Approved

Positive Steps Kemnay

Committee Meeting Minutes 21st March 2025, held in Village Hall, Friendship Room

Attending: Muriel Brydon, Mel Brown, Sandra Collett, John Halkett, Hilda Hart, Dorothy Mitchell, Marie Moynagh, Hamish Simpson, Ian Booth.

In attendance: Rob Mackay

Apologies: Claire Neisham, Karen Simpson (Paradise), Karen E Simpson

1. Welcome by Marie, and apologies noted.

2. Minutes of Meeting 31st January 2025

   A minor addition was requested by Claire to include the Buggy Walk Group in the list of participants during Kemfest 2024. Other than this, the minute was approved. {subsequently noted that the date printed of the minute from 31st January was 2024 and not 2025. IB has corrected this}. Minute was proposed for approval by John.

   Matters arising: Marie stated that she was now on the list of Trustees on the OSCR site as Principal Contact.

3. Finances / Budget
   Hilda stated that we had a balance on 28th February bank statement was £6,015.93, and as of today the balance was £5,808.39. Principal expenditure has been website domain renewal (£35.99) monthly website cost of £8.40, newsletter advertising and secretarial expenses.
   We have had a cheque from Monymusk Coffee Shop for £500 which will fund bus trips over the summer. Thanks to Sue Pike for putting us forward.
   Yvonne Moir will examine the end of year accounts once again.

4. Volunteers
   Feedback from the Walk Leaders meeting held in February was that the longer walks being spilt into A (longer) and B (slightly shorter) walks, was a good thing, and we should continue on this basis. It was noted that some of the non-Kemnay resident Walk Leaders are unsure of some routes and where possible should be paired with the Kemnay resident Walk Leader. Also, it would be worthwhile swapping over front and back Leaders halfway through a walk to give more experience.
   The community café will be closed on 4th and 11th April for Easter holidays, and during these weeks the longer walks would be to Dalmadilly and St John's Church, with everyone to take their own refreshments and a fine piece. The Gentle walkers would still go back to the café with respective Walk Leaders.
   It was noted that Walk Leader training is again available. John H will think about this.

5. Walking Groups
   Rob gave a summary of statistics from February – we delivered 17 individual walks, consisting of 136 walkers in total, including 3 new walkers. There were 62 individuals within these numbers.
   Buggy Walks – there were 7 mums and 8 children as the walk the day before.
   Strength and Balance – 20-30 members in regular attendance. Madge Beattie had suggested a bus trip specifically for the S&B group, and this has been arranged for June from 10am to noon to Castle Fraser at a cost of £100. A bus trip for Friday walkers has yet to be decided. Hilda asked for someone to organise the register for this trip, and Dorothy and Sandra agreed to help with this. Later in the meeting this bus trip for Friday Walkers was agreed to be on 25th July to Milton of Crathes.

6. Committee Duties – (left over until end of meeting to discuss, but reported here)
   A list of current duties undertaken by Officers was discussed – and also a list of other duties currently carried out by Rob. These are appended to the minute as typed and marked up in bold with the changes as discussed. (Note from Ian - This should again be reviewed at the next meeting).
   Rob is happy to carry on with the duties as listed, but also happy if someone else wishes to take some of this on.
   Principal changes would be that Ian takes over as Treasurer, while some of the current Secretary duties would be split over several other Committee members.
   Cheque signatories would remain as Marie, Hilda and Ian. (forms since completed for RBS to this effect, and an online banking form received for completion).
   See marked up list appended.

7. Annual Report

   There is a requirement for an Annual Report or Statement to be made alongside the financial returns to OSCR, to comply with the charities regulator's requirements. In the past few years, the Annual Report has been quite comprehensive and prepared largely by Rob, but it was agreed that although this is a good read, it doesn't need to be so lengthy. More recently, Rob has completed a case study in association with Paths for All and this is a very good reference document for the next few years. Rob will provide statistics to Marie to incorporate into this year's Annual Report.

8. Village Hall Asset Transfer feedback

   Hilda reported that the Village Hall management is set up as a two-tier SCIO consisting of a Board of Trustees and Committee Members. There is a struggle to get Trustees to join, but some more people are coming forward. The Asset Transfer situation is still very much up in the air. A new non-repair and maintenance will be taken on from June.

9. Kemfest 2025 - update
   Rob outlined that a full programme of events is being finalised from Saturday 10th through to Sunday 18th May, including advertising in Monymusk and Kintore. Nine of these events will feature in the wider Aberdeenshire Wellbeing festival programme, including 2 Printing sessions, Chair Yoga, Treasure Trail, and Body Boosting Bingo. The Greener Kemnay Open Day at Birley Bush will kick off events on 10th May.
   A Banner has been printed, with advertising on Facebook and Instagram. An advert will also be placed in the Kemnay Newsletter.

   A programme of events will be sent out with the draft minute.

