

## Dirleton Village Association

### Minute of Committee Meeting of 21<sup>st</sup> April 2022

The meeting was held at the Kirk Hall.

**Present: Committee - D. Tait (Chairman), C. Hamer; S. Paterson Brown, J. Macleod; F. McClintock. Public - T. Drysdale, A. Orr.**

**Apologies: B. Thomson**

**1. Matters Arising** – Actions from previous minutes updated during the meeting and following receipt of e-mails from DC are in italics.

**Carried forward from 19<sup>th</sup> January**

- a) *DC has contacted Leisure Services to get the disturbed areas of the church green re-sown in April.*
- b) *DC to contact the planning department for an enforcement notice at the end of January if there is no reply to the DVA's request for a consultation over the blue tourism board.*
- c) *TD confirmed that ELC senior Administration are to schedule a meeting to assess the RoW issue.*
- d) *DT has circulated a draft organogram for local groups and their aims.*
- e) *DT to check if the secretary position has been advertised. Discussed in item 4.*

**From 17<sup>th</sup> February**

- f) *BT to review account query responses from the committee and reply to SK. Discussed in item 2.*
- g) *DC has requested a costing for the fingerposts from ELC.*
- h) *DC to issue before and after photos of the Bowling Club House for the website.*
- i) *DC to approach Marc Teague of MNM Developments regarding resurfacing the Bowling Club footpath.*
- j) *TD to contact the planning clerk to confirm the number of public representations that are allowed. No longer applicable*
- k) *TD to contact GACC to assess their representation on 15<sup>th</sup> March. No longer applicable*
- l) *DT confirmed that only Castlemains Place grit bin remains empty. Very low risk of icy roads from this time of year until this is reassessed at the end of September as part of the DART winter 2022/23 action plan.*

**From 24<sup>th</sup> March**

- m) *DT agreed to draft a letter from the DVA to HES regarding the closure of the castle.*
- n) *DC to meet with Leuchie House regarding BT overhead line.*
- o) *DC issued an invite to MK for the Bowling Club refurbishment opening ceremony.*
- p) *TD made a FOI request to ELC for BW drawings for the equestrian stable block, which was rejected and has been resubmitted by a neighbour to the development. TD to update DVA committee on planning enforcement action.*

- q) *DT to consult with BT regrading PL insurance cover for jubilee Tea Party.*
- r) *TD provided suggested minor amendments to the constitution. Discussed in item 6.*
- s) *DC has alerted ELC that the lights around the Kirk green are not operational and requested confirmation of when painting lamps and brackets would be carried out.*

## 2. Accounts 2020-21

**BT** confirmed by e-mail that Sandy Kirkwood (independent examiner) has signed off on DVA accounts 2021/22. **DT** to sign for forwarding to OSCR.

**DT** went through key items of expenditure and income. **DT** to check when Zoom subscription is due for renewal.

**CH** re-affirmed previous comments from **KC**, that as a charity the DVA should not be “cash-rich” and that we should be encouraging funding of community projects put forward by members.

## 3. DVA Treasurer

**BT** will continue to fulfil the role until end of financial year 2022 unless a permanent replacement comes forward earlier. **DT** to ensure that members are made aware of the need to fill this role when advertising the AGM.

## 4. DVA Secretary

**CH** suggested that the lack of members volunteering as a new Secretary may be the wide scope of the role:

- Hire of the Kirk Hall for meetings;
- Preparation and distribution of the agenda and minutes;
- Membership subscriptions;
- Website and social media updates.

**CH** indicated he is not supportive of a paid position and suggested maintaining the divided role to avoid this. A replacement is required for **FD** prior to subscription renewal. **JM** indicated she would continue booking the hall as necessary. **CH** confirmed he is happy to continue as Minutes Secretary. **JM** suggested that committee members issued reports for standard items such as planning, public realm projects, GACC, to the secretary for discussion at the following meeting and these could be used as a basis for minutes, amended as necessary to reflect discussions. Members should request a new agenda item 14 days prior to a meeting to allow the committee to discuss and prepare a response.

