



Tomintoul & Glenlivet  
Development Trust

**TGDT Board Meeting**

**Date: 13/12/2017**

**Glenlivet Estate Office, Tomintoul – 5pm - 7pm**

**DRAFT Minutes**

**Present:** Doug Nisbet (TGDT Director - DN), David Toovey (TGDT Director - DT), John Polak (TGDT Director - JP), Jennifer Stewart (TGDT Director - JS), Malcolm MacGarvin (TGDT Director - MM), Tilly Smith (TGDT Director - TS), Oli Giles (TGDT LDO - OG), Amy Woolvin (TGLP & minutes - AW)

**Apologies:** Mark Finnie (TGDT Director), Fiona Robb (HIE), Liz Henderson (CNPA)

**Actions carried over from 15/11/2017** (updates in *italics*)

**Action 1:** OG to speak to VH about estate maintenance costs – *OG updated as ongoing and will follow up at next Board Meeting*

**Action 3:** all to consider the position of Chair – *To be taken forward to next Board Meeting*

**Action 4:** OG to prepare text for a 'director drive' in the Thistledown and Toulter – *OG advised that text has been prepared but some further discussion on clarity needed (see 'Matters Arising' for related discussion)*

**Minutes**

**Minutes of previous meeting**

15/11/2017 TGDT Board minutes approved.  
Proposed by John Polak  
Seconded by Malcolm MacGarvin

**Matters Arising from previous Actions**

All actions other than those above have been discharged.

**Community Consultations**

DN thanked all TGDT staff and Directors involved.

**TGDT Chair**

All those who attended agreed to DN chairing this TGDT Board Meeting.

**Text for 'director drive'**

There was some group discussion on including specific qualities and a requirement for previous experience to help broaden the skills amongst the Board of Directors, e.g. finance, housing developments

	<p>or tourist accommodation. Enthusiasm was also identified as being a key quality and JS suggested experience in chairing meetings.</p> <p>DN and DT suggested that the advertisement should also be quite general to encourage a greater number of people to apply. Also need to remember that any Director needs to be a TGDT member and resident of the TGDT area.</p> <p>TS suggested a trial basis if people were unsure of becoming a Director but were interested in the role. OG also raised the potential of including a line to find out more from a Director or to contact OG directly to find out more information about what is involved in becoming a Director.</p> <p>TS emphasised that the article needs to be upbeat and positive.</p>	<p><b>Action 1:</b> All to think about people that could be approached by next meeting.</p>
<p><b>Finance Report</b></p>	<p>OG outlined finances presented.</p> <p>JS asked if the trading accounts were also available and these were distributed at the meeting by OG. DN asked for dates that the finances are covering to be included on all documents.</p> <p>OG stated that the overall income is higher than last year.</p> <p>DN asked on the potential of improvements to the heating in the Smugglers. OG suggested that this could be possible using Leader funding but putting in an expression of interest (along with camping units) would need to be considered in February.</p> <p>DN requested that the Board should see spending costs to help back up the expenditure and expenses on the accounts as well as internet banking to help verify these and for any external assurances.</p>	
<p><b>TGDT Strategic Plan Update</b></p>	<p><b>Member Consultations</b></p> <p>OG outlined the collated feedback. Overall very supportive of plans. Affordable Housing specifically highlighted as having positive support.</p> <p>All requested that these are now narrowed down to 5-6 potential deliverables (that can be both delivered and funded) for further partner and member consultation. This will also form the Action Plan for the TGDT</p> <p>Some of the qualitative responses are still to be analysed. AW asked if the full plan will be made available more widely. TS suggested this should be with the consultation feedback included.</p> <p>JP suggested other elements should also be included in the feedback, particularly those raised at all meetings, e.g. public transport. The potential wider benefits to the area from improved public transport were discussed.</p> <p><b>Revision Six</b></p> <p>OG outlined that information will need to be gathered for 14<sup>th</sup> January 2018. The 2018 budget will be completed by this time. It will then be possible to submit a proposal to Moray Council. DN advised that in any proposals it would be worth highlighting the past achievements of the TGDT with Moray Council and tie in with the key areas as outlined by them.</p> <p>Related to this it was raised by DN that there could be more of a TGDT presence in the Thistledown. Upkeep of the TGDT website</p>	<p><b>Action 2:</b> OG to circulate deliverables to the Board before next meeting.</p> <p><b>Action 3:</b> All to find out more about the Kingussie mini-bus service and the 'Where to today' service in Aviemore. Potentially invite to a meeting.</p>

