

## Draft Agenda for KPFG Committee Meeting

23rd January 2019

1. Apologies:
2. Report from MM-RCG-Irene.
3. Minutes of last meeting, 21-11-18: Approval and circulation.

#### 4. Matters arising:

##### a) Report to Garioch Partnerships: Update- John

**Action:** John to complete and submit the report to Garioch Partnerships

- b) **SEPA PVA Consultation: Update-Ken.** (Please see e-mail from Steve McFarland dated 7/1/19 and follow the link below to access the SEPA report about Kemnay being granted PVA status)

<https://www.sepa.org.uk/data-visualisation/nfra2018/>

##### c) **Watergate: Update-Ken**

Concerns were raised at the previous meeting about where KPFG might store additional sections of barrier if our application for funding was successful with the People's Post Code Lottery. In the light of member's concerns Ken will contact Lee Watson at the Council and discuss the matter further.

**Action:** Ken to contact Lee Watson to discuss committee member's concerns.

**d) Rotary pump: Update-Ken** (Report on pump test to follow)

**Action:** Any member of the committee who wants to find out how to operate the pump should attend this exercise.

John said that he has an inventory of all the equipment which has been purchased or donated to KPFG. It was agreed that we should mark all items with "KPFG" and a unique reference number. John to pass inventory to Jim for storage on O365.

**Action:** John/Ken to see to this task.

**e) Desktop exercise: Update -Ken**

It was agreed that we need to set a date for a desktop exercise which we would ask Paul to facilitate.

**Action:** Ken to confirm availability of Paul and to inform the committee of arrangements as they progress.

**f) Resilience Plan: Update Jim/Ken.**

Work now needs to be done to add names to the various appendices. We do have lists of volunteers which are stored in O365. These will need to be reviewed in case people have moved away.

**Action:** Further discussion is required to decide who will carry out this work.

**g) Fund raising: Update-Ken** (result of applications to SSEN, Post Code Lottery Fund and Amey/Arup)

Arising from a previous meeting it had been agreed to arrange a meeting between Ken and Tamara to investigate further sources of funding through the 'grant finder' website.

**Action:** Ken to follow-up meeting with Tamara.

**h) Minutes of meeting 19/04/18: Approval and circulation.**

**Action:** Jim to add minutes to the KPFG web site and John to circulate paper copies to those without e-mail.

**i) Matters arising from last year's AGM:**

The Draft AGM minute was approved and can now be published on the KPFG website along with other relevant reports.

**Action:** Jim to update website.

**j) Issues arising from KPFG AGM 2018:**

**1) Collection of membership fees:**

**Action:** Jim to do mail chimp email and produce a letter to put through member's doors.

**2) Report to OSCR:**

Jim to meet John to get documentation of the accounts finalised.

**Action:** Jim to meet John to finalise the report.

**Action:** Jim to complete the Annual Report to OSCR. This will require paper copies to be signed by the Trustees and then for the report to be

published on the KPFG website.

**3) Audit of KPFG accounts:**

**Action:** John to contact Garioch Partnerships to progress audit/inspection of our accounts.

**k) AOCB:**

**Action:** Jim to re-issue KPFG compliment slips with the KPFG Charities Registration number added.

**5. Insurance questionnaire, email from Paul Laidlaw 27/12/18**

**6. KPFG response to SFF conference, email from Paul Laidlaw. (paper to follow)**

**7. Date of next meeting:**

Next meeting 20<sup>th</sup> February 2019, 7.00pm at the Church Centre