

Tomintoul & Glenlivet Development Trust Board Meeting



DATE: 20th April 2016

VENUE: Glenlivet Estate Office, Tomintoul

Attendees

Mark Finnie (Chair, TGDT), Mary Williams Edgar (Company Secretary, TGDT), Tilly Smith (Membership Director, TGDT), Jennifer Stewart, Callum Dingwall (Vice Chair), 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 Mary Williams Edgar</p>	
Matters arising	
<p>It was note that no Community Association representative was present at the information exchange.</p> <p>Oli updated the board on the new staff and noted that all were settling in well to their roles.</p> <p>Mary asked about a lone female working in the hostel, the board discussed the potential liability for the trust and Jennifer suggested looking at the Susie Lamplugh Trust for guidance and good practice. Mary suggested a briefing for all staff regarding harassment and lone working, Oli to do for the first team meeting.</p> <p>A staff and director soup and roll style lunch meeting was suggested so staff and directors recognised each other and felt comfortable approaching one another.</p> <p>The board discussed staff training and Oli agreed to check the budget for training costs.</p> <p>Mary asked about the remit for the new Business development Manager, the board discussed and the following projects were identified</p> <p>Events</p> <p>Museum friends scheme</p> <p>Relationship with local businesses</p> <p>Maximising commission opportunities</p> <p>The board discussed the operation of the booking commission at the VIC and all agreed it was a confusing system that required some thought. A clear proposal should be developed and put to the B & B operators.</p>	<p>OG</p> <p>CD</p> <p>OG</p> <p>ALL</p> <p>BDM</p>

<p>The Business Development Managers reporting line was discussed and agreed should report to Oli with the board of Tomintoul Hostel Ltd having input in to work programme. Oli's role as LDO was discussed and Jennifer highlighted that quarterly appraisals for 5 staff was a lot of work, Mary highlighted that as most of the staff are seasonal it would be a good opportunity to get their ideas. Oli to get appraised every 6 months.</p>	<p>MF / OG</p>
<p>Trading Subsidiary Report</p>	
<p>Booking.com was discussed as a priority for the hostel and will be a BDM project.</p> <p>Development of a maintenance plan was discussed to prioritise work at the hostel, possibly funded by rent from Marion's office.</p> <p>TGDT board discussed the benefit of an advance trading sub report and Callum offered to coordinate.</p>	<p>BDM</p> <p>CD</p>
<p>HLF Updates</p>	
<p>VIC Refurbishment</p> <p>Final Discovery Centre project meeting is scheduled for 25th April, we'll be reviewing the final draft of the study and discussing the procurement strategy. Both planning permission and building warrant approval have been received from Moray Council. An application to Cairngorm LEADER for £160k is being developed for submission on the 28th April.</p> <p>Oral History</p> <p>Jennifer reported on a very successful memory day at Tomnabat Court with 30 people sharing stories and images. Jennifer highlighted some confusion over the roles of the Landscape Partnership and development trust and a Q & A piece for the Toulter and Thistledown was discussed and agreed. The next memory day will be 4th June in the Braes of Glenlivet, the event will have a farming theme and Mary Hogg is organising with support from Jennifer and the team. There will be additional memory days in Glenlivet in September / October and An'side in early 2017. The slight change in emphasis of the oral history project to images was discussed and approved as long as the systems were up to the task of recording and storing them. The Am Baile website was discussed and all were asked to go away and have a look (www.ambaile.org.uk)</p> <p>New Project proposals</p> <p>Fair work Community</p>	<p>OG</p> <p>All</p>

<p>The board discussed the paper circulated by Mary which set out the changes in public sector procurement framework that will require contractors to pay £8.25 minimum wage. Mary highlighted that we are in the heart of a small business community and will be subject to the £8.25 living wage next year anyway. Directors discussed the need to get our house in order (OHIO) before we ask this of others but agreed this was a good PR opportunity. There was unanimous support for Marys proposal and all agreed that the trust should provide employment opportunities that give employees satisfaction and a fair wage. Mary also highlighted the Pan European Landuse Conference that she has been organising which presented some good networking opportunities for the trust.</p> <p>Young Peoples Mentoring Project Jennifer was approached by Leader staff at an event and suggested we could apply for a part time youth worker and delegated small grants fund. All agreed it would be a great way to involve young people and engage them in issues in their community. Suggested 2 year project with £25,000 salary costs and £15,000 delegated grant fund. The board discussed the project and suggested we approach some partners with experience in youth work and try to work to an existing template. Tilly suggested linking with the Rural Parliament and Moray Council youth workers. Callum asked if the objective was to educate about local politics or asking young people what they want and agreed it would be good for the development trust to be seen to be tackling an important issue. Mary suggested everyone involved would need to see something realised and Mark highlighted that it would be a good way to raise our profile in the community. The board agreed in principle to the idea and Jennifer and Oli will draft an expression of interest for approval by the board and submission to leader.</p>	OG / JS
Finance report	
<p>Oli reported that the trust had £17,916.57 in the bank, income for the month was £1000 from rent of Marion’s office space. We have commitments of £5,000 giving an uncommitted balance of £12,916.57.</p>	
AOB	
<p>Directors discussed their meeting with Andy Wells and Alan Laidlaw from the Crown Estate and reported that the CE were still keen for a track from the bike trails to the village but couldn’t fund it. The campsite and Wigwams proposal was also discussed, Oli to make contact with Charles.</p> <p>Directors discussed inviting Vicky Hilton to future board meetings and all agreed this was a good idea.</p> <p>Andy Wells had also highlighted that Crown Estate staff are required to do 14 days volunteering in the community and if there are maintenance or building jobs the trust need doing this was an option. Oli to follow up with Karen Smith.</p>	OG

<p>Jennifer raised the possibility of a technology advisory group similar to the one that advises the oral history group. Mary asked if there was any specific advice the trust required at this stage. Mark commented that some general advice might be useful at this stage.</p> <p>Mark highlighted the opportunity for new hostel staff to visit the Lazy Duck Hostel which is seen as a market leader in the area, all agreed this is a good idea.</p>	
<p>Date of next meeting</p>	
<p>Date of next meeting 6th May, Crown Estate 6pm, preceded at 5pm by a CA update meeting</p>	