



Tomintoul & Glenlivet Development Trust

Tomintoul & Glenlivet Development Trust - Draft Board Meeting

DATE: 19/8/15

VENUE: Glenlivet Estate Office, Tomintoul

Attendees

Steve Smith (Chair, TGDT), Mike Terry (Finance Director, TGDT), Callum Dingwall (Communications Director, TGDT), Mark Finnie (Company Secretary, TGDT), Sandra White (Director, TGDT), Tilly Smith (Director, TGDT), Fiona Durno (Events Director, TGDT), Oliver Giles (Local Development Officer, TGDT), Eilidh Hamilton (Business Development Manager, TGDT), Gillian Bailey (Community Support Officer, Moray Council)

Apologies:

Steve Herschell (Vice-Chairman, TGDT), Lee Haxton (CNPA), Fiona Robb (HIE)

Welcome:

Steve Smith welcomed Gillian Bailey from Moray Council and Fiona Durno as the Trust's new Events Director to the Board Meeting.

Previous Minutes	ACTION
The minutes of the previous meeting were approved. TS queried the mention of the Secondary School in the previous minutes. SS noted that the no longer has an interest in the Secondary School but GB offered to get clarification and update the Board on the current position of the school.	
Review of Actions	

<p>SS queried the responses to the Rock & Road survey OG sent out. OG noted that he received 5 surveys back out of the 25 sent out.</p> <ul style="list-style-type: none"> OG and EH agreed to take an action to follow up on the surveys. <p>SS noted that he, OG, CD and EH met with TGHH and Jess Greaves for discussions on website promotions with regards the Trust website, TGHH website and promoting the VIC through these websites and Jess has agreed to come back with ideas regarding this.</p> <ul style="list-style-type: none"> SS noted to arrange a meeting with Mark to go over information as new Company Secretary for the Trust. 	<p>OG & EH</p> <p>SS & MF</p>
<p>Board Update – Questions and discussion</p>	
<p>SS queried if the final handover with Lindsay had taken place yet but OG noted that it hadn't as Lindsay has been ill but it was arranged to take place on Friday 28th August.</p> <p>MF queried if the cheque books were back, OG noted that they were. OG and MT noted that the online banking access was now sorted out.</p> <p>TS queried the status of the Broadband project and SS noted that we are currently waiting for BT plans to be published to see how we can then proceed with this. In the meantime TGDT were exploring options of a CNP wide project with and independent service provider plus what funding is available for initial planning for a community scheme using Tomintoul fibre cabinet for backhaul.</p> <p>SS noted that with the Friends Wall design starting to be made for the Museum that the Trust needs to decide on a future name for Tomintoul Museum & VIC as the name will be incorporated in the Wall design.</p> <ul style="list-style-type: none"> Eilidh agreed to circulate the wall design round the Directors. <p>MF queried how the organisation for Skerryvore was going? OG noted that everything was sorted with regards tickets and the hall booking and the posters are ready to be put out.</p> <p>GB noted that Moray Council would have the seating/standing numbers for the Richmond Hall for events and could pass this information on. Everyone agreed that this would be useful information to have in the future.</p> <ul style="list-style-type: none"> MF agreed to apply for the bar license for Skerryvore. <p>CD queried the situation with the PA system for Skerryvore as there might be a cost associated with this. SS and CD suggested to check Skerryvore's contract to clarify this.</p>	<p>OG/LR</p> <p>EH</p> <p>GB</p> <p>MF</p> <p>OG</p>
<p>Trading Subsidiary Report</p>	
<p>MT noted that at the moment OG can only spend a maximum of £50 without needing a signature. MT suggested that it would be useful if OG could be allowed to spend up to £500 without needing a signature then come back to the Board if more than that.</p> <p>SS noted that the main Trust Board could only endorse what MT is suggesting and it would have to be taken up with the Trading Subsidiary. There was a unanimous vote across the Board that they were happy to endorse this.</p> <ul style="list-style-type: none"> MT agreed to take this up at the next Trading Subsidiary Meeting. 	<p>MT</p>

<p>MT noted that he had managed to put together a financial report for April – July for the Trading Subsidiary which was circulated at the meeting.</p> <p>The report showed that for the first four months of trading the Smugglers Hostel has made an operating profit of £6228 and the Museum & VIC has made a small profit of £197.65. MT did note, however, that VIC had been helped with the fundraising activities from events in June & July and to bear this in mind for next season.</p> <ul style="list-style-type: none"> • MT noted to clarify and define event income in next report. <p>MT also noted that the two biggest expenses for both the Hostel and the VIC are staff wages and Lighting & Heating and MT’s main suggestion was to bring light and heating costs under control. It had been mentioned in the previous Board Meeting that grant assistance was available from CNPA to help with insulation and EH has started to look into this.</p> <p>CD & MF also noted that the new energy efficient lightbulbs have been fitted in the VIC. SS thanked MT for putting together the report and suggested circulating the Trading Subsidiary Finance Reports round the Directors a week before the Board Meeting to give time to read over them prior to the meeting.</p> <p>EH gave an overview of visitor numbers & the income streams for the Museum & VIC for July, noting that donations and craft commission are still the biggest income streams. EH also mentioned that the Friends scheme had started to build some interest and it had been promoted through the Toulter, the next issue of Thistledown and there were leaflets down with Marion’s stand at Tea in the Park. SS queried what more could be done in promoting the Friends scheme and SW suggested that perhaps for next year it would be good to have someone at Tea in the Park over lunch hours to be able to talk to people about the Friends scheme and promote it further.</p> <p>MT noted that now that Marion McDonald is in the office space at the VIC there is the additional income of £1000/month coming in back dated from June. OG also mentioned that there will be a visitor survey in place at the VIC as part of the Landscape Partnership which will bring in just over £1000 to the VIC if we can provide 300 completed surveys by the end of October.</p> <p>SS suggested that moving forward with the VIC there is still more that can be done to increase income with regards accommodation booking & activity bookings. SS also noted that OG and EH had met with Johnny Osbourne who was interested in helping out with the Museum & VIC and putting some ideas together for income generation.</p>	<p>MT</p> <p>EH</p> <p>MT/OG/EH</p>
<p>Project Updates</p>	
<p>Renewables</p> <p>OG mentioned that he and TS met with Robbie at Tomintoul Distillery for discussions about the Micro Hydro Scheme and how we would be able to use the water from Milton Burn.</p> <p>A general discussion was had about whether or not it was worth moving forward with the Micro Hydro Scheme as we may not be able to get an abstraction license for the water and would have to use the existing distillery infrastructure to take our water but the distillery would still get first cut.</p>	

