



Tomintoul & Glenlivet
Development Trust

TGDT Board Meeting

Date: 14th November 2018

Discovery Centre, Tomintoul – 5 - 7pm

Minutes

Present: Doug Nisbet (DN, TGDT Director & Chair), David Toovey (DT, TGDT Director & Treasurer), John Polak (JP, TGDT Director) Tilly Smith (TS, TGDT Director), Andy Wallace (AW, TGDT Director), Jenny Herschell (JH, TGDT Director)

In attendance: Oli Giles (OG, TGDT), Fiona Robb (FR, HIE), Amy Woolvin (AWo, TGLP)

Apologies: Rebecca Irons (TGDT), Liz Henderson (CNPA)

Actions carried over from 03/10/18 (updates in *italics*)

Action 1: Board Governance Health Check date 25th October or 5th November. *OG to send around 2nd draft of Action Plan discussing. Only 4 returns from Board Members received so far.*

Minutes

<p>Minutes of previous meeting</p>	<p>3rd October 2018 TGDT Board minutes approved. Proposed by David Toovey Seconded by John Polak</p> <p>2nd November 2018 TGDT Accounts approved Proposed by Tilly Smith Seconded by John Polak</p> <p>7th November 2018 TGDT AGM minutes DN requested for an amendment to be made to clarify that Tilly Smith was re-elected to the Board at the AGM. All Board Members agreed that minutes can be posted on to the website.</p>	<p>All: to read minutes and email back that they are correct and accurate</p>
<p>Matters arising from previous actions</p>	<p>Directors to continue approaching individuals identified – this will be on going and to consider people that could fill in any skills gap that would help the Board, in particular legal, finance or companies background.</p>	
<p>New directors, office bearer</p>	<p>DN welcomed everyone to the meeting, in particular the new Directors, Andy Wallace and Jenny Herschell.</p>	

<p>elections and conflict of interests.</p>	<p>DN proposed the next Board meeting in December is extended to start planning for the next 2 years, engaging new members and for new Board members to put forward their interests and skills.</p> <p>DN re-elected as Chair – TS proposed, DT seconded.</p> <p>DN suggested that once the Board is at full capacity of members a Vice Chair should be elected. This is not currently a formalised role rather Board Members step in when necessary.</p> <p>Representatives of Hostel Board – JP and JH are happy to continue and Laurence Prime will also be joining the Board. It was felt that as the Hostel continues to grow the Board may need to strengthen. Representative on the TGLP Board. With Jennifer Stewart stepping down from the TGDT Board she is no longer a member of the TGLP Board. TS is happy to continue but a new TGDT Board Member will need to join the TGLP Board.</p> <p>A Company Secretary will also need to be appointed. JP suggested a call out for people to join the Board with particular skills.</p> <p>OG said there is a form to disclose conflict of interest/business interest which is reviewed yearly to make sure it is appropriately dealt with.</p> <p>Meeting on the charitable status is planned for 7th February, 5-7pm at Ballindalloch. An update on the Community Plan will be provided and charitable status discussed.</p>	<p>DN to prepare questionnaire and sent to all board members.</p> <p>ALL to feed in ideas for the next meeting to discuss.</p> <p>DN to send agenda in advance.</p> <p>OG to send around Conflict of Interest Policy ready to be adopted formerly at the next Board meeting.</p>
<p>Community Plan Priorities</p>	<p>Housing OG met with Highland Small Communities Housing Trust. A feasibility study will be undertaken to understand if there is a demand for mix of housing, rental, etc. Discussions continue to progress this.</p> <p>Campsite TS and JP met with Simon Ovenden and Andy Wells (Crown Estate Scotland) to discuss possible sites for the campsite. Two areas were suggested, the forest area above the Games Field and at the bottom of the village near Campdalmore. OG stressed that a site should be chosen that the community would support. DN suggested that Campdalmore would be an attractive site but further from amenities compared to the forest site at the top of the village.</p> <p>TS highlighted the old site of the dump. JH thought there may be too much around it. AW highlighted a site near Auchbreck that doesn't appear to be used, although could be part of a tenancy.</p> <p>Bike Hub There is still interest in taking on the lease of the café but the Board did not want to compete with any potential private commercial interest. The Board agreed to continue monitoring the process and if no commercial tenant found it would then be considered.</p>	<p>DT to speak to local farmer, DN to speak with Andy Wells.</p>

