

# Tomintoul & Glenlivet Development Trust Board Meeting



**DATE:** 09/03/16

**VENUE:** Glenlivet Estate Office, Tomintoul

## Attendees

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

## Apologies:

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

Previous Minutes	ACTION
<p><b>Minutes proposed by</b> Mark Finnie</p> <p><b>Minutes seconded by</b> Jennifer Stewart</p>	
<b>Matters arising</b>	
<p>Oli updated the board on the ongoing recruitment campaign, Tilly suggested adverts in the Strathy, local library and Balindalloch Shop.</p> <p>Mary suggested scheduling appraisal meetings with new hostel staff. Jennifer highlighted the need to have a system of no surprises.</p> <p>Oli stated that all communications and the process with Kerry have been logged and filed.</p> <p>May asked for the VIC contract wording relating to hours to be changed and minimum hours to be specified. Everyone agreed and a minimum of 10 hours will be offered to the two new employees.</p> <p>Mary proposed that Callum be elected deputy chair (subject to his agreement) and be given the opportunity to chair meetings and attend training.</p>	<p><b>OG</b></p> <p><b>CD</b></p>
<b>Trading Subsidiary Report</b>	
<p>Hostel open for business from the Easter weekend subject to staffing, exclusive bookings in March had gone well.</p> <p>VIC to open Easter weekend until 25<sup>th</sup> April weekend only opening, full time opening from 25<sup>th</sup> April subject to staffing.</p> <p>Oli to contact Cairngorm Learning Partnership about food and hygiene training for hostel staff.</p>	

<p>The board discussed museum stock and in particular the sale of crafters goods, it was agreed that we would negotiate prices and 'mark up' crafters items to increase revenue without decreasing the crafters return.</p> <p>Tilly suggested walking sticks, red deer antlers and cards and offered to get some samples from her various contacts.</p> <p>Oli to get a list of crafters from T in the Park.</p> <p>Mary asked that we try to commission more crafters from Glenlivet.</p> <p>The board discussed the merits of developing a campsite.</p>	
<p><b>Project Updates</b></p>	
<p><b>VIC Refurbishment</b></p> <p>Jennifer briefed the board on the proposal to tender for the building work in advance of receiving the decision from HLF which would allow the centre to open earlier. Mary highlighted the preference for local labour and need for some training output from the contract.</p> <p>The board agreed in principle to the early tendering proposal.</p> <p>Oli highlighted that the Landscape Partnership board have invited Andy Jump, procurement expert from Loch Lomond National Park to run a session.</p> <p>Procurement of smaller items for the museum refurbishment was discussed. The board agreed that Ross Associates and the project team should have delegated power to approve spend up to £3k, spend above £3k would require approval of the TGDT board.</p> <p><b>Braes Broadband</b></p> <p>Subsidised satellite broadband installation is available in some locations Tilly to find out more and come back to the meeting</p> <p><b>Charitable Status for the Trust</b></p> <p>Directors were asked to take ID to the mobile bank which will stamp and certify it so Corra can start work on the transfer.</p> <p>The main benefits of charitable status were restated as access to alternative funding sources and business rate and tax relief.</p>	<p><b>ALL</b></p> <p><b>TS</b></p> <p><b>All</b></p>
<p><b>Finance report</b></p>	
<p>Oli reported that the trust had £21,807.41 in the bank, income for the month was £0 and expenditure was £4070.94. We have commitments of £12,941.28 giving an uncommitted</p>	

balance of £4,795.19. We have an outstanding HIE claim of £13,062.61 covering expenditure already made.	
<b>AOB</b>	
There was no other business	
<b>Date of next meeting</b>	
Date of next meeting 20 <sup>th</sup> April, Crown Estate 6pm, preceded at 5pm by a CA update meeting	