	<p>was also raised but TS suggested involving an additional Board Member to support OG. JP offered to do this. This was accepted and thanked by all. DN highlighted that regular uploads of the Board Agendas and Minutes should be included.</p>	
<p><b>Project updates</b></p>	<p><b>HLF Museum Project</b>  OG discussed visit to Urban Design workshop. Urban Design will be up in Tomintoul the week before Christmas to start front room fit out and then back up in early February. Two streams are currently ongoing:</p> <ul style="list-style-type: none"> <li>• Graphics and layout</li> <li>• Text writing.</li> </ul> <p>Leader progress – claim 1 has been submitted and approved. Claim 2 will be in 18/12/2017.</p> <p>JS requested to be present when boxes and large items are being moved during the fit out.</p> <p>OG raised that the designer, John Finlay, has unfortunately been ill. OG has spoken to Urban Design Project Manager, Nick Milligan, to help mitigate against any possible delays.</p> <p>Staff and stocking of the retail unit. A sub group with TS, JP, OG and AW will be formed with a plan to meet in the new year.</p> <p><b>HLF Events</b>  JS reported the proposed themes and events to the TGLP Board. JS explained that the response from the TGLP Board was it could include bigger events. JS and MM stated disappointment in how the proposals were received. JS advised that she has stood down from the events group.</p> <p>OG had a meeting with Jackie Taylor. A new TGDT Board Member is needed to join the event group. DN offered to join event group.</p> <p>There were discussions by all around how to take it forward incorporating the identified themes and potentially larger scale events that also maintain a community focus and longevity. TS emphasised that the work that has already been put in by JS, MM, TS and Mary Hogg should be acknowledged and used in some way. OG highlighted that all proposed events for the Event Project will need to be approved by the TGDT Board.</p> <p><b>Participation project</b>  OG outlined the Participation Manager role based on Job Description provided, asked if all attending agreed. Proposed by TS, seconded by JP. Unanimously accepted.</p> <p>OG – the role will be advertised after Christmas so still time to tweak. There was a short discussion where people raised that the personality and experience of the person was key. DT raised that it would be good if the role attracted local people to apply. JS also suggested that it would be good to know how the success of the role will be recognised, e.g. reinvigorated membership procedure, more volunteers, etc.</p> <p>Relating to volunteering JS, DN and TS raised that emphasising personal development, identifying key themes that enthuse people and</p>	<p><b>Action 4:</b> AW to find a date to suit TS, JP and OG and organise a first meeting.</p> <p><b>Action 5:</b> All to send any comments on the Participation Manager Job Description to OG.</p>

	<p>public recognition of volunteers and how they are valued should be undertaken to help encourage greater and broader volunteer involvement.</p> <p><b>Broadband</b> MM has been in contact with GICA and Dorenell and will collate all of information gathered for the next meeting. Brian Fowler has been in touch with EE and organised a public meeting in the Braes in January 2018.</p>	
<b>AOB</b>	<p>JP raised that the Notice Board in Tomintoul Car Park is out of date.</p> <p>JS highlighted that Nick Carter (writing the storylines for the Discovery Centre) has requested ideas for bringing the Tomintoul and Glenlivet stories up to day. Some suggestions included Dark Skies, Mountain Biking, salmon hatching, environmental focussed farming and contemporary blacksmithing.</p> <p>DN asked OG about progress on becoming a Social Academy Tutor. OG outlined that a course could be set up and ran by OG. This could bring in additional income for the TGDT but may require some constitutional changes. JS highlighted the time that would be needed to prep for the courses. Board agreed to look into taking this forward.</p>	<p><b>Action 6:</b> contact company who made the sign for potential cost of an update.</p> <p><b>Action 7:</b> All to think about and send ideas to JS.</p>
<b>DONM</b>	Wednesday 17 January 2018 at Glenlivet Estate Office	