

Tomintoul & Glenlivet Development Trust

Directors Board Meeting

19th March 2014. Glenlivet Estate Office, Tomintoul

PRESENT	ACTIONS
John Shewan, David Toovey, Charlie Ironside, Steve Smith, Steve Sacks, Steve Herschell, Sandra White, Katie Taylor, Lindsay Robertson.	
APOLOGIES	
None	
APPROVAL OF MINUTES	
Lindsay noted that she had omitted the roles and responsibilities discussion and would update the minutes to reflect this. Proposed: Steve Smith Seconded: Steve Herschell	
MATTERS ARISING	
<p>a) Lindsay updated on the leader consultation event she facilitated and the funding achieved as a result of this. Charlie thanked Lindsay for taking the time to organise the event and secure the additional funding.</p> <p>b) John asked if I could speak to Tricia Lawson regarding the Broadband project and community funding. Lindsay indicated she was to be meeting with her tomorrow and would discuss then. John indicated Tricia was getting a lot queries from the community that she was not in a position to answer and this needed to be addressed.</p> <p>c) Landscape Gateway. Charlie updated that a meeting regarding the Landscape gateway had been held on Monday with a number of community members. It was felt that most of those attending had left more appeased with the discussion, however the community association meeting has been called today for the 7th April. Crown to do cutting of stumps to make better. Communication was acknowledged to be an issue.</p> <p>David and Steve Sacks both requested that directors need to be updated prior to board meetings if there are any issues regarding projects as a number of community members have contacted them and they were unsure of the current position.</p> <p>John queried what would happen regarding the Tomnavoulin layby, Lindsay indicated that the Crown Estate had committed to undertaking the works required to improve the layby in terms of new paving, tree felling and generally tidying the site. However the tarring of the layby would no longer take place, this was something the community association had indicated was not a high priority.</p> <p>It was acknowledged that we were never the lead agency on this project and we have been involved to try and achieve the best result for the project within budget and it was still felt that the end result in 5 years should be the same.</p> <p>Message at the community meeting needs to be we are disappointed that we are not able to deliver what they had expected in the short term but we have to work within a set budget and we acknowledge communication going forward needs to be better. It was felt that the Crown Estate as Landowners need to ensure the project is now delivered onsite to the standard expected.</p>	<p>LR</p> <p>ALL</p> <p>CI/LR</p>

<p>d) Communication with community as a whole needs to be addressed to be more effective and reach a wider audience. HLF, Steve queried match funding being 40% and how this would be achieved over the 5 years. Crown to provide costings for Scalan as part of their support. Charlie suggested that other board members may want to attend the presentation on the 24th April, where the final bid projects would be presented.</p> <p>e) John requested that the minutes be issued earlier.</p>	<p>ALL</p> <p>LR</p>
FINANCE UPDATE	
<p>a) David reported that he did not have a current financial update and would get this issued to directors as soon as possible. Charlie asked that this be circulated within a week.</p> <p>b) David updated that CNPA had awarded funding of £3k to the Visitor Information Centre upgrades and £4k to the Hostel Biomass.</p>	<p>DT</p>
AGENDA ITEMS	
BOARD APPROVALS	
<p>a) Steve Smith updated that Sage is required to be able to manage the finances and be able to report more effectively across projects, the board approved a one off cost of £800 to buy the software. Fiona Toovey to train on how best to use this and a number of key people to be able to access.</p>	<p>DT</p>
VIC & MUSUEM	
<p>a) Steve Smith requested that the VIC/Museum directors could appoint on the basis of getting staff in place prior to opening. The board approved this. Steve H queried who would train staff, Lindsay informed the board that VisitScotland was providing training and work shadowing.</p>	<p>SS/CI/SW</p>
<p>b) Steve Smith requested approval for the use of the £5k (£3k from CNPA Grant and £2k from Small Heritage Grant) funding to be used for minor upgrades prior to opening, including painting, new display materials, counter, etc. Board Approved the project directors to oversee the spend in accordance with the grants awarded.</p>	<p>SS/CI/SW</p>
<p>c) John queried asset transfer decision, CAT meeting was held today and awaiting feedback but needs approval through the policy and resources committee so is unlikely to be in place for opening.</p>	
<p>d) Charlie updated that the Glass to grain that the Spirit of Speyside Whisky Festival were trying to rehome was offered to the Museum, however in terms of the timeframe, space and electrics the VIC/Museum directors felt that we were not in a position to move forwards with this opportunity.</p>	
<p>e) Steve proposed that in order to get the VIC/Museum open we need a working weekend with involvement from both community and trust. Need to proactively target people. Weekend of the 12/13th April. List of tasks to be completed by Hayley next week and circulated to the directors to identify people/approach them. A general approach to be made to community.</p>	<p>ALL</p>
SMUGGLERS HOSTEL	
<p>a) Staffing – Kerry reappointed for 2014. Terms and conditions with a wage increase, it had been agreed that Kerry could use volunteers to come in and support throughout the season which means no support required from family given their other commitments with work. All volunteers to be subject to the approval of the Trust Board or delegated Director(s)</p>	<p>SS/LR</p>
<p>b) Marketing – responsibility lies with Pery/Lindsay with support from Kerry. Some training for Kerry required in social media and blogging to fulfil support role.</p>	