10. Mental Health – update position from PFA
    Rob reported that he is now co-Chair along with Sophie Forbes of a Mental Health Advisory Group through Paths for All (PFA). There have been discussions on Mental Health Week and the 5 Ways to Wellness (locally termed as Mind Yer Mind) which have been discussed at previous meetings. Rob spoke about a balanced approach to training on Mental Health for Walk Leaders, and the possibility of a pilot programme being conducted through PSK. There was a ranging discussion about whether our PSK volunteer Walk Leaders would wish to take on aspects about Mental Health training, as opposed to other Health Walk groups, whereby there were paid Leaders who may be required to take on Mental Health training. For volunteers, this should be an individual choice. It was agreed that this would be taken up at a subsequent Walk Leaders Meeting. (Rob has subsequently provided more background information which is appended to the minute}

11. Reminiscence Group feedback
    Marie and Hamish not been at Tuesday Group recently. Last session was Mary's scrap book which promoted a lot of discussion.

12. Publicity / Promotion:
    It was noted that we may need a new leaflet at some stage.

13. Kemnay Paths Group Development
    Hilda and Hamish have resigned from the Paths Development Group. Rob reported that Richard Lamplugh will join the Paths Group and asked if anyone else on this Committee would be interested to join. The initial priority is the upkeep of the Dalmadilly Path, and there was some discussion on spraying to control weeds ingress on to the path. If a work party is necessary to cut back growth and maintain edges, it was felt that there would be support from volunteers to do this.

14. Any Other Business
    It was reported that there would be an open day at Fetternear old stables on Tuesday 25th March from 3-5 pm, for interested parties into

the prospective distillery there. Johnathan Dunne is the main contact.

15. Date of next Meeting

Next meeting agreed as **9th May 2025**, following on from close of Community Café.

Also agreed that AGM would be on 13th June 9.15 – 9.45 am subject to agreed access to hall with the Pilates group.

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Current Duties of Committee Members (in line with Constitution)

Chair - Marie

- Leadership
- Preparing agenda for meetings in association with Secretary
- Ensuring meetings are run efficiently and run in a democratic manner
- Holding a casting vote in event of a split decision
- Ensuring AGMs and EGMs are carried out in line with Constitution document.
- Being a cheque signatory - **Marie**

Treasurer – Duties to be taken over by Ian

- Assist and advise the Committee in overseeing the finances of the organisation
- Controlling and accounting for the organisation's finances
- Issuing receipts for cash received, keeping records of cash paid out
- Being **the principal** signatory for cheques or any major banking transaction - **Ian**
- Overseeing book-keeping
- Presenting financial reports, raising issues and answering questions at regular meetings and the AGM
- Liaising with independent financial examiner for annual review of accounts
- Ensuring statutory returns are made to any relevant regulators (e.g. OSCR)
- Facebook page admin (done more in Co-ordinator role) - **Hilda**

Secretary – split as below

- Convening meetings and booking rooms - **Hilda**
- Dealing with relevant correspondence
- Being a cheque signatory - **Hilda**
- Preparing Agendas for meeting (in consultation with the Chair) - **John**
- Preparing and sending out papers for meetings - **John**
- Taking minutes of meetings - **John**
- Organising the AGM or EGM - **John**
- Dealings with OSCR other than financial returns (e.g. Constitution) - **Ian**
- Website administration – **Ian – although other(s) could do this**
- Grant applications as appropriate – **Sandra and Dorothy**
- Privacy notice records - **Rob**
- Training records for Volunteers (Walk Leaders) – **Walk Leaders Group**

Other Committee Duties

- Preparing of Rota for Walk Leaders (Hamish) – **Madge Beattie will review**

Rob's list of duties

Item 6

- Register online new walkers onto Paths for All database – **could be someone else**
- Organise the monthly Thursday & Friday registers & provide an analysis of walking figures on Fridays
- Maintain the email list of the Friday walkers and use this to send out messages, usually the monthly walk list
- Administrator of the Buggy Walks Whats App group, add new walkers and send out weekly messages to the walkers
- Co-ordinator of the Volunteer groups (Friday walks) (x2) & share this with Hilda
- Co-ordinator of the Buggy Walks volunteers
- Contribute to the drafting of the Annual Report

Rob is happy to continue with these duties.

Discussion of the Mental Health Advisory Group (Paths for All)

Item 10

Rob reported on the last meeting of this group which is a part of the Scottish Health Walks Network. Positive Steps Kemnay is a member of this Network and this group. Current issues under discussion include:

1) Development of a new Cue card based on the 5 Ways to Wellness that will be issued to all Walk Leaders. Out for consultation.
2) Development of e-learning material on mental health for Walk Leaders - still in process and will be put out for piloting. The flyer for this will be circulated.
3) Mental Health Awareness week in May

Rob spoke about this group being in transition, last year after being invited by Gill McShea (Health Walks Manager) following a visit to the Buggy Walk group; at that time the group was called the Mental Health Charter group but he made it clear, as did others, that P.S.K. was not going to sign up to the Charter and when looking at training options we needed to widen the options and methods. This led on to other people on the group sharing their experiences e.g. Chest Heart & Stroke Scotland, Loch Lomond & Trossachs Countryside Trust, Renfrewshire Walking Network. Examples were given of using situational case studies being used in training sessions for volunteer Walk Leaders.

Now the group, with Charter removed from the title, has agreed a more balanced approach in which the Paths for All staff (Gill Sine, Sophie) are focussing on the Charter with employed groups of staff , there will also be a real effort in connecting with the volunteer Walk Leaders and their groups within the Health Walk Network. Rob is assisting Sophie with this work.

Rob committed to taking these discussions back to the Walk Leaders group and it was pointed out that every Walk Leader makes his/her own decision about what training to take part in.