

## Tomintoul & Glenlivet Development Trust

### Directors Board Meeting

12<sup>th</sup> November 2014. Glenlivet Estate Office, Tomintoul

PRESENT	ACTIONS
Steve Smith, Steve Herschell, Sandra White, Katie Taylor, Mark Finnie, Callum Dingwall and Lindsay Robertson.	
APOLOGIES	
Steve Sacks.	
APPROVAL OF MINUTES	
The minutes were approved as correct and proposed and seconded as follows: Proposed: Sandra White Seconded: Katie Taylor	
APPOINTMENT OF OFFICE BEARERS:	
Steve Smith welcomed the new director to the Board and gave an overview of the roles that we required within the Board of Directors, the Directors then discussed the roles and who was in a position to undertake each one and the following directors were duly elected to the roles: <ul style="list-style-type: none"> <li>a) Chairman: Steve Smith</li> <li>b) Vice Chair: Steve Herschell</li> <li>c) Treasurer: Mark Finnie</li> <li>d) Company Secretary: Katie Taylor</li> </ul> It was also unanimously agreed to co-opt Tilly Smith onto the Board of Directors.	
APPOINTMENT OF DIRECTORS TO PROJECTS	
Steve Smith highlighted that as well as the statutory roles required as a Limited Company the Board had previously appointed one or two Directors to lead on each project. All projects were discussed in further detail and two new roles were introduced with a Membership Secretary and Communications Secretary also implemented. The following directors were appointed to these roles: <ul style="list-style-type: none"> <li>a) Trading Subsidiary: Mark Finnie, Steve Smith, Steve Sacks.</li> <li>b) Broadband: Steve Smith and Callum Dingwall.</li> <li>c) Landscape Partnership: Tilly Smith and Steve Smith.</li> <li>d) Events: Cycling Festival – Steve Sacks. Other events TBC as required.</li> <li>e) Renewables: Steve Herschell.</li> <li>f) Membership: Sandra White. It was agreed that a letter confirming membership and everyone's role as a member should be issued. Sandra to draft a letter for issue.</li> <li>g) Communication: Callum Dingwall. It was agreed that this role would put together a calendar of dates, including meetings, events and publication deadlines that we would need to attend/meet and confirm with Directors who was responsible. Callum will also review the website and identify any updates that are required. Steve Herschell suggest iphone reminders to allow people to keep on top of the tasks they are assigned. Lindsay to look into this.</li> <li>h) VIC/Museum: Sandra White and Katie Taylor.</li> </ul>	Sandra  Callum  Lindsay
FINANCE REPORT	

<p>a) Lindsay provided an overview of the finances for both the Development Trust and the Trading Subsidiary. Once outstanding amounts in claims had been paid to the Development Trust a balance of £12,305 unallocated funding was available. The trading company currently had a surplus of £10,204 which was a good performance for the year, given the Museum and Visitor Information Centre had been subsidised throughout the season.</p> <p>b) Lindsay requested clarification on the amount we would be selling the electric bikes for. It was agreed that this should be £800 per bike as they retail new at over £1200 and had only minimal use in one season. It was agreed to go back to local individuals first and then promote to other companies who have could be interested in purchasing them.</p> <p>a) Lindsay requested clarification of the project proposals the Directors wished the £6k CNPA funding to go towards. It was agreed a proposal should be submitted for £2k towards the booking system for the Visitor Information Centre and £4k towards a marker for the highest village in the highlands and associated finger post signage/out of hours signage info promoting businesses in the area.</p>	<p>Sandra Lindsay</p> <p>Lindsay</p>
<p><b>BOARD UPDATE</b></p>	
<p>a) Steve Herschell queried the salary for Eilidh was funded and were the board satisfied that this was at the correct level for her relocating to the area. It was noted that funding was 70% from ScotGrad, 20% from CNPA and the remaining 10% funding internally from TGDT.</p> <p>b) The board discussed the role Kelly could play in supporting the Trust over the next couple of months and it was agreed that where possible we should utilise her for admin tasks that allowed Lindsay and Eilidh to focus on development work. Steve Smith requested a zero hours contract to be issued to Kelly.</p> <p>c) Katie queried the timeframe for the building warrant for the Hostel being finalised for moving forwards with the Biomass and renovations, the final outstanding points were currently being clarified with Moray Council with a view to being signed off by the end of November.</p> <p>d) Callum queried the drop in bednights at hostel in June/July, it was noted this was attributed to the World Cup and Commonwealth Games and was seen across the board with accommodation providers and was therefore not something we could have influenced.</p>	<p>Lindsay</p> <p>Lindsay</p>
<p><b>TRADING SUBSDIARY</b></p>	
<p>a) It was noted that the Asset transfers for both the Hostel and Museum required to be submitted and it had been indicated that our business case was stronger for a zero rate transfer if they were both transferred together. Lindsay confirmed that once the asset is transferred there is no repayment clause should the Development Trust ever be in a position they need to sell the asset. On this basis the board approved submitting both asset transfers in tandem.</p> <p>b) Steve Smith updated that we were not at the position to move forwards with the renovations yet, this was dependent on finalising the building warrant. A trading subsidiary board meeting to be held once Eilidh is in post to finalise upgrades and systems, as well as financing of the alterations.</p>	<p>Lindsay</p> <p>Steve/Mark/Steve</p>
<p><b>LANDSCAPE PARTNERSHIP</b></p>	
<p>a) It was noted that the Trust had previously indicated that they would provide office accommodation for the HLF Staff members and we</p>	

<p>had hoped to redevelop the area above the Museum, now that the funding was secured for the development phase we needed to agree where best to site the Development Officer. Lindsay suggested that it may be possible to consider the bunkhouse as an interim measure given it was currently on the market, this would allow all staff to be located in the same office and be central in the village. Lindsay to contact Henry Paget and discuss the current position.</p>	Lindsay
<p>b) Steve reported that there was a board meeting of the HLF Project Board on the 19<sup>th</sup> November and Lindsay, Tilly and himself would attend. Lindsay noted that the announcement on the award of funding was embargoed until the 13<sup>th</sup> November and Lindsay would be issuing an update on our own website targeted at the local audience rather than the national press release.</p>	Lindsay  ALL
<p><b>A.O.B.</b></p> <p>a) Steve requested that where possible Directors support Lindsay in Eilidh's induction and help to get here out around the area to see attractions and specific sites.</p>	
<p><b>DATE OF NEXT MEETING</b></p>	
<p>Next board meeting to be held on the 10<sup>th</sup> December at 4pm.</p>	LR