TS & OF noted that there would also need to be a project plan put forward to Tomintoul Distillery which would have to include assurances that the project would have no impact on the distillery's fire hydrants and cooling supply. TS also stated the project would need serious buy in from the Distillery to be viable and she wasn't sure this would happen. SS also noted that it would 11 years before we would receive any payback from the scheme.

SW queried if there was another site that could be used but SS & OG noted that the initial consultancy survey arranged by Smiths Gore suggested that this was the best site.

OG also noted that SEPA would have to carry out a fish habitat survey of the site if we want to proceed and the costs for this would be £950.

CD queried if it would be worth speaking to whoever had been involved with a similar project at Knockando and TS queried if it would be better getting a fish habitat survey done on whichever site was the next best option.

After these discussions it was agreed by the Board that the best option would be to no longer pursue the Micro Hydro scheme and to look into other options for renewables instead.

SS suggested that one other option would be to buy into one of the Windmills like Dornell.

GB noted that there will be funding of between £300,000 and £1.3 million available through this project for community benefit which would be split between the 4 community associations.

- SS agreed to take an action to arrange a meeting with John Shewan to discuss this.

Community Asset Transfer

OG noted that with regards the community asset transfer he had been going over the business plans for the Hostel and Museum & VIC with GB in preparation for submitting the application to Moray Council. SS queried if both transfers were for October. GB confirmed that yes they are and at zero cost.

SS queried the state aid funding but GB confirmed that state aid wouldn't be an issue.

OG noted that the main work that had been done on the business plan was to show that the Hostel would probably need to support the VIC in the short to medium term. GB and OG also discussed making the HLF bid more prominent in the business plan and OG that changes to the new directors roles have been made in the business plan along with an organisational chart.

GB noted that an executive summary would also be a key part in the business plan.

GB noted that it would be good for MT & EH to go over figures for the VIC business plan and that it would be good to have a narrative with figures included in the plan. Also include year-end accounts for 2014/15 if audited in time.

GB noted that the Hostel & Museum & VIC are two separate business cases but need to be presented as one.

SS queried if there were any specific questions the Board needed to be clear on before submission. GB noted that there weren't.

SS

MT & EH

<p>SS noted that it would be good for the business plans to be circulated round everyone before submission. Directors to confirm if they wish to go ahead on the basis of the application.</p> <ul style="list-style-type: none"> OG agreed to circulate the business plans round the Directors by Friday 4th September. Directors to respond with comments or agreement by 11th September 	<p>All OG</p> <p>All</p>
<p>Finance Report</p>	
<p>OG and MT apologised for not having a Trust financial report prepared due to the time spent on the Trading Subsidiary report but agreed there would be one for the next meeting.</p> <p>SS suggested that it might be useful for MT to be involved in future meetings with the funders.</p>	
<p>AOB</p>	
<p>MF queried what to do with the leftover frozen fruit from Rock & Road and suggested if anyone was able to make jam with it. SS agreed that jam would be a good solution and could be sold in the VIC.</p> <ul style="list-style-type: none"> SW offered to make some jam and agreed to ask around and see if anyone else could make some as well to sell in the VIC. <p>FD noted that she and CD had met up to come up with suggestions of possible events for over winter and into next season. The list of possible suggestions included; tough mudder, bingo night with BBQ and Music Festival. SS suggested to have an item to discuss events at the next board meeting.</p> <ul style="list-style-type: none"> CD and FD agreed to look at the feasibility of a couple of the event suggestions for next time. <p>Following on from that SW noted that she and Pat Wallace were starting to organise a quiz night probably for October to raise funds for the Museum and would set up a meeting with FD and CD to organise this.</p> <p>EH noted that a decision needs to be made soon about the future name for Tomintoul Museum & VIC so it could be engraved on the Friends Wall. After discussion CD suggested that possible names should be circulated and voted on. SS suggested that EH come up with 3 options for names and put these round for a vote. EH agreed to take on this action.</p> <p>OG noted that the Open Day will take place on the 2nd September at the Richmond Hall with a 3-4pm set up time and the event taking place 4pm-8pm. It was discussed that it would be good to include Hostel refurbishment, Oral History, the Friends Wall and Events.</p> <p>Members for Approval OG noted that Johnny Osbourne had become a member which was approved by the Board.</p>	<p>SW</p> <p>FD & CD</p> <p>SW/FD/CD</p> <p>EH</p> <p>ALL</p>
<p>Date of Next Board Meeting</p>	
<p>It was agreed that the date for the next meeting would be Wednesday 16th September at 6pm at the Glenlivet Estate Office.</p>	