

Tomintoul & Glenlivet Development Trust Board Meeting



DATE: 22/02/16

VENUE: Glenlivet Estate Office, Tomintoul

Attendees

Mark Finnie (Chair, TGDT), Callum Dingwall (Treasurer & Director, TGDT), Mary Williams Edgar (Company Secretary, TGDT), Tilly Smith (Membership Director, TGDT), Jennifer Stewart, Oliver Giles (Local Development Officer, TGDT)

Apologies:

Fiona Durno, Fiona Robb (HIE), Gordon Sutherland (Moray Council), Lee Haxton (CNPA)

Previous Minutes	ACTION
<p>Minutes proposed by Tilly Smith</p> <p>Minutes seconded by Callum Dingwall</p>	
Matters arising	
<p>Jennifer Stewart introduced herself to the board as a resident of Tomintoul with a particular interest in archaeology and history. Jennifer has worked for the Heritage Lottery Fund and has expertise in using community aspects of heritage to strengthen communities and develop museums without walls.</p> <p>Jennifer was proposed as a new director by Mary, Mark and Callum seconded the appointment, all present welcomed Jennifer to the board of TGDT. Oli to update Companies House details and arrange a formal induction for Jennifer</p> <p>The board discussed Tomintoul & Glenlivets community heritage and all agreed Jennifer would be an excellent addition to the board. Jennifer offered to be the nominal director with responsibility for the museum and all agreed this was an excellent idea as we develop our museum.</p> <p>Mark emphasised how important it was for the trust to have a diverse board who are prepared to challenge each other and work together towards the common aim of the economic regeneration of Tomintoul & Glenlivet.</p> <p>Oli updated the board on the staffing proposals and Jennifer suggested adding monitoring projects and performance into the duties and skills. Salary agreed at £21,500 and Jennifer offered to sit on the interview panel.</p> <p>Oli outlined the result of a recent meeting with Ron Hughes and Mike Budd where additional details about the landscape gateway were requested. All agreed that there was no public interest in following this up and a closing email to Ron and Mike was proposed and approved.</p>	<p>OG</p> <p>OG</p> <p>OG</p>

<p>All agreed to re-establish the Community association updates which have slipped in recent months</p> <p>Mary asked the board to consider a community first responder proposal for the Baes broadband which is still not working. This would get the community involved, be a training opportunity and take some task away from the LDO. All agreed this was a good idea and sends out the right messages. Oli & Mary to progress when Braes system running again.</p>	<p>ALL</p> <p>OG & MWE</p>
<p>Trading Subsidiary Report</p>	
<p>Oli reported that the new insulation was being installed in the hostel and new mixer showers were being fitted in the en suite rooms to reduce the electrical loading. A brief discussion was held on volunteers, insurance and working at height, all agreed volunteers shouldn't be working on ladders and a professional decorator should be brought in to paint the lounge / kitchen in the hostel. Oli agreed to contact VABS and TSi Moray with our volunteer opportunities and check whether volunteers were covered by our insurance policy.</p> <p>The board thanked Mark and Callum for their hard work on the hostel and reminded everyone that the trading sub board are entirely voluntary.</p> <p>Mark and Mary updated the board on the ongoing situation with Kerry Greaves who was invited to a meeting before this board meeting but didn't attend. All present expressed a desire for an amicable settlement and supported Mary, Mark, Callum and Oli in taking the necessary actions to ensure this.</p>	<p>OG</p> <p>OG, MF, CD & MWE</p>
<p>Project Updates</p>	
<p>VIC Refurbishment</p> <p>Oli updated the board on the current status of the Tomintoul Discovery Centre refurb project. A second successful community information event was held on the 28th January, overwhelming support for the project was expressed and recorded. Budget and project delivery plan is being double checked and finalised.</p> <p>Oli & Tilly attended HLF mid term review which went well. HLF confirmed that Stage 2 is not competitive giving us additional confidence that we'll be successful. HLF were also asked to clarify procurement procedures for Stage 2 contracts.</p> <p>Events</p> <p>Rock & Road – Oli updated the board on the Rock & Road cycling festival. The event has been registered and is open for entries via Sport Ident. Slight variation to the route and the shorter route has been dropped. Planning for the Enduro has started and Oli, Vicky and Mark met with No Fuss to discuss the event.</p> <p>Cairngorm Nature – Oli updated the board on the progress with the Cairngorm Nature Festival. CNPA need a list of our proposed activities by February 25th so Oli will present our events schedule at the next meeting.</p> <p>Volunteers will be required at both events and will be recruited via word of mouth, TSi Moray and VABS.</p> <p>Charitable Status for the Trust</p>	<p>ALL</p> <p>ALL</p> <p>OG</p>

<p>The board discussed the proposal for the trust to move to become a SCIO with particular emphasis on access to new funding streams and have a 'fit for purpose' structure. Mary asked whether we can transfer insurance policies, grants and our existing policies and procedures – Oli to check with funders and insurer before we renew. Callum raised the question of our name and whether it would have to change, all present felt that Development Trust shouldn't preclude charitable status and there are other DT's with charitable status. Mark updated the board on the accounting procedure and how they might change, all present felt that having robust and transparent accounts open to public scrutiny was essential. All directors present agreed to pursue the transfer to a SCIO with Corra Irwins assistance – Oli to formally accept Corra's offer of help and all directors to take ID to Corras office. Oli & Mary to look at the insurance and other constitutional issues over the coming months.</p>	<p>OG</p> <p>ALL</p> <p>OG & MWE</p>
<p>Finance report</p>	
<p>Oli reported that the trust had grant and donation income of £8,445.90 in January and current balance of the trusts account is £21,807. £5,000 is committed to Ross Associates for the Museum refurbishment, £2,000 for staff costs and £5,000 is committed to energy efficiency improvements at the Hostel.</p> <p>This leaves £9,807 uncommitted.</p> <p>We have outstanding HIE claims for £12,273 (staff costs to end March 2016) and £1,000 for Marions office space.</p> <p>Giving us £23,080 available. £8,000 of this is grant income for Marions office space and could be made available to Tomintoul Hostel ltd for working capital and development of the VIC and hostel.</p>	
<p>AOB</p>	
<p>Jennifer highlighted the disparate tasks going to Oli and all present gave a huge vote of confidence to Oli for continuing to manage the LDO workload.</p>	
<p>Date of next meeting</p>	
<p>Date of next meeting 9th March, Crown Estate 6pm, preceded at 5pm by a CA update meeting</p>	