

Tomintoul & Glenlivet Development Trust Board Meeting



DATE: 16/9/15

VENUE: Glenlivet Estate Office, Tomintoul

Attendees

Steve Smith (Chair, TGDT), Steve Herschell (Vice Chair, 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), Marion McDonald (Development Officer, Landscape Partnership)

Apologies: Mike Terry (Finance Director, TGDT)

Pat Wallace (Company Secretary, Tomintoul Hostel Ltd)

Welcome:

Steve Smith welcomed Marion McDonald (Development Officer for the Landscape Partnership) to the meeting.

Previous Minutes	ACTION
<p>SS noted that under the Broadband project it should be added positive steps are being taken with the National Park wide Broadband Project.</p> <p>Minutes of the previous meeting were proposed by CD and seconded by MF.</p> <p>SS queried if the website was up-to-date with previous minutes. OG noted that he has arranged a meeting with Jess tomorrow to update the website.</p>	OG
Board Update – Questions and discussion	
<p>OG noted that there is one outstanding payment for the Landscape Gateway Project for £7584 for the remainder of works that were carried out at the Tomintoul layby.</p> <p>CD queried if the invoice had been paid for the Renewables project. OG noted that he is still waiting on the final bill to come through from Glen Hydro but there is money available to be drawn down.</p>	
Trading Subsidiary Report	
<p>SS queried some of the figures between the July & August Trading Subsidiary Reports and suggested that it would be good to have a finance meeting before the main Board meeting for those who wanted to attend to go over finances.</p>	SS / MT

<p>SS and OG noted that eventually there will be 3 headings on the Trading Subsidiary Finance Report; Hostel, VIC and Events.</p> <p>SS noted that more can still be done in promoting the Hostel, especially for group bookings over off-peak months.</p> <p>SH queried the electric bill for the Bunkhouse as it hadn't been used as office space. MF noted that it had been agreed in the contract with the Glen Avon Estate that the Trading Subsidiary would pay the electric bill while having access to the property and that it was used by volunteers during some parts of the season.</p> <p>OG queried if everyone would be happy for the Trading Subsidiary Finance Report to be included in the appendix for the Business Plan submission. The Board all agreed to this.</p>	<p>EH / MF</p> <p>OG</p>
<p>Project Updates</p>	
<p>Events</p> <p>SS noted that there are three main events to be discussed; Skerryvore, Quiz Night and the Landscape Partnership program of events.</p> <p>Skerryvore</p> <p>OG noted that as it stands at the moment given expenditure costs and the number of tickets we have to sell and raffle, Skerryvore looks like it will only be making a small profit.</p> <p>SH and CD queried the hall capacity for standing room and if it was definitely 200? SH felt there was a bigger capacity than this at the hall last year and SH agreed to speak with Roy Hill about this to get confirmation on standing room capacity.</p> <p>SW queried security for Skerryvore and MF noted that as long as there is one paid security steward and 4 volunteer stewards then this will be fine.</p> <p>SS queried if the support act for Skerryvore was confirmed? OG noted that he has tried to get in touch with the act Lindsay had booked but has not had any reply yet. A discussion was had about if we should go ahead with a support act and it was agreed by the Board not to go ahead with the support act and just have Skerryvore as the main act.</p> <p>SS queried what was happening with the bar on the night and MF noted that it has been offered to the Richmond and Balfour at £300 but there has been no response back regarding this. MF also noted that he has applied for the license and would be happy to do the bar if no one else gets back to him.</p> <p>SS queried the cost of marketing down at £200. OG noted that marketing costs might not come to this but it had been put down as a contingency.</p> <p>SS noted that last year MFR interviewed 2 members of Skerryvore for free and queried if this was something that could happen again?</p> <p>SS suggested that a raffle might not work particularly well at Skerryvore and is perhaps best left for the Quiz Night. MM suggested a fundraising activity using a bottle of whisky instead. EH agreed to just focus on the raffle for the Quiz Night</p>	<p>SH</p> <p>OG</p> <p>MF</p> <p>EH</p>

