Approved

Positive Steps Kemnay

Committee Meeting Minutes 16th February 2024, held in Village Hall, Friendship Room

Attending: Rob Mackay (Chair), Madge Beattie, Muriel Brydon, Sandra Collett, Hilda Hart, Marie Moynagh, Karen E Simpson, Hamish Simpson, Ian Booth.

Apologies: Claire Neisham

1. Welcome by Rob on our first meeting of the calendar year.

2. Minutes of Meeting of 14th December 2023

   The minutes were considered as accurate and duly approved.

   Matters arising:
   Constitution: We had received comments from AVA (Aberdeenshire Voluntary Action) and also templates to try to persuade us to adopt. These templates were not thought applicable to our type of organisation (more suited to a charity with building assets and employees), and therefore Hilda, Rob and Ian will adapt our own Constitution document along with AVA guidelines and bring back to the committee for approval before sending off to OSCR and then for general approval at an EGM . Please addendum to the minute of the 10 main aims of a charity, as defined by OSCR.
   Wood Trust Grant: Pupils from Kemnay Academy had adopted our project of Strength and Balance Posts (for the Village Green) for a grant from this trust. Unfortunately, they (and we) were no successful in this case.
   Covid Memorial: Claudia who had visited us in Autumn with her tablecloth of experiences from the highest point in Aberdeenshire (Ben Macdhui) to Peterhead, is awaiting approval from Aberdeenshire Council for two wooden benches to be located next to the river, as part of the Covid memorial project. We much look forward to this and to seeing Claudia again.

3. Finances and Budget: The bank balance stands at £5,038.76. this includes £1,050 grant from AVA to fund hall hires for 2024/25. Not included in this balance id £766.94 from the Co-op Community Fund as an interim payment from our cause. We would expect another payment from this Fund in November or around £1,000. Both these sums are ring fenced for our S&B posts project in the Village Green. This project will be kept on the agenda, so that we can track all funds.

4. Volunteers

We have 12 trained Walk Leaders with no-one on the waiting list. Discussions were held about a role for Associate Walk Leaders (AWLs), given the size of the longer walk group on a Friday morning, which has been in excess of 30 walkers on quite a few occasions. Rob had picked up the name of AWLs from recent meeting and correspondence from Paths for All (PfA). These volunteers would likely be experienced walkers who could act as extra eyes and ears on longer walks and assume an associate leader role without having to forego formal training. They would wear a hi-viz vest and carry a whistle. Several people have already expressed an interest and they will be asked to stay behind after the next Friday meeting to chat through things. It was agreed that a trial would be held during March whereby the large group would be split in two, each walking in different directions, with two trained Walk Leaders and one AWL per group. From feedback later we could consider a faster/ longer group and a shorter/ slower group. The Gentle Walk group would still be retained with three trained walk Leaders.

5. Walking Groups

It will be 10-year anniversary of the Friday walks in early spring, and it was agreed that we should celebrate this event with reminiscence photographs and stories and cake! This will be on 29th March (while the Community Café is closed for Easter. We should certainly take photos on the day! Marie agreed that she could mount photos on the dividers available in the Friendship Room.

Hilda has investigated the next bus trip (funded by Age Scotland grant of £380) to Haughton Park, whereby the newly opened tea-room in Haughton House would provide tea and a scone at £4 per head. It was agreed that the balance of the grant (£60) would be put towards this, and walkers asked to contribute their usual £2. PSK would fund anything over this.

It is also the 5th anniversary of the Buggy Walk Group, and a separate celebration will be held, also with cake!

Our local Health Walk Coordinator, Anni Stonebridge is pulling together a case study on the Friday walks and Buggy walks. She will meet with individuals or small groups to garner stories and anecdotes. She will be asked to come along on 5th April (café also closed that day) and also on the last April meet of the S&B group on 24th April.

Marie mentioned Clare's Rambles (Clare Balding) from Radio4 3-3.30pm on a Thursday, as PSK's activities in the whole scene of Kemnay (granite and community activities et al) would fit very well with the aims of this programme. It was agreed that Marie should draft out an email to the programme.

6. Reminiscence Group

Marie and Hamish continue to have meetings with the Kemnay Tuesday Group using the Age Scotland "Play List for Life" as a guide. The group has 10-15 attendees normally. Recent themes have been TV programmes and the theme music. Oldmeldrum Library Service has also been contacted. Everyone agreed that the Christmas Meal the previous

Friday had been a great success, and the Committee expressed thanks to Marie and Sandra organisation of the event. The gratuity to Golf Club staff had amounted to £104.

7. PfA Walking and Wheeling for good Mental Health toolkit project

PfA wish to raise the profile of mental health and walking / wheeling. (please see separate document attached). Rob will also circulate a PowerPoint presentation. After some discussion it was agreed that we should broadly support this initiative and await further developments, although some concerns raised of our resource to be able to manage the whole process, to the point of signing the PfA charter.

12. Date of next meeting:

There was insufficient time to discuss the remainder of the agenda items and it was agreed to carry these over to the next meeting.

The next meeting was agreed on Thursday 28th March at 1330 hours (since changed to **Friday 5th April 2024 at 1130**

Appendix


Top 10 key points to running a charity properly
1
Always do what is best for your charity
As a charity trustee you have a legal responsibility to put the interests of your charity above your own interests. All the charity trustees are collectively responsible for making sure that the charity is run properly and lawfully.
2
Act with care and diligence
You have to protect your charity including its beneficiaries, assets and reputation.
3
Understand your charity's legal responsibilities
Make sure your charity is meeting its legal duties under charity law and other relevant laws.
4
Declare and manage conflicts of interest
All charity trustees have a collective responsibility to manage conflicts of interest and to act in the charity's interests.
5
Know and understand your charitable purpose(s)
Everything you do should be directed at achieving only the purposes set out in your governing document.
6
Have a copy of your governing document
Know what it says, understand what it means, and what you have to do.
7
Understand your charity's finances
All the charity trustees are responsible for the charity's finances and must have access to the financial records.
8
Send OSCR the correct information, on time
You must send us your accounts, Trustees' Annual Report, External Scrutiny report, and online annual return every year.
9
Make sure your charity's details on the Scottish Charity Register are correct and any changes made properly
You can update some details using OSCR online. It's a legal requirement for you to make sure Principal Contact details are up to date. If you want to make certain changes to your charity you must ask OSCR for permission first.
10
Give people the correct information
Make sure your charity publicises that it is a charity.
Display your charity number.

Item 7

Walking & Wheeling for wellbeing and good mental health

Toolkit: Mental Health charter

Scottish Mental Health Charter for Physical Activity and Sport

This charter initiated by Sports Scotland in 2018 and work has been ongoing: Paths for All picked up on this framework and has done intensive planning work with SAMH; Gill McShea is their development worker who has done impressive work on this project.

How does this relate to Health Walk groups?

PfA states the aim of this toolkit is to create even more inclusive and accessible Health Walks to break down barriers and to promote positive mental health and wellbeing.

Call to Action

PfA are recommending at a local level groups sign up to the Charter to gain access to a suite of resources, networks, training and support. As a community organisation we are being asked to make 4 commitments:

- Promote
- Include
- Collaborate
- Reflect

The Scottish Health Walks Network (SHWN)held a consultation meeting this week for members of the Network to hear more about this development and this included a presentation by SAMH about the Charter. I was present along with another 40 people. Future themes of work include.

- Menopause
- New parents
- Young people

Mention was also made of the establishment of the SHWN Mental Health advisory group and their ongoing wish to recruit more members to continue with the work including the design of a Mental Health Week campaign that would aim to engage new Health Walk participants with mental health problems.