**DUNBLANE – LIKHUBULA PARTNERSHIP**

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

**Steering Committee Minutes - 12th September 2018**

1. **Attendees**: Stuart Brown (Chair) George Bond (Minutes), Ann Hale, Iain Smith, Fiona Anderson, Janice Hepburn, Jenni Barr, Ivor Butchart, John Kilby, Ian Brown.
2. **Likhubula Visit to Dunblane:**
* **Programme Review :** edits and amendments were made. Final copy of programme to follow.

**Action:** George to make revisions and distribute to committee.

* **Risk Assessment**

The Committee endorsed the draft Health & Safety Risk Assessment with the addition of noting health-care support available

**Action:** George to amend draft Assessment and do formal sign off with Stuart

* **Funding**

George confirmed that the Dunblane Cathedral Fund had agreed a donation of £500 to support visit costs.

The Committee endorsed funding (35000MWK) for the visitors to purchase suirtcases, noting that these should be held in Likhubula for any required Partnership use in the future.

George advised that CofS World Mission had agreed to refund the visa costs which should be transferred to our bank account shortly

**Action:** Neil to check receipt of funds idc

**Buffet Lunch**

The Committee agreed to book a Buffet Lunch in Churches House on Sat 15th for 10 people at £8.50 per head. The Partnership will cover the cost of the visitors.

**Action:** George to book lunch.

**PMN**: Kirk Lounge booked for 1300 – deposit of £50 paid to Churches House

* **RSC Support:**

Fiona confirmed RSC had been in touch with the visitors to make final arrangements. RSC had to hire a larger car to transport them to the airport at a cost of $26 – the Committee agreed to this expenditure. Fiona still awaited an invoice from RSC for services rendered.

* **Sunday Services:**

Cathedral – final arrangements to be reviewed with the visitors on Saturday 15th

St Blane’s – Stuart is organsising

* **Topics for Discussion**

The Committee reviewed the draft Agenda for discussion with the Likhubula visitors and proposed some amendments. It was noted that there would be two ‘formal’ meetings and a number of informal opportunities to help ensure adequate discussion of the wide range of topics.

**Action**: George to amend Agenda and distribute to Committee

* **Sponsor’s Report**:

It was agreed to preparean updated report for Sponsor’s after the visit.

* **Trustee Decisions:**

Endorsed Risk Assessment subject to amendment agreed

Endorsed additional expenditure ($26) for RSC services

Endorsed purchase of suitcases for visitors (35,000 MWK)

1. **Date of Next Meetings:** 15th Sept; 23rd Sept; 26th Sept.