

# Tomintoul & Glenlivet Development Trust Board Meeting



**DATE:** 18/01/16

**VENUE:** Glenlivet Estate Office, Tomintoul

## Attendees

Mark Finnie (Chair, TGDT), Callum Dingwall (Treasurer & Director, TGDT), Fiona Durno (Events Director, TGDT), Tilly Smith (Membership Director, TGDT), Lee Haxton (CNPA), Oliver Giles (Local Development Officer, TGDT)

## Apologies:

Mary Williams Edgar, Fiona Robb (HIE), Gordon Sutherland (Moray Council)

Previous Minutes	ACTION
<p><b>Minutes proposed by</b> Mark Finnie</p> <p><b>Minutes seconded by</b> Fiona Durno</p>	
<b>Matters arising</b>	
<p>A brief discussion was held on the role of hostel warden / manager and all present expressed a desire for Kerry to return to the post.</p> <p>A detailed discussion was held on the appointment of a Business Development Manager / Assistant for Tomintoul Hostel Ltd during which it was agreed social media and raising the profile of Tomintoul &amp; Glenlivet and the trust would be a major part. Timescales for appointment are April subject to approval by HIE.</p> <p>Fiona highlighted that the motorcycle gathering weekend is fully booked for accommodation in the village and Mark estimated this to worth £20k.</p>	<b>OG</b>
<b>Trading Subsidiary Report</b>	
<p>Oli reported that the Christmas and New Year bookings had gone well but the stormy, mild weather had resulted in negative comments from one of the three groups. The board discussed whether there is potential for out of season work for the hostel manager / warden. The need for a working weekend was discussed and dates of the 20<sup>th</sup>/ 21<sup>st</sup> February and 12<sup>th</sup> / 13<sup>th</sup> March were set (subsequently revised).</p>	<b>ALL</b>

<p>The board raised the wider use of the hostel in the community citing the use by the walking group as an example of how it could be used. Other ideas included a coffee morning and holding trust quarterly meetings at the hostel.</p> <p>Oli updated the board on the ongoing insulation and energy efficiency project – insulation has been purchased and is being fitted. Two quotes have been received for the installation of secondary glazing but the trading sub board would like to know if planning permission would be required to replace the existing wood framed windows. A pre application information request has been submitted to Moray Council.</p>	
<b>Project Updates</b>	
<p><b>VIC Refurbishment</b></p> <p>Oli updated the board on the current status of the Tomintoul Discovery Centre refurb project. Detailed budget and QS cost breakdown has been received and the next community consultation event is planned for the 28<sup>th</sup> January.</p> <p>The project team were asked to consider the storage of items not on display and this led to a discussion of how objects would be stored during the refit. Oli assured the board that this had been considered and that part of the museum would be sealed off during the building works to ensure objects could remain on site which has any benefits.</p> <p><b>Events</b></p> <p>Cairngorm Nature – Oli updated the board on the progress with the Cairngorm Nature Festival and asked if any board members could host sessions, Tilly offered to host a farm visit on both days. Other suggestions that came forward included an RSPB wetlands and waders walk and asking Mike to do a Jubilee Woodland walk.</p> <p><b>VIC Income</b></p> <p>The board discussed stock and commission levels and it was agreed an email requesting crafters products for the museum would be circulated. Crafters who have displayed at Tea in the Park and members of Creative Cairngorms group could also be invited to display. The commission rate was agreed at 25%.</p> <p>All agreed to repeating the advertising sales, Oli to contact previous advertisers.</p> <p><b>Charitable Status for the Trust</b></p> <p>Tilly and Oli highlighted their forthcoming attendance at a charities working smarter seminar in Inverness as an opportunity to speak with a professional in Charity Law and other groups who have been through the process.</p> <p>Lee Haxton advised speaking to DTAS who could also provide free impartial advice.</p> <p>Oli &amp; Tilly to update all at the next meeting.</p>	<p style="text-align: center;"><b>ALL</b></p> <p style="text-align: center;"><b>ALL</b></p> <p style="text-align: center;"><b>OG</b></p> <p style="text-align: center;"><b>OG / TS</b></p>
<b>Finance report</b>	

<p>Oli reported that the current balance of the trusts account is £17,868 but £5,000 is committed to Ross Associates for the Museum refurbishment and £5,000 is committed to energy efficiency improvements at the Hostel.</p> <p>This leaves £7,868 uncommitted.</p> <p>We have outstanding claims for £4,239 (Oli Salary to end Nov 2015), £1,676 (Eilidh salary to end of Nov 2015) and £1,000 for Marions office space.</p> <p>Giving us £14,783 available. £7,000 of this is grant income for Marions office space and could be made available to Tomintoul Hostel Ltd for operation and development of the VIC and hostel.</p>	<b>OG / MWE</b>
<b>AOB</b>	
<p>Lee mentioned that another £5,000 of project funding would likely be available to the trust next financial year.</p> <p>Fiona Durno advised directors that she starts a new teaching contract in Fife and will be unable to attend term time board meetings.</p>	
<b>Date of next meeting</b>	
<p>Date of next meeting 22<sup>nd</sup> February</p>	