



TAYSIDE BIODIVERSITY PARTNERSHIP

MANAGEMENT TEAM MEETING

**WEDNESDAY 31 AUGUST 2005, 9.30AM
PULLAR HOUSE, PERTH & KINROSS COUNCIL**

MINUTES OF MEETING

Present:

M Price (Chair)	CMS, Perth College
P Coutts	Angus Council
C Lloyd	Tayside Biodiversity Partnership
Serge Merone	PQLT
M Smith	Dundee City Council
M Strachan	Forestry Commission
C Warwick	Scottish Natural Heritage

In attendance:

Angela Paterson	CMS, Perth College
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Apologies:

Bryan Harris	Dundee City Council
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1	Apologies As above	
2	Purpose of Meeting A short Management Meeting was held prior to the Steering Group Meeting to agree the final Forms and Guidance Notes for the Tayside Biodiversity Action Fund only.	
3	An amended Capital Grant Form and Application form were circulated by S Merone.	
3.1	<p>Applicaton form</p> <ul style="list-style-type: none"> • Telephone number for queries re application forms - agreed to keep this as S Merone's number who would then pass any queries on content to C Lloyd. • Forestry Commission Logo should be Forestry Commission Scotland. M Strachan to forward correct logo to S Merone ASAP. • First paragraph Delete 'different funders form • Covering letter/compliment slip to go out to all applicants: 'We are pleased to include the 2 forms (name them) and Guidance Notes. If you have any queries, please contact We look forward to hearing from you. The next closing date for applications is • 12 – Change to 'you will' • 2 – Expand address box • Application form 18, amend to 'how much applying for' • Change postcodes • Can email but also need hard copy sent with signature. 	

3.2	<p>Guidance Notes</p> <ul style="list-style-type: none"> • 6 – forms may be submitted electronically, however, we also need a hard copy, with any supporting documents signed by applicant before your application can be formally considered. • Query from M Strachan re who has authority to sign for groups – groups have to submit constitution which will list Office Bearers. • C Warwick, Guidance Notes 5 – what can you expect? Queried revenue, eg Not for core posts, long term. This will be made clear at assessment process and C Lloyd will advise when applicants contact her. • Reference still stands to Single Application Form – change to Application form. • S Merone, from English form add section about deliverables • 4.6 – 4.11 - Send out when awarded money as a template for monitoring • 1 - Add supported by 3 Local Authorities and Forestry Commission Scotland • Payment by cheques 	
3.3	S Merone to update documents	
3.4	<p>1st closing date 14 October 05, publicise date 2nd closing date 20 January 2006, don't publicise yet</p>	
3.5	<p>Next management team meeting – projects will be reviewed then. Next Management Team meeting now to be held on Thursday 3 November, 10am Perth College.</p> <p>PQLT Board Meetings on 6 December 2005 and 7 March 2006</p> <p>The Management Team Meeting closed at 10am and the Steering Group Meeting commenced.</p>	