**CH** has a g-mail address to update the website for upcoming events and posting minutes. **CH** to liaise with **MH** to get website administration access.

**AO** identified that communication needs to be improved to ensure enquiries to the website are addressed. **DT** confirmed that he had seen and responded to recent enquiries that came to him. **DT** explained that the chairman, treasurer, secretary, and committee all have e-mail addresses, which should be used in preference to personal e-mail addresses for DVA committee communication with members and third parties such as ELC. **DT** to confirm e-mail addresses.

**DT** to ensure that members are made aware of the need to fill the secretary’s role when advertising the AGM.

## 5. DVA Committee

**FMc** confirmed that he will be nominating Brian Ford as a new committee member at the AGM. He suggested a personal approach by the committee to the members seeking new committee members. This approach was not supported. **DT** to ensure that members are made aware of the need to increase the size of the committee when advertising the AGM.

## 6. DVA Constitution

**TD** has issued a marked-up version of suggested minor amendments to the constitution. **TD** suggested that the GVA constitution is overly wordy, and the majority of the committee were in agreement that the current constitution does address the DVA's aims and meets the OSCR requirements. **DT** believes there are elements of the GVA constitution that should be considered such as the trustee status of the committee regarding DVA funds. The committee were in agreement that the constitution would be updated as necessary following the AGM / a community's day to reflect the members views on the role of the DVA.

## 7. AGM

**CH** confirmed to **DT** that the AGM agenda should take the same order as the previous year. **TD** said that the proposed AGM agenda date does not allow 7 days' notice to members as required by the constitution. **CH** suggested that considering the delay, if notice could be posted after the meeting, a few hours should not be an issue.

## 8. Community's Day

**JM** suggested preliminary dates of 20<sup>th</sup> or 27<sup>th</sup> August and will check Kirk Hall availability. **CH** to review DC's overview of the actions completed, ongoing or not prioritised from the previous Community's Day.

## 9. Kirk Hall

*Wifi* – **JM** confirmed that the church session is too busy to meet and discuss the installation of Wifi.

*Screen* – **AO** and **JM** to progress the purchase of a screen utilising the funds granted by Village Voices, Village Choices.

## 10. GACC

The GACC meeting on 28<sup>th</sup> April clashes with the proposed AGM. **SPB** will not be able to attend either. **DT** will chair the AGM therefore there will be no attendance from Dirleton representative at the GACC meeting.

## 11. Date and time of next meeting-

AGM on 7.30pm 28th April 2022. Drinks and nibbles from 7pm to be arranged by **JM**.

## ACTIONS

### Carried forward from 19<sup>th</sup> January

- a) *DC to contact the planning department for an enforcement notice if there is no reply to the DVA's request for a consultation over the blue tourism board.*

**From 17<sup>th</sup> February**

- b) **DC** to establish the extra over cost of finger posts.
- c) **DC** to issue before and after photos of the bowling club for the website.
- d) **DC** to approach Marc Teague of MNM Developments regarding resurfacing the Bowling Club footpath.

**From 24<sup>th</sup> March**

- e) **DT** agreed to draft a letter from the DVA to HES regarding the closure of the castle.*
- f) **TD** to update DVA committee on planning enforcement for the equestrian stable block.*
- g) **DT** to consult with **BT** regrading PL insurance cover for jubilee Tea Party.*

**From 21<sup>st</sup> April**

- h) **DT** to sign off accounts.
- i) **DT** to check when Zoom subscription is due for renewal.
- j) **DT** to ensure that members are made aware of the need to fill the various committee roles when advertising the AGM.
- k) **CH** to liaise with **MH** to get website administration access.
- l) **DT** to confirm committee e-mail addresses.
- m) **JM** to check Kirk Hall availability for Community Day 20<sup>th</sup> or 27<sup>th</sup> August.
- n) **CH** to review DC's overview of the actions completed, ongoing or not prioritised from the previous Community's Day.
- o) **DT** to request that **DC** advertises the AGM on Mailchimp and **DT** to post notice on the noticeboard and website.