

**Tomintoul & Glenlivet Development Trust**

**Directors Board Meeting**

**5<sup>th</sup> June 2013. Glenlivet Estate Office, Tomintoul**

<b>PRESENT</b>	<b>ACTIONS</b>
John Shewan, David Toovey, Mike Fletcher, Charlie Ironside, Steve Smith, Steve Sacks, Lindsay Robertson	
<b>APOLOGIES</b>	
Mike Drury, Sean Marshall	
<b>FINANCE REPORT</b>	
<ul style="list-style-type: none"> <li>a) It was agreed that the Trust would need to invoice the hostel for the amounts that have been paid by the Trust on behalf of the hostel that are actually running costs.</li> <li>b) The deficit figure of the accounts was queried as this is not reflective of the trusts current financial position. David explained that this was due to the final claim still requiring to be drawn down from HIE, David to clarify whether some of that claim should be reflected as a debtor.</li> <li>c) The directors asked that David could present the budget monthly to reflect if there was a deficit/surplus in each budget area so we could plan ahead more effectively.</li> <li>d) It was agreed that an external accountant would be required to be sourced to certify the accounts as Fiona Toovey was involved in preparing the accounts so could not sign them off.</li> </ul>	<p>David</p> <p>David</p> <p>David</p> <p>Lindsay</p>
<b>AGENDA ITEMS</b>	
<b>AGM</b>	
<ul style="list-style-type: none"> <li>a) Steve Smith presented the draft timeframes for AGM preparation and actions for the Directors.</li> <li>b) The provisional date is 11<sup>th</sup> September, dependent on venue availability. Lindsay to confirm if Glenlivet Distillery is willing to host.</li> <li>c) Directors require to input what they would like to see in the annual report for their projects and also what they would propose to include on the display boards for next Board Meeting.</li> <li>d) The draft nomination form and Directors Job Description is to be available at the next board meeting to be signed off.</li> <li>e) The membership list has been updated to reflect duplicates/deceased/change of addresses and John is to circulate to other Directors so that they can identify any gaps and potential individuals for membership.</li> </ul>	<p>Lindsay</p> <p>Directors</p> <p>Lindsay/Steve</p> <p>John/Directors</p>
<b>HIE DEVELOPMENT PLAN</b>	
<ul style="list-style-type: none"> <li>a) It was highlighted that HIE had requested if we were in a position to supply our Development Plan, given the amount of work required to produce the full development plan it was felt that whilst an outline of priority projects could be produced now and a full plan later if this was amenable to HIE. Lindsay to check with Fiona Robb.</li> <li>b) A half day meeting for Directors to be organised depending on HIE requirements either before or after the AGM. Preference was to include new directors post AGM if possible.</li> <li>c) It was highlighted that the development plan should focus on becoming self sustaining with income generating projects, we need to ensure that the trust can continue to deliver beyond the 3 years without relying on public sector funding. John Shewan highlighted that Dornell Wind Farm are looking for a group to administer their community fund and this could generate a significant income for TGDT if we had the staff resource to deliver it, however it was noted that this would not be for a couple of years after the building was completed.</li> </ul>	<p>Lindsay</p> <p>Lindsay</p> <p>Lindsay</p>

<p><b>LANDSCAPE GATEWAY PROJECT</b></p> <p>a) Mike Fletcher raised his concerns regarding the meeting held with the Gateway Consultants, CNPA and Crown Estate. Lindsay confirmed that the brash and stumps had been discussed in further detail since that meeting to try and find a suitable solution.</p> <p>b) Mike Libera the Forester for the Crown Estate joined the meeting to explain the issues regarding removal of the brash in that most contractors that will bale it require it to sit for 6 months, he also confirmed that digging in the tree stumps was a good solution for that site rather than removal. He confirmed that he would continue to explore all the options available for that particular site.</p> <p>c) The Tomnavoulin layby was discussed regarding the level of investment which was for in essence a make over of the current layby with the majority of the spend being put towards the resurfacing.</p> <p>d) Lindsay highlighted that there was a fund that she could apply for to draw down additional funds to ensure the project was completed to the standard we wished to achieve.</p> <p>e) Lindsay also raised the issue of us being VAT registered as if we were not we would require to find an additional £10k for the project, it was agreed that we should look into VAT registration.</p> <p>f) It was agreed that we should inform the consultants that the only option we were prepared to support was the brash removal and digging in of stumps or similar to create a visually appealing entrance. It was also agreed that we should query the spend on the Tomnavoulin layby and if the work being undertaken was meeting with the community expectations for that site.</p>	<p>Lindsay</p> <p>Lindsay</p> <p>Lindsay / David</p> <p>Lindsay</p>
<p><b>EVENTS</b></p> <p>a) Lindsay confirmed that a quote had been received regarding delivering the Enchanted Forest type event locally, they wanted to use the all abilities trail and adjoining trail in woodland in October. It was felt that due to the short lead in time and lack of funding available at this stage to be able to support the event we should begin discussions for 2014. Feedback also included looking at the infrastructure required to support the event, parking/security/toilets/etc in more detail with the company.</p> <p>b) John requested further information on the funding of the Motorcycle event and did any additional up front costs require to be covered by TGDT. It was confirmed that if the projected ticket sales were achieved the costs would be covered by that income and all bar expenditure would be covered by sales on a sale or return basis.</p>	<p>Lindsay</p>
<p><b>HOSTEL</b></p> <p>a) Steve Sacks/Mike Fletcher updated the board on progress to date, the hostel has had slightly less than forecasted bednights and some additional expenditure incurred due to unforeseen maintenance required.</p> <p>b) The directors felt that moving forwards a stronger emphasis needed to be placed on marketing the hostel and attracting group bookings.</p> <p>c) It was agreed that the catering agreement should be progressed with Kerry, to confirm if they want to deliver any catering onsite and to be able to make provisions for visitors.</p> <p>d) Mike confirmed that the opening event was arranged for 19<sup>th</sup> June at 2pm, John is to open the event in his role as Chairman of TGDT, Mike Fletcher will introduce Cameron and provide some information about the future of the hostel and developments. Individuals need to be assigned to welcome guests and introduce them to others.</p>	<p>Mike/Steve</p> <p>Mike/Steve</p> <p>Directors</p>

<p><b>TRANSFORM TEAM MEETINGS</b></p> <p>a) The next transform team meeting was discussed regarding the structure of it and how to get the most value from these meetings. It was felt that they were still a good platform to keep all the stakeholders engaged and Eleanor should remain as Chair, however the way they were approached needed to be reevaluated as going through the action plan was not effective for everyone. It was agreed to get feedback from the stakeholders as to what format they take going forwards.</p>	Lindsay
<p><b>A.O.C.B</b></p>	
<p><b>1. CARAVAN/CAMPER SITES AT BOWLING CLUB</b></p> <p>Mike Fletcher had been to visit the Bowling Club and felt that there was ample space to create a number of sites within the parking area for campers/caravan to be able to park overnight. They would charge £7 per night and provide access to the toilet facilities and drinking water. Bowling Club require funds to put the fence in place to separate the green from the parking area to ensure no one has an accident, they wondered if the Trust could obtain funding for this approx £500. David to check with HIE if any of the additional funds held in reserve for the Trust could be used for this purpose, Mike Fletcher to confirm if KATCA still have additional funds available.</p>	David/ Mike F
<p><b>DATE OF NEXT MEETING</b></p>	
<p>Monthly on the Wednesday 10<sup>th</sup> July</p>	