

Tomintoul & Glenlivet Development Trust Board Meeting



DATE: 11th January 2017

VENUE: Glen Avon Hotel, Tomintoul

Attendees

Mark Finnie (Chair, TGDT), Mary Williams Edgar (Director, TGDT), Doug Nisbet (Director, TGDT), Oliver Giles (Local Development Officer, TGDT)

Apologies:

Tilly Smith (Membership Director, TGDT), Jennifer Stewart (Director TGDT), Dr Malcolm MacGarvin (Director, TGDT), Lee Haxton (CNPA), Vicky Hilton (Countryside Manager Crown Estate), Fiona Robb (HIE) Justin Livesey (Business Development Manager, TGDT)

Advisory meeting – due to poor weather board not quorate

Previous Minutes	ACTION
Proposed Mark Seconded Mary	
Matters arising	
Oli updated the board on the status of the company secretary vacancy – Arlene, our accountant would be prepared to carry out the role but cannot give us a price until she knows exactly what's involved. Oli also advised the board that there's no legal obligation for the development trust to have a named company secretary. Directors agreed that Oli would continue to do the tasks associated with the company secretary role.	OG
There was a brief discussion about the office space for the Landscape Partnership Oli will go and see the space Tilly has offered.	OG
The Dropbox account has been set up and appears to be working well. If any directors are having problems accessing the files please let Oli know.	all
Doug mentioned he'd not received any headings for the strategy development work although accepted that the last three weeks had been a busy time – all to consider the key heading for the trusts five year strategy.	all

<p>Oli presented the HIE case report template we need to complete to secure the funding for the strategy workshop. This includes headings under expected outcomes, scope and deliverables. Oli to send the form to Doug.</p> <p>Mark offered to host the strategy workshop at the Glen Avon but the 8th Feb date was considered optimistic.</p>	<p>OG</p>
<p>Trading Subsidiary Report</p>	
<p>Due to Justin's absence there was no trading subsidiary report. Oli to circulate the January report to directors</p>	<p>OG</p>
<p>TGDT Strategy workshop</p>	
<p>See above</p>	
<p>Project updates & proposals</p>	
<p>HLF Grant Offer</p> <p>Oli advised the board that he had received input on this item from Jennifer Stewart and Malcolm MacGarvin prior to the meeting and that subject to the satisfactory resolution of the £20k deficit they are happy to sign the grant agreement. Tilly had previously agreed to sign the offer via email on 20/12/16.</p> <p>Oli and Mary summarised the circumstances leading to the Discovery Centre budget increase. Mary outlined the approach taken to reduce the contract costs by reducing the specification, and increase the budget by applying the project contingency and additional programme contingency made available by the LP board.</p> <p>Oli updated the board on the approach to Leader who are the match funder (36%), although Leader are still officially open to an approach the evidence required to demonstrate approaches to other funders is considered unrealistic in the circumstances.</p> <p>Oli highlighted the issue that we're unlikely to bring a new funder on board once the project has started.</p> <p>The board members present discussed the importance of the phase one building contract and phase two fit out contract. It was agreed that any savings required because of the £20k funding deficit should be made in the final phase of the project.</p> <p>On that basis the grant offer from CNPA was signed by Mark Finnie and witnessed by Mary Williams Edgar.</p> <p>Recruitment</p> <p>Oli liaising with Pip at CNPA on the JD's for the Communication and Interpretation Officer post with a view to advertising the posts and interviewing mid February.</p> <p>Office Accommodation</p> <p>Doug mentioned the availability of the church hall all present felt this was an excellent idea and Oli, Doug and Mark will go and see the hall next week.</p>	<p>OG</p> <p>OG / DN / MF</p>

<p>Broadband The trusts director nomination for CCB was discussed. Oli mentioned that as far as he knows no one from the community has put themselves forward as a director for Cairngorm Community Broadband.</p> <p>Malcolm has expressed an interest in joining the board subject to TGDT being clear what it wants to gain from the position. Board members present supported the nomination of Malcolm MacGarvin to the board of Cairngorm Community Broadband.</p> <p>Crown Estate long term consultation Directors discussed the consultation on the long term proposals for the Crown Estate in Scotland. Mary proposed that Tilly and Oli work on this on behalf of the trust.</p> <p>Oli mentioned the possibility of an open meeting with guests from the strategy unit to encourage participation in the consultation from members. All present felt this was a good idea.</p>	<p>MM</p> <p>TS / OG</p> <p>OG</p>
<p>Finance report</p>	
<p>Oli presented the finance report and highlighted the large amount of grant income due. Board members recommended asking HIE for an advance payment to ensure we have funds to cover payments in advance of them going out.</p> <p>Oli advised the board that the paperwork for the Landscape Partnership separate bank account had been completed on the same basis as the main account. Doug offered to be added as a signatory to bring the number back up to three. It was also agreed to remove Callum Dingwall, Michael Terry and John Shewan.</p>	<p>OG</p> <p>OG / DN</p>
<p>AOB</p>	
<p>Mary advised that she is now a director of Scottish Rural action</p> <p>Doug advised that the deadline for articles for the Thisteldown is 23rd January for publication 3rd March</p> <p>Oli mentioned that GALE have come back with the date of 7th February for a visit proposed to go over the day before and have a full day on the 7th and return that day. Doug and Mary expressed an interest in attending.</p> <p>Oli highlighted the Aspiring Communities Fund which has just opened for applications, good fit with our interest in developing a volunteer model of operation at the Hostel and Museum. Oli to develop this further.</p>	<p>DN / MWE</p> <p>OG</p>
<p>Date of next meeting</p>	
<p>8th February 2017</p>	

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