed All Ability Health Walk Leader training
- Health is physical, mental, and social
- Keep walkers informed about other activities in the village – a Groupfest has been suggested for Kemnay next year
- Identification of Warm Spaces – the Church Centre is a warm space in Kemnay
- The above will be discussed with Walk Leaders

Rob has been speaking to Kemnay Medical Group about increasing contact between the Practice and PSK. This in particular reference to those living with diabetes.

Marie spoke about volunteers possibly coming from a sector of unemployed people who may consider an interim volunteering position being worthwhile on their CV. (e.g., students). This could be discussed for inclusion in the Kemnay newsletter.

6. Christmas Meal

For the Christmas Meal we now have a total of 55 people attending. Marie confirmed that 6 people had not yet paid in full, with 2 not paid anything as yet. Rob and Marie will follow this up. For next year it was suggested that there only be one payment with no deposit, as this presents problems and a lot of chasing up. We should also consider some coordination of events (e.g., Kestrels and PSK being on the same week this year). Grateful thanks to Marie and Sandra for all of the organising of the event. There will also be an offer of a walk on the morning of the meal. The meal will be 1230 for 1300 hours. Some transport will be required for those less able.

7. Publicity / Promotion

The website www.positivestepskemnay.uk has a generic email address of info@positivestepskemnay.uk.
Nothing to report

8. Kemnay Paths Group

Please see attached, Rob's report on paths group, as submitted to Greener Kemnay AGM.

Hamish commented that Westhill has been extremely successful in getting monies for upgrade of paths (reference the Westhill circuit about 8 miles). Their next project will be upgrade of the path through Carnie Woods. Hilda has a good contact with Yvonne McLeod at PFA in respect of the Ian Findlay Fund. This will be passed along to the Paths Group. It was pointed out by Hilda and Rob that the existing Paths Group a major rethink and reboot. This proposal will be raised with Greener Kemnay with hopefully an agreement as to the way forward.

9. Privacy Notice for Photos / Videos and Verbal Quotes

Standard Agenda item with forms received and Ian collates the forms.

10. Any Other Business

The nature packs supplied by PFA were discussed and how to fit these in within a 60-minute Health Walk. To be discussed further

It was agreed that the coffee morning of 28th October would be our official celebration date for the PFA award in the Friendship Room – with cake!

12. Date of next meeting:

Friday 27th January 2023, since changed to 17th February 2023.

Path Group Report (not presented at GK AGM 2022 but included in annual report)

1. Taking part in the Active Travel consultation (Kemnay, Kintore, Inverurie paths construction proposals) and submitting a full report to Aberdeenshire Council in January 2022. We walked the proposed routes and assessed these in relation to the Council descriptions prior to last year's Greener Kemnay AGM which was a joint meeting with Positive Steps Kemnay. This attracted a very good attendance and relevant comments that went into our final report. We went on to producing a comprehensive report that was submitted to Aberdeenshire Council that was well received by officials and Councillors. This whole exercise, I would say, helped to underpin the credibility of Kemnay Paths Group but also consumed a lot of our personal time & energy as volunteers.

2. Organising the spraying of the Dalmadilly Community Path in order to maintain the width of the path and reduce weeds. This was a joint venture with Greener Kemnay and Positive Steps Kemnay, involving sharing of costs. This is an annual commitment. In addition there was a cutting back of overhanging bushes and the grilles were lifted and the blocked channels were cleared out.

3. Communicating with Breedon about a wide variety of issues in relation to both the Dalmadilly Ponds and the Place of Origin and this included on one occasion alerting Breedons to the growth of Giant Hogweed. This then resulted in rapid action to spray those plants and remove them. In addition the poster board adjacent to the bird hide was repaired.at the Ponds that had been vandalised was repaired

4. Pruning back of broom adjacent to the Wainman benches on the Place of Origin and regular removal of rubbish in that area. The graffiti on one of the benches was scrubbed off and currently attention is being paid to the graffiti on one of granite blocks on top of the Place of the Origin.

In conclusion, considering the Path Group consists of only 5 volunteers there has been plenty of actions and energy expended on existing responsibilities and projects that I believe has significance for the residents of Kemnay. This includes a responsibility for the maintenance of the much used Community Path at Dalmadilly that is shared between Greener Kemnay and Positive Steps Kemnay. Maintenance of a path over years is more of a challenge than the construction of it.

"Think Global, Act Local, By Leaves We Live"
Patrick Geddes (1854 – 132)

Rob Mackay (sub-group chairperson)

Set Expectations

Volunteer Policy

Having a robust Volunteer Policy in place is absolutely crucial to the successful running of any project or organisation which seeks to bring volunteers on board. It may be that a policy is already in place, but it's important to ensure that the policy you currently have for volunteers is still fit for purpose in relation to your volunteer Walk Leaders.

Your Volunteer Policy should clearly set out why volunteers are involved, to ensure staff and other stakeholders understand the role they play, and set out what procedures are in place to support volunteers at all points in their journey.

Volunteer Scotland provide a very useful and clear guide to Developing a Volunteer Policy here, which walks you through what you should include. Why not work through it and use the list below as your checklist?

- Introduction to your organisation and your need for volunteers
- What you hope to see and achieve from volunteering
- The role staff play in the delivery of volunteering
- Volunteer roles – their definition, agreement and promotion
- The matching of volunteers to opportunities
- Equality, diversity and inclusion
- Induction and training provision
- Health, safety and insurance
- Expenses
- Benefits and volunteers
- Available support
- Showing gratitude
- Troubleshooting
- Confidentiality
- Photography
- Social media
- Moving on from volunteering
- Policy review