

Tomintoul & Glenlivet Development Trust

Board Meeting 3<sup>rd</sup> June 2015

Meeting Minutes

<b>PRESENT</b>	<b>ACTIONS</b>
Steve Smith (Chairman TGDT), Mike Terry (Finance Director TGDT) , Tilly Smith (Director TGDT), Callum Dingwall (Communication Director TGDT), Mark Finnie (Director TGDT),, Sandra White (Director TGDT), Lindsay Roberston (Staff TGDT), Eilidh Hamilton (Staff TGDT), Lee Haxton (CNPA), Sandra Middleton (CNPA), Fiona Robb (HIE), Gordon Sutherland (Moray Council)	
<b>APOLOGIES</b>	
Katie Taylor (Director TGDT) Steve Herschell (Vice Chair TGDT)	
Sandra apologised for being late	
<b>BOARD REPORT</b>	
Minutes: Proposed: Callum Seconded: Mark	
Questions & Answers for board report & update in meeting to follow.	
<b>FUTURE PLANS</b>	

<ul style="list-style-type: none"><li>• Discussions to be had with HIE/CNPA &amp; MC. Sandra M emphasised the support from all partners going forwards and also explained the importance of looking towards an exit strategy, realising that the situation and support that would be available after 2018 would be very different.</li><li>• Gordon reinforced that the funding application process for Moray Council has been changed and an application needs to be submitted to go before the Policy &amp; Resources Committee in August.</li><li>• This application process involves a 2 step committee approval finalised in late September / early October.</li><li>• P&amp;R support was offered from Lee.</li><li>• Fiona reemphasised the due diligence and forward planning required by HIE. HIE will be looking for a final set of projections on potential income for the Trust.</li><li>• Fiona also noted the benefits of the consultant support delivering a facilitated session for the Board on roles &amp; responsibilities and future sessions. Thereafter being able to deliver a management plan.</li><li>• For going forward it was noted that renewables need to be key as well as cultural and natural heritage and sustainability.</li><li>• It was suggested that the facilitated session should also focus on outputs and how to meet objectives and outcomes for Moray, CNPA and HIE. Outcome indicators can be used as they feedback to National Outcomes. Should also record outcomes that are not included.</li></ul>	<p><b>SS &amp; LR</b></p> <p><b>FR</b></p>
--	--

<b>JOB DESCRIPTIONS</b>	
<ul style="list-style-type: none"> <li>• It was noted that Job Descriptions need to be reviewed and amended.</li> <li>• Steve Smith agreed to continue in the role of Line Manager for the Local Development Officer.</li> <li>• Steve noted that in terms of succession, planning and shadowing roles, this would be strengthened going forwards.</li> <li>• Steve and Lindsay also noted that going forwards, finance is not to be placed on LDO. Now with Mike coming in as Treasurer and Arlene as accountant this changes the focus from the LDO.</li> <li>• Fiona acknowledged the work undertaken by the Trust was widely acknowledged as far as exceeding targets and this was commended by all funders.</li> <li>• Sandra and Steve agreed to have discussions with the Crown Estate.</li> </ul>	<p><b>SS</b></p> <p><b>SS &amp; SM</b></p>
<b>APPOINTMENT OF LOCAL DEVELOPMENT OFFICER</b>	
<ul style="list-style-type: none"> <li>• Steve Smith updated everyone that Oliver Giles from Huntly Development Trust has been appointed as the new LDO and will start in post on 29<sup>th</sup> June. He will come along and help at Rock &amp; Road.</li> <li>• Also, Fiona Durno, whilst unsuccessful in her application is keen to be a director and would be keen to have a specific role in community engagement. It was unanimously agreed that she would be co-opted onto the board.</li> </ul>	
<b>OFFICE ACCOMMODATION</b>	
<ul style="list-style-type: none"> <li>• Steve Smith noted that the bunkhouse was potentially not going to be the best option given fire regulations.</li> <li>• Marion's office space to be facilitated in the VIC. CNPA offered to provide advice on set up.</li> <li>• Screening for office space can also be used to display materials for landscape partnership.</li> </ul>	<b>LH &amp; SS</b>
<b>FINANCE</b>	
<ul style="list-style-type: none"> <li>• Arlene, transfer accounts to Kashflow accounts system.</li> <li>• Banking, signatories and access to systems to be finalised.</li> <li>• Finances moving to better cash flow forecasting on monthly basis.</li> <li>• Repayment plan required for trading sub to repay TGDT for renovations.</li> </ul>	<p><b>MT &amp; ALL</b></p> <p><b>TGDT Directors</b></p>
<b>TRADING COMPANY</b>	
<ul style="list-style-type: none"> <li>• Visitor Survey Data from CNPA. Can this be broken down to show results from Tomintoul?</li> <li>• Activity Booking System to be promoted further.</li> <li>• Patricia Wallace was to be appointed as a board member of the Trading Subsidiary and would be taking on the role of Company Secretary.</li> </ul>	<b>EH</b>

<ul style="list-style-type: none"> <li>• CNPA could potentially support an audit of place of work.</li> <li>• Steve queried the invoices for renovations being finalised and in budget.</li> </ul>	<b>SM</b>  <b>LR</b>
<b>ROCK &amp; ROAD UPDATE</b>	
<ul style="list-style-type: none"> <li>• Tricia Lawson has agreed to volunteer.</li> <li>• Lindsay will speak to Jenny regarding parking marshalls for the games.</li> <li>• It was queried who did marshalling last year and could perhaps do it again?</li> </ul>	<b>LR</b>
<b>TGLP UPDATE</b>	
<ul style="list-style-type: none"> <li>• Marion has requested project plans and hours to ensure the recording is in place.</li> <li>• Marion is working with Sandra and Katie on Oral History Project, Steve has provided project plan for the Museum.</li> <li>• Steve agreed to ask Fiona Durno to lead on public meeting for events to inform project plan.</li> </ul>	<b>SS</b>
<b>OPEN DAY FEEDBACK</b>	
<ul style="list-style-type: none"> <li>• It was noted that there was good attendance at the last open day, model works well, lots of feedback received. It was suggested that more time could be invested in advance to ensure everything is set up earlier on the day.</li> <li>• Landscape Partnership is being better understood now that people are getting more chances to meet with the team.</li> </ul>	
<b>TGHH MEETING FEEDBACK</b>	
<ul style="list-style-type: none"> <li>• Sandra noted that the Cairngorm Business Partnership website was worth linking to.  <a href="http://cairngorms.co.uk/live-work/cairngorms-business-partnership">http://cairngorms.co.uk/live-work/cairngorms-business-partnership</a></li> </ul>	<b>All</b>
<b>AOB</b>	
<b>Member Approvals:</b>	
<ul style="list-style-type: none"> <li>• Andy and Pat Wallace were approved as full members.</li> <li>• Marilyn Barnes was approved as an associated member.</li> </ul>	
<ul style="list-style-type: none"> <li>• Lindsay agreed to attend the next Community Liaison Meeting.</li> </ul>	<b>LR</b>
<b>DATE OF NEXT MEETING</b>	
<ul style="list-style-type: none"> <li>• <b>Wednesday 15<sup>th</sup> July at 4pm at the Estate Office.</b></li> </ul>	