

STONEHAVEN BUSINESS ASSOCIATION / TOURISM GROUP
Minutes of joint meeting (and AGM) held on Monday 7th May 2018
At the Belvedere Hotel, Stonehaven

	ACTION	BY
1	Present: Niall Menzies (Chair), Dawn Black (Minutes), Jennifer Davidson, Charles Sands, Ian Philip, Claire Kelly, Mitch McKay, Steve McQueen, Maureen Brown, Cheryl Casher, Diana Glennie Apologies: Frank Budd, Sheila Howarth, Mhari Black, Lynn Guzik, Elma McMenemy	
2	Minutes: March minutes approved.	
3	Chair/Secretary: Proposal by NM of a rolling rota of members to Chair and take minutes of meetings to spread the load. If unable to attend on allotted date, please swap. Draft guidelines/protocols written by IP to help facilitate this (Appendix 1 & 2).	IP
4	Financial Report: SBA bank balance standing at £10517 (taking down/putting up of last year's Christmas lights still to be paid for, c.£4000, still waiting for invoice from Scotia). This year's insurance premium raised to £636 because of tax increases. Last 2 Car Boot Sales brought in £500	CS
5	Membership: Current membership stands at 80 (12 still to pay). Potential new members – Stonehaven Paddleboarding (Dave Jacobs, 07881956746); Baa (Janice Anderson); Shamrock & Thistle; Vape Shop; Howdens. JD & NM to contact.	JD/NM
6	Stonehaven Town Partnership: Idea of event for 22 nd July for Dundee cruise ship shelved as not enough people to put on special event (15-25px).	JW
7	Christmas Lights: see 3 above and appendix of notes from Aberdeenshire Council meeting attended by Charles Sands. In light of new regs it was suggested to talk with Lions to see if they are interested in taking over the lights in next few years as they already do the Xmas Tree. Proposal to help financially next 2 years but hand over other responsibilities. Niall to talk with David Lawman.	NM
8	Fundraising: quote of £2800 to print 75,000 new maps. Applied to Tesco for funding assistance, waiting for response. To apply for funding from Co-op needs a well defined project. Brochures/Xmas lights?	CS
9	Members events: David Fleming talking about the history of St James Church (held at the church) (NM) Talk by Kathryn Pope about her Forensic Handwriting business? (DB) Race Night with Matt Norcroft (IP)	NM/DB/ IP
10	Farmers Market: Maureen Brown attending. Last market on 5/5/18 not as well attended with 12 stalls (previous had 17) due to retirements and stall losses. Working with Banchory market to try and increase numbers again. Maureen has been running the market for 13 years and wishes	NM/DB

	to step back. Call out for help with set up & breakdown of market (putting out cones, traffic management). Times: 7.30-9.30am and 12.30-2pm. Adverts had no responses. Ideas for community groups that may have people willing to volunteer. Can pay up to £150 per market. NM to contact Men's Shed group. Also want someone to help with Social Media. DB to contact Events Management student. Want assistants in July/Aug and need someone to run Sept.	
11	AOB: Seagull nuisance – Cull about to start Maps – Frank Budd has updated one map for proofing Stewart Milne – Letter received offering funding for projects/town events. Ideas: boardwalk; Andy Scott sculpture; town App development; outdoor pool, Land Train Website – Simon, Sheila, Jim, Jane & Ian working group to develop new town website. visitstonehaven is taken but have bought stunningstonehaven domain name. Use Falkirk website as a benchmark. Funding needed for consultants and running costs – apply to visitscotland & tourist information. Stewart Milne? Changing businesses in town – • RBS is let. • Toyshop seems to have workmen in. • Co-Op travel agent bought by Thomson and to close, then closest branch will be Union Square Aberdeen. • Jane's Design in Harbour – closing and running business from her B&B. Change of use application to tearoom. Twinning – no further news	
12	Next Meeting: Monday 7th June, 7pm at the Belvedere Hotel. Chair: Sheila Howarth, Minutes: Nikki Ritchie	

Appendix 1

Guidance Notes for Monthly SBA Meeting

To assist in running the meetings these notes have been created to help each meeting run with the same format

Rolling Chairperson or Facilitator

Proposal is to have a new person take the lead during the monthly meeting

This person is nominated at the start of the year with twelve slots planned and dates set at the AGM.

The role involves

- A) Issue reminder to the meeting 7 days before and then 2 days before.
- B) Issue Agenda for meeting. 7 days before
- C) Collect list of attendees – Name, Email and Contact no. (sheet passed around at the start)
- D) Arrange for Minutes to be taken.
- E) Ensure minutes are issued with 7 days of the meeting
- F) Ask for anyone actioned to provide updates with comments if ongoing \ closed and reasons what progress.
- G) At the end of the meeting to remind who is the next chair person and date \ place of the meeting.
- H) To manage group to open discussions and to manage the time for each point.

Committee :

Role of each person is to adhere to the agreed agenda when issued by the chairperson. Any points for the meeting should be sent or passed onto the next chair before the third week.

Timing for the meeting points to be followed as close as possible.

Minutes:

List of attendees, references to agenda points, an action if required and agreed actionees where appropriate.

Next meeting dates and Chairperson \ Facilitator.

Arrange for Minutes \ notes or any references to be posted onto SBA website for any interested party to read.

Appendix 2

Date	Chair	Minutes
Mon 8th May	Niall	Dawn
Mon 4th June	Sheila	Nikki
Mon 2nd July	Ian	Sheila
Mon 6th Aug	Frank	Claire
Mon 3rd Sept	Jim	Niall
Mon 1st Oct	Leslie	Kelly
Mon 5th Nov	Dawn	Jennifer
Mon 3rd Dec	Sheila	Ian