

Tomintoul & Glenlivet Development Trust Board Meeting



DATE: 09/12/15

VENUE: Glenlivet Estate Office, Tomintoul

Attendees

Mark Finnie (Chair, TGDT), Callum Dingwall (Communications Director, TGDT), Tilly Smith (Director, TGDT), Oliver Giles (Local Development Officer, TGDT)

Apologies: Fiona Durno (Events Director, TGDT)
Lee Haxton (CNPA)
Gordon Sutherland (Moray Council)

| Previous Minutes | ACTION |
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| <p>Minutes proposed by Mark Finnie</p> <p>Minutes seconded by Callum Dingwall</p> | |
| Trust accounts | |
| <p>Directors discussed the detail of the annual accounts and asked for a preamble to the income and expenditure section.</p> <p>Mary asked why there was more income than expenditure relating to the landscape gateway, Mark explained that some of the expenditure for that project would be in 2015 / 16 accounts as there had been a delay in getting all the invoices, however there has been grant funding claimed for the full cost of the landscape gateway project.</p> <p>Tilly asked whether there were any profits from the hostel project in the trust accounts, Mark confirmed that all hostel profits are being reinvested in the running and upgrade of hostel and VIC at the moment but that the ultimate aim was for Hostel profits to support the trusts other activities.</p> <p>Mary queried the constitution between the trust and trading sub and Oli agreed to circulate this to directors.</p> <p>Tilly asked how much Anderson & Co had charged for the accounts, Oli confirmed the bill was £1,104 for preparation of the annual accounts and that they would be submitted to Companies House well in advance of the February deadline.</p> | <p>OG</p> <p>OG</p> <p>OG & MWE</p> |
| New director introduction and election of offices | |
| <p>Mary introduced herself to the other directors as someone who has extensive experience of employment and a keen interest in procurement and the the Landscape Partnership, particularly how local people can benefit from employment and training opportunities.</p> | |

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| <p>Tilly confirmed that Ross Associates had highlighted the potential to use local tradesmen for the VIC work and that there were other projects that could benefit local people including the Scalan project and the digital contract. Mary to pick the issues up with Marion directly.</p> <p>Election of Chair – Mark Finnie who has been acting chair since the AGM was unanimously elected as Chair</p> <p>Company Secretary – Mary was unanimously elected as company secretary and will attend the VABs training on the 13th January</p> <p>Treasurer – Callum Dingwall was unanimously elected as treasurer and Oli will get Callum set up with account access</p> <p>Membership Director – Tilly Smith was unanimously elected as membership director</p> | MWE |
| Trading Subsidiary Report | |
| <p>Directors thanked Pat Wallace and Sandra Smith for their efforts at the recent Winter Wonderland event and expressed disappointment that the event had not been better attended.</p> <p>Oli confirmed that three bookings have been received for the Christmas and New Year period 20 – 22 December, 25 – 28 December & 28 – 1st January. Smaller group dynamics confirmed to ensure we only heat the rooms they'll need.</p> | |
| Project Updates | |
| <p>VIC Refurbishment</p> <p>Oli updated directors on the latest developments on the VIC refurbishment including the confirmation from HLF that the first floor can be included in the project as offices and agreement from the LP that additional funds can be made available in the development stage for first floor design work. Oli also presented the latest drawings from Ross Associates and the project plan, all agreed that the project was going well.</p> <p>Tilly highlighted that Ross Associates had been given a brief that the centre would need to make some money to be sustainable and that the Crofter Kitchen may be relocated to the Scalan where it could be seen more in context. The board noted that Steve Smith was still involved in the VIC project and all agreed that this was an asset to the project and thanked Steve for his continued commitment to the Trust.</p> <p>Callum asked if Ross Associates had looked through the collection and how much of it was on loan v's owned, Oli confirmed that collection management is the Trusts responsibility and was being addressed as part of the Asset Transfer with assistance from Ross Associates</p> <p>Community Asset Transfer</p> <p>Oli noted that the meeting with Moray Council which was cancelled due to MC officer sickness will be rescheduled in the new year.</p> | OG |

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| <p>LDO Support Role</p> <p>Oli outlined the three options currently available to TGDT for LDO support</p> <ol style="list-style-type: none"> 1. HIE Social Business Graduate Programme 2. Possibility of job sharing with CNPA HLF LP Development Officer between HLF Development and Delivery stages 3. Utilising underspend in core budget <p>Mary stressed the importance of the LDO support role and urged the group to consider the role required rather than the available funding etc. this led to a discussion on the overall personnel requirements for the Development trust which were summarised as a hostel warden supported by local volunteers and an operations / project officer.</p> <p>Oli will work on job descriptions with Mary for review at the next board meeting.</p> <p>Oli to continue to liaise with Fiona Robb on the budget and underspend</p> | <p>OG/ MWE OG</p> |
| <p>Finance report</p> | |
| <p>Oli noted that the accounts have been prepared by Anderson & Co and need signatures from Mark and Callum.</p> <p>Trust bank account currently sits at £20,300 with £10,000 committed to the VIC project. We have outstanding claims with HIE for £6,445 giving the trust approximately £16,000 of uncommitted funds.</p> <p>Oli confirmed that Steve Smith and Mike Terry had been removed from our account as signatories and that our Companies House info is up to date. Upcoming CH returns are 29/02/16 Accounts 24/05/16 Annual Return.</p> | <p>OG / MWE</p> |
| <p>AOB</p> | |
| <p>Callum queried if there were any new members for October. OG noted there were no new members, total members to date to 308.</p> <p>Oli highlighted the Cairngorm Nature Festival 2016 date of 15th – 16th May</p> <p>Directors discussed the possibility of going for Charitable Status, all agreed that the trust should take some legal advice from Macloud & Macallan on this and Oli and Tilly agreed to look into this further in the new year.</p> | <p>OG / TS</p> |
| <p>Date of next meeting</p> | |
| <p>Date of next meeting 18th January 2016</p> | |