**DUNBLANE – LIKHUBULA PARTNERSHIP**

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

 **Steering Committee Minutes - 13TH June 2018**

**Present:** George Bond (Chair), Stuart Brown, Janice Hepburn, Ian Brown, Fiona Anderson, Catherine Todd, Neil Kitching, Jenni Barr, Ivor Butchart, Colin Renwick

**1. Welcome & Apologies:** Absence apologies had been received from John Kilby and Ann Hale.

**2. Minutes:** Minutes from the last meeting held on 2nd May were accepted

**3. Matters Arising:** Covered under the relevant Agenda item below.

**4. Likhubula Visit**:

**a. Visas and passports:** Passports have been received; visa interviews conducted and expected to be issued in 2/3 weeks. Visa costs for two visitors will be re-imbursed by the CofS on presentation of the receipts.

**b. Flights:** Flight tickets have been purchased and costs re-imbursed.

**c. Programme:** The Committee reviewed the draft visit programme:

* Fri 14th – Ian proposed use of mini-van to collect the visitors at Edinburgh Airport.
* Sat 15th – George confirmed that the Leighton Room had been booked for all day.
* Sun 16th – the Cathedral Service would focus on the Likhubula visit (including a short talk from one of the visitors) followed by a soup & bread lunch.
* Mon 17th – Colin proposed a lunch in the manse with the visitors and representatives of Kirk session, Stirling presbytery and Mr Harper (minister Bridge of Allan). Colin is interested in discussing what the Cof S learn from Christians in Africa.
* Wed 19th – Fiona confirmed that Mr McKay would organise a visit to DHS; Peter Ludgrove would arrange the visit to Morrison’s and collect the visitors from DHS.
* Thurs 20th – Jenni would explore possibility of visit to 121 George St: Fiona would arrange visits to the Parliament to include George, Ann and Stuart
* Fri 21st – Fiona would explore possibility of a visit to Katy Brisbane’s farm. The afternoon would be retained for free time and a visit to the Clyde Coast covered as part of the visit to Mary’s Meals in Oban
* Sat 22nd Stuart would confirm Mary’s Meals would accept a visit. It was agreed to organize a Ceilidh for the Sat evening - Janice would check availability of Cathedral Halls from 5pm

**Action :** **All committee members were requested to review the programme and advise any proposed amendments / additions.**

Jenni asked about a plan to publicise the visit. Colin suggested that he could advise other Churches and that perhaps local councilors/politicians could attend the Sunday service.

**Action :** **George to add this topic to the next meeting’s Agenda.**

George advised that we were still eligible to bid for future visit support from the CofS world mission – it was agreed to bid for two people to visit Likhubula in 2019 based on the value of such face-to-face visits and actively following up this year’s visit to Dunblane. If/when approved we can discuss who should visit.

**Action: George to prepare draft bid to CofS**

Stuart proposed that we should do a Risk Assessment to cover the visit activities – it was agreed to consider this in detail at the next meeting.

**Action: George to include Risk Assessment on the next meeting’s agenda.**

**5. High School Activities:**

There were no significant developments with DHS. Plans were proceeding for Alba’s and Catriona’s visit to Likhubula in the summer

**6. Finance:**

**a.** **Budget Update**. The current financial position remained in good shape overall with some £8,500 available in the bank account.

Janice noted that £100 had been transferred for Mvano purposes. It was agreed to discuss how this could best be presented/used by Mvano during the visit in September.

Mr Nyambalo had requested funding to replace text books for Term 3&4 – it was agreed this would be covered as part of funding for the next school year.

**Action: Ian to ask Mr Nyambalo estimated cost for the textbooks**

**b. 2017 Accounts**. The 2017 Accounts have been forwarded to the Independent Examiner for review.

**7. Bursars:**

**a. Performance.** Ian advised that the spreadsheet on the Term 1 results had been provided to Likhubula and we would discuss the results during the visit – he would chase (again) the results for Term 2.

**b.Tertiary Education:** Ian was still waiting further information on Stephen Sakari’s support request

**d. Frances Dunbar bequest:** Ann had reported that the sanitary packs had been delivered to Likhubula for distribution by the committee. It was agreed to ask Akimiu for confirmation of receipt to allow payment of full £2000.

It was noted that Ann had advised her appreciation of Supreme Malawi’s excellent actions to supply the sanitary packs.

It was agreed also that we should advise Mrs McIntosh how we had used the Francis Dunbar bequest.

**Action: Ian to ask Akimu for confirmation of receipt**

 **George to advise Mrs McIntosh of the use of the bequest monies.**

**8. Updates:**

**a. Mvano:** £100 had been gifted by the Guild – this would be discussed during the visit in September.

**b. Goats:** No further updates.

**9. Publicity and Communication:**

Articles for the ‘Cathedral Newsletter’ and ‘The Wire’ have been prepared to advertise the Likhubula visit. Details would also be included in our website and ‘The Observer’ in due course.

**10. GDPR:** George advised that he had written to all Committee members and supporters to follow up the GDPR requirements.

**Action: All committee members to provide GDPR details**

**11. Summary of Trustee Decisions** – see Appendix 1

**12. Dates of Next Meetings:**

 25th July; 22nd Aug; 5th Sept

**APPENDIX 1 - Summary of Trustee Decisions:**

1. Agreed to provide £1000 to Likhubula in support of Tertiary and Bursary activities
2. Agreed to provide funds to Likhubula in support of Term 3 requirements.
3. Agreed to make bid to CofS for 2019 visit to Likhubula.