**DUNBLANE – LIKHUBULA PARTNERSHIP**

**A Scotland-Malawi Partnership - Scottish Charity Number SCO 38877**

 **Steering Committee Minutes - 4th June 2014**

**1) Present:**

Tom Smith (Chairperson**),** Iain Smith, Jenni Barr, Ann Hale, Christy Cunningham, Alba Escala**,** Laura Patch,George Bond**,** Catriona Glen, John Kilby, Jean Rutherford, Fiona Anderson, Neil Kitching, Ivor Butchart, Audrey Cooper, Colin Renwick.

Apologies: Stuart Brown, Ian Brown, Fiona Anderson, Anne McKewan

**2) Minutes** of the meeting held on 23rd April 2014 were approved.

**3)** **Matters Arising**:

All covered under the relevant Agenda item below.

**4) Finance:**

Current bank balance stood at £7,800 with further payment of £4,870 due for completion of the school toilets leaving a balance of approx. £2,900.

During discussions later in the meeting the committee agreed that it would be useful to see a Budget projection for the next 12 months with expected incomes and expenditures.

**Action: Neil to prepare Budget projection for the next 12 months.**

The committee agreed to help with the annual SCVO research into third sector finances and agreed to provide a copy of the most recent annual accounts for information.

**Action: Neil to provide SCVO with copy of annual accounts**

**5) High School Activities:**

DHS advised that communication with Chambe High School was once again difficult- an email had been received at the end of May but could not be opened. Jenni offered to ask Chambe to re-send.

**Action : Jenni to contact Chambe High School to help re-establish regular email communications.**

DHS reported on their attendance at the ‘Fling’ on 24th May which raised some £267. They were grateful to John Kilby for arranging loan of the Gazebo and all the other supporters on the day. The committee commended the DHS team for their hard work and effort towards making this a very successful marketing and fundraising event.

With a contribution of £800 from the Girl Guides, the DHS funds for the Likhubula Nursing project now stood at some £1800.

Plans were progressing for the forthcoming P7 induction day with some fun activities – eg quiz, scavenger hunt – to introduce them to the Dunblane-Likhubula Partnership.

The committee discussed the prospect of a visit by DHS pupils to Malawi during 2015 recognising that lead times to make all preparations, secure required funding etc were already quite tight. Jenni undertook to discuss further with Anne McK and the headteacher

**Action: Jenni to discuss Malawi visit with DHS**

The committee noted that Jonathan Smith had recently been awarded a 1st class degree in computing and offered their congratulations on that achievement.

**6) Toilets:**

The committee noted the progress with construction of the new toilets and the increase in costs as a result of the falling Kwacha-Pound exchange rate. In response to a Likhubula request to add security features to the toilets it was agreed not to pursue this proposal but that consideration could be given, if future funding permitted, to the construction of more toilets to cater for the 1100-1200 pupils at NAnsato school. It as agreed also to ensure that the old toilets should be demolished for safety reasons.

Likhubula also proposed improvements to the water system and this would be investigated and costed together with possible additional toilets.

**Action:**

**Iain S to obtain estimated costs for the toilet and water improvements**

**George to explore possible funding from 2nd round of Scottish Govt**

 **International Development Small Grants Programme**

**7) Fistula Project:**

Iain provided an update on the Rotary work with the Freedom from Fistula project. Selection of the second group of students would commence in the near future and a new request for funding to purchase a vehicle was being considered. The implications of the recent Presidential elections in Malawi were being closely monitored.

 **8) Link with Mvano:**

No further contact had been heard from Mvano but this was probably due to the holiday period in Malawi. Jean undertook to email Stella to make direct contact from the Guild.

**Action: Jean to email Stella.**

**9) Bursars and Further Education:**

The Chairman noted that uptodate reports had now been received on all the Bursars and he was pleased that action was being taken by parents and the school to keep encouraging those who were falling behind in their work. The selection process for the next five Bursars was expected to commence in the near future and Jenni undertook to establish the timescales from Likhubula.

The committee noted that funding for the Bursars was partly provided by DHS and that this was set aside a year in advance of requirements.

The committee discussed in depth the Likhubula request for each Bursar to be given 50 Kgs of grain as well as salt and sugar. It was agreed that salt and sugar were a local responsibility and that 50Kgs was a very large amount to provide. This would be compared with the emergency provision agreed some time back. Various options on how to best administer local distribution of a grain were discussed including the possibility of help from Mary’s Meals.

Jenni advised that this was the time of year when grain costs were lowest prior to the Oct-Apr period.

**Action:**

**Ivor to review previous plans for distribution of emergency food aid and to check the individual family weight allocation.**

**Jenni & Fiona to check possible use of Mary’s Meals for food distribution**

**10) Goat Project**

Likhubula had provided some information on this project in their recent email but it was not entirely clear how many goats there now were or where they were held

**Action: Jenni to email requesting further information**

**11) Publicity & Communication:**

**One Minute Video**

Fiona and Jenni were pursuing the production of a 50 second video by 23rd June for the new SMP website.

**Action: Fiona/Jenni to produce 50 second video**

**New SMP website**

The new SMP website was due to be launched on 6th July - the 50th anniversary of Malawian independence. George had volunteered to assist with testing of the Beta version.

**Action: George to monitor development of the SMP website and ensure a link to Dunblane-Likhbula Partnership was included**

**Dunblane Committee photo**

A photograph of the committee would be arranged for a future meeting.

**Action: George to ask Ewing Wallace to assist.**

**Contact List**

George had placed the committee minutes since last September and the contact list on the password-protected page of the Dunblane-Likhubula website, though some committee members had reported difficulty with opening the minutes

**Action:**

**George to check access to the minutes on the website.**

**All to check their details are included correctly on the contact list.**

**New Brochure**

Jenni provided copies of the new Dunblane-Likhbula Partnership brochure and committee members undertook to help distribute these around Dunblane and district

**Action: All to help distribute copies of the new brochure.**

**12) Any Other Business:**

Neil drew attention to the recently announced Light-Up-Malawi campaign and suggested this may be valuable for the Likhubula community. The committee agreed that this was worth considering in more depth

**Action:**

**Neil to invite Derek Robertson to the August meeting to provide further information about this project.**

**John to explore unit costs for solar equipment**

George noted that the second round of the Scottish Govt International Development Small Grants programme was likely to be announced in mid-August with a 10-12 week deadline for applications. He proposed that it would be useful to start considering any suitable new projects now to give as much time as possible for a good application to be prepared and submitted. The committee agreed to consider possible requirements that would need funding support.

**Action:**

**George to monitor Small Grants Programme timescales and conditions**

**All to consider possible new projects needed for Likhubula.**

Tom advised that he would attend the Cross-Party Group meeting on the 11th June in Edinburgh which will look at a post-election analysis following the recent election in Malawi.

**13) Dates of next eetings:**

* 16th July – Jenni to chair
* 27th Aug - Fiona
* 1st Oct - Stuart
* 12th Nov - Iain
* 7th Jan - Tom