	<p>The risks of taking on the tenancy were discussed, including capacity within the Trust and other projects already in place and progressing, staffing responsibility (both for new staff and those staff who have already been involved with other TGDT projects, e.g. the Discovery Centre).</p>	<p>OG to circulate draft reply to Savills.</p>
<p>Tea in the Park</p>	<p>OG and DN plan to attend the brainstorming session 15th November. Discussed the potential of TGDT providing support for the event next year. It would fall for a busy time for the Trust with the Hostel and Discovery Centre but could work as part of a group of organisations/groups that take on a week or long weekend.</p> <p>Support could also be provided to help administer the event, insurance cover and/or training. An application to Dorenell could be used to include within the Participation Manager Role. TS advised that an employed manager for the event could change the dynamics.</p> <p>Overall the TGDT would like to help support the event if possible and will continue discussions with the relevant parties.</p>	
<p>Member Communication and consultation</p>	<p>Everyone happy with the positivity from the AGM meeting held on 7th November. TS thanked OG and DN for their presentations, chairing and organisation of the meeting. It was felt a lesson can be learned from highlighting and being upfront with issues.</p> <p>The next Delfinity meeting will be with the businesses. DN asked if it would be possible to see feedback from the Delfinity meetings that have taken place so far. A date hasn't been set yet for the meeting. There was some discussion to whether the Charitable Status meeting due to be held in February could involve Delfinity.</p> <p>For the new Board Directors FR outlined why Delfinity have been brought in and the brief that was written and agreed, including arranging 3 engagement events. The timescales for these 3 events have not yet been confirmed.</p> <p>AW asked if the TGDT had a community engagement plan to take forward and address the issues and concerns. FR stated that Delfinity will prepare one as part of their remit.</p> <p>OG stated that the TGDT have tried to be more proactive with engaging people with activities of the Trust including Facebook posts, email newsletter and community events. JP advised that email can be quite limited. AW suggested that other methods may need to be utilised to reach a wider audience. FR also advised that there could be more asking people what they would like to see the TGDT doing rather than telling people what is happening.</p> <p>Due to the GDPR rules the email list has reduced significantly. Rebecca has undertaken some training to update the website and there is now a pop up on the website landing page to join the mailing list. TS requested that the Board Directors to see the current mailing list.</p>	<p>FR to phone Delfinity to ask when the feedback will be provided and re-circulate the Brief to all Board Directors.</p> <p>OG to send current membership list and email sign up list to Board members.</p>

	<p>DT suggested a paper membership form and mailing list should be produced. Each Board member has copies that they can hand over to people there and then.</p> <p>To discuss further at the next Board meeting.</p>	
Finance report	<p>Following invoices approved to pay:</p> <ul style="list-style-type: none"> • Accountant (invoices for both the Hostel and TGDT) • Andersons <p>AW asked if money in the Hostel Current account could be placed in a savings account. It was suggested a new savings account for the hostel could be opened and half of the money in the current account could be transferred.</p> <p>There was a general discussion on how finances are managed for and between the TGDT and Tomintoul Hostel Ltd and the best way to manage that in the future.</p>	<p>OG to look into opening up savings account and transfer money.</p> <p>OG and FR to supply advice on future financing support.</p>
Tomintoul Hostel Ltd	<p>OG provided an overview and it has been a successful season for the hostel. The new warden, Kenny, has been very popular with guests and been successful in managing the hostel. Group bookings are being taken for over the winter.</p>	
Project updates	<p>a. TGLP Events</p> <p>Plan for spending will need to be drawn up for future events. Possible event ideas discussed:</p> <ul style="list-style-type: none"> • Whisky and food festival (to discuss with distilleries) • Light show at Drumin Castle on Wolf of Badenoch • Countryside Fair based in Tomintoul <p>DN has also had discussions with North East Arts Trust on bringing some films or live theatre.</p> <p>TS felt it appropriate to try and keep 'in the park' in the event title to help create an identity.</p> <p>Discovery Centre</p> <p>Oli provided an update. Oli and Rebecca now based in the Discovery Centre. Gordon Smith Architects has been through and drawing up potential long term solutions for office space including partitioning in the current space, outside office in the garden or extension. The report is due back before Christmas.</p> <p>The income was outlined, £815 made in food and drink sales, £1600 in donations. Reached 11,000 visitors in the first season since reopening. Work still needed to be done in the garden with a budget of £800. Underspend of £5,500 which could potentially go to office space.</p> <p>The Discovery Centre will be opened for the Dark Skies event on 29th November.</p>	<p>OG to report back to TGLP Board.</p> <p>OG to send around the breakdown of the finances to the Board.</p>

	<p>Oral History AWo outlined the progress of the Oral History Project. Tender documents for consultants to develop the online digital archive have been published on Public Contract Scotland. These are due in on 7th December.</p> <p>b. Participation Project</p> <p>Rebecca continues with updating the website. Rebecca and OG have also been looking into the Social Innovation Fund for additional funds to continue supporting Rebecca's role. The deadline for this is 17th December. This may also involve an academic partner. Doug emphasised the need to secure funds for staffing.</p>	OG to circulate draft application.
Membership	Maureen Thompson confirmed as new member. Sharon Hadley, Tony Hadley and Minetta Leslie confirmed as Associate Members.	
AOB	OG unable to attend the next KATCA meeting on 21 st November and asked if others could go. JP offered to go and OG to ask Rebecca to attend.	
DONM	12 th December, 4-7pm at the Discovery Centre	