<p>c) Finance - Bookings looking good for current season.</p> <p>d) Steve circulated the plans that Peter East has been supporting with. Peter has also provided scope of works and is working with trades to get quotes. Planning submitted, timescales are dependent on this. Fire station had declined to be part of the scheme at this stage but may revisit at a later date. David queried the change of location of the boiler house, this was due to the pellet delivery distance, costs for installing and having a drying room included it was beneficial to have this close to the hostel. Steve raised that we still need to confirm RHI Loan versus Grant funding.</p> <p>e) John queried if Steve had managed to make any progress with Directors, Steve had not managed to get any other volunteers to become directors. It was acknowledged that this may change dependent on the trading subsidiary/company route we take going forward.</p> <p>f) The board recognised the positive stage the hostel has come to and everyone's contribution. Profit was only projected to be £5091 and £4-4.5k has been generated. Amount of spend generated within the village is also significant. Companies house log in required from Jim to be able to file end of year returns, Steve Sacks to contact Jim to get this.</p>	<p>SS/LR</p> <p>SS</p>
<p>TRADING SUBSIDIARY vs TRAINING COMPANY</p> <p>a) Steve Smith updated that one Trading Company appeared to be the best way forwards for trading but need to take legal and financial advice to ensure we take correct action in dealing with this including winding down hostel business. Need to consider turnover levels for VAT threshold as well given the number of trading activities and their potential for growth going forward.</p> <p>b) It was acknowledged that we need directors for the trading company, each project needs a point of contact for any queries and to oversee the full trading company finances and operations. John queried if all directors should sit on this. It was suggested that not everyone would have the time commitment for this and additional expertise would be required.</p> <p>c) Where responsibilities would lie on decision making was clarified, and trading asset development would sit with TGDT, once trading this would be managed by the trading company directors. Overall direction and strategy for our trading assets would still be overseen by the TGDT board.</p> <p>d) Directors were asked if they felt they could contribute to the Trading Company board, David offered to be involved on a finance basis, Steve Smith company secretary and Steve Sacks Hostel.</p>	<p>SS/DT/LR</p> <p>DT/SS/SS</p>
<p>WEBSITE</p> <p>a) John queried that the website was not going to be launched by the end of March which he had communicated to members of the community and as a result of this stood down as lead director on the project.</p> <p>b) Lindsay clarified that Pery was still working to get this live, however had not received a lot of information back from local businesses and groups when she had issued requests. It was therefore likely that the website would be launched in a phased basis.</p> <p>c) John suggested that going forward communication re deadlines and timeframes for project delivery needed to be carefully communicated to avoid raising expectations within the community that we could not meet.</p>	<p>PZ</p>

<p>COMMUNICATION</p> <p>a) It was agreed that an open community meeting following the same format as the AGM with project updates and informal Q&A sessions was a good way to update the community. The meeting was scheduled as 14th May.</p>	LR
<p>NOTIFICATION OF NEXT FULL BOARD REPORT</p>	
<p>The Directors agreed that next month's board report should be an update on the broadband project.</p>	JS/SS
<p>DATE OF NEXT MEETING</p>	
<p>Next board meeting to be held on the 16th April</p>	LR