<p>CD noted that the curfew for the event is 1.30am and that Skerryvore also require a meal to be provided on the night.</p>	
<p>SS and SH queried how ticket sales were being controlled through Skerryvore’s website and the VIC. OG agreed to check this with Skerryvore.</p>	<p>OG</p>
<p>Quiz Night SW noted that she and PW have started organising the Fundraiser Quiz Night for the Museum on Saturday 24th October.</p>	
<p>SW suggested that it would be tables of 4- 6 at £5.50 entry fee per person looking at a maximum of 15 tables with different options for hot food being served as part of this</p>	
<p>SS queried if we are likely to get 15 tables. SW noted that the Croft Inn Quiz Night had been a great success and CD agreed to check with the Croft on the numbers they got for their event.</p>	<p>CD</p>
<p>CD queried the theme for the Quiz Night and suggested that a change of theme to a General Knowledge Quiz might attract a wider audience. The rest of the Board agreed to this</p>	
<p>SW queried the insurance cover for the event. OG agreed to look into this.</p>	<p>OG</p>
<p>SW noted that the poster for the Quiz Night just needs to be edited and then is ready to go out.</p>	<p>SW/PW</p>
<p>Landscape Partnership – Program of Events</p>	
<p>From discussions at the previous Board Meeting FD and CD met to agree on 4 events that could form the Landscape Partnership program of events. The events put forward to the Board were; Christmas in the Square, some sort of Halloween disco/ceilidh, an agricultural type event which could include tractor pulling and Farmer’s market and an outdoor music event in the summer.</p>	
<p>FD and CD noted that this provides a well-rounded calendar of events and the Board agreed.</p>	
<p>CD queried what the budget would be for putting on one of these events on? SS noted that there is money available depending on costings.</p>	
<p>MM noted that there is also funding available through the event strand of the Landscape Partnership from next year which could be used to pilot a new event.</p>	
<p>FD and CD’s other suggestion was to invest in equipment/capital assets like a marquee or PA system that could then be available and loaned out for other community events. MM noted that the funding could go towards this too as it would be benefitting the community and encouraging more events in the area.</p>	
<p>SH noted that before investing in any equipment it would be worth checking what resources are already available within the community.</p>	

<p>CD suggested putting together information on events for equipment loan/volunteer involvement etc.</p> <p>It was agreed by the Board that it is probably too late to put a new event on this year but that it would be good to look towards perhaps piloting the Spring/agricultural event next year. FD and CD agreed to look into event costs.</p>	<p>CD & FD</p>
<p>Landscape Partnership Project</p>	
<p>Museum & VIC Project</p> <p>SS noted that meetings had been held with the 3 tenders put forward for the refurbishment of the Museum & VIC. These bids were for the initial concept design stage of the project. SS noted that those involved in deciding the successful bid would like to appoint Ross Associates for this job. SS noted that Ross Associates, Edinburgh, best understood the brief as well as the business and community side of the project and had some great ideas for upgrades to the facility.</p> <p>The Board agreed to offer Ross Associates the job for the initial concept design stage of the project.</p>	
<p>Community Asset Transfer</p>	
<p>SS thanked OG for all his work on the business plan. SS and OG noted that the business plan has to be submitted on Friday, 18th September. SS queried if there was any feedback from directors or if everyone was happy for the submission to go ahead. There was full Board approval for the submission of the business plan.</p> <p>SS noted that it would be good for last year's accounts to be signed off by Arlene.</p>	<p>OG</p> <p>OG</p>
<p>Finance Report</p>	
<p>SS noted that there has been a cash flow issue with the Trust finances which will be discussed in more detail when MT is back.</p> <p>SS and OG noted that the funding from Moray Council has come through and that funding from HIE and CNPA is at the final stage of the process and almost ready to come through.</p> <p>CD queried when the invoice of £7584 for Strath Deveron Garden Services for the Landscape Gateway project has to be paid. OG noted it's to be paid by 1st October. TS queried if the funding has already been drawn down for this? OG noted that it had.</p> <p>Full Board approval was given to OG to pay the invoice.</p> <p>OG noted that there is £3500 in the Trust savings account and this bill takes the Trust into reserves.</p> <p>SH queried if all renovation bills have been paid for the Hostel. OG noted that they have but CD noted that there have been some ongoing electrical issues.</p>	<p>OG</p>

AOB	
<p>SS noted that it is coming up the time of the Trust's AGM. He noted that at the AGM Tilly Smith, Fiona Durno and Mike Terry who were co-opted Directors will need to be officially appointed as Directors.</p> <p>SS also noted that at the AGM 3 Directors will have to stand down but can be re-elected.</p> <p>SS noted that the deadline for Directors standing down and for Directors standing for election is Friday 9th October.</p> <p>The date for the AGM was agreed by the Board as Wednesday 11th November and it was suggested to be at the Glenlivet Distillery again, times to be confirmed.</p> <p>SS suggested having a housekeeping meeting prior to the actual board meeting to save time on finances during the board meeting.</p> <p>CD noted that there have been problems with theft and break ins at the Braes Hall and it was discussed if contact should be made with the hall committee regarding the Broadband.</p> <p>SH queried if there was any insurance cover for the broadband at the Braes Hall. CD noted that we don't have any equipment there so there is none needed.</p> <p>Members for Approval SW proposed 2 new members: Mr & Mrs Rogers for full membership. This was agreed by the Board.</p> <p>OG noted that Mike Budd thanked the Trust for putting him in touch with Gillian Bailey regarding funding and had asked OG if he would be able to assist him by writing a letter of support, the Board agreed to OG taking an action on this.</p>	<p style="text-align: right;">OG</p>
Date of next meeting	
<p>It was agreed the date of the next Board meeting would be Wednesday 21st October, 6pm at the Glenlivet Estate Office.</p>	