TGDT Board Meeting

Date: 15th April 2020

Video Conference (5-7pm)

Minutes

Present: Doug Nisbet (DN, TGDT Director & Chair), Tilly Smith (TS, TGDT Director & Vice Chair), John Polak (JP, TGDT Director) Jenny Herschell (JH, TGDT Director) Andy Wallace (AW, TGDT Director), Alastair Sharp (AS, TGDT Director).

In attendance: Oli Giles (OG, TGDT), Liz Henderson (CNPA), Fiona Robb (HIE)

Apologies: David Toovey (DT, TGDT Director & Treasurer),

Due to the restrictions associated with COVID – 19 the meeting was held online.

Actions carried over from 11/12/19 (updates in *italics*)

Minutes		
Minutes of previous meeting	TGDT Board minutes from 11th February were approved. Proposed by Andy Wallace Seconded by Tilly Smith	
Matters arising from previous actions	OG Confirmed we are not covered by our insurance for business interruption Locogen matrix has been circulated to the board and OG thanked everyone for their feedback on the complex document Cashflow forecast has been produced and reviewed by David and Doug who are satisfied the trust is in a good position to survive the COVID crisis. Campsite meeting – Fiona gave feedback from her meeting with Crown Estate who felt infrastructure costs were too high on the site identified by TGDT. CES happy to work with TGDT to find an alternative site and will set up a meeting between the interested	OG to email FR with contacts for campsite meeting

	parties.	
Conflict of interest and governance	No conflicts of interest were raised No governance issues were reported	
COVID – 19 update	**Staff** The current status of TGDT staff is as follows Discovery Centre Assistants x3 and DC Supervisor – Furloughed until further notice, as I understand the criteria only the DC Supervisor qualifies for the gov't grant but all staff have been added to payroll and Arlene and I will pick through the advice and criteria towards the end of the month in advance of April payroll run LP Staff – All working as normal remotely. Rebecca Irons joined the TGLP team as maternity cover for the Community Heritage roll. The board recorded their thanks to Rebecca for her achievements in the Participation Manager Role. Oli – Working as normal remotely **Hostel & Discovery Centre** The Hostel and Discovery Centre remain closed until further notice. The board discussed the implications of staggered reopening of the two facilities and the issues this presents due to the funding relationship between the two facilities. DN recommended further discussion once more information was available. **Community helpline and response** TGDT is coordinating volunteers in Tomintoul and working closely with GICA on volunteers on Glenlivet. We have 10 volunteers on our contact list. Uptake has been slow so far but there's probably a bit of a lag in cases coming through. We are the main contact for our area on the Grampian hub. TGDT have established a community larder at the Discovery Centre thanks to a donation from Moray Food Plus. We've taken over from the village store in distributing food and they and Scott at the Whisky Castle fully endorse the scheme.	
Finance report	OG presented the Hostel and Trust finance reports and the board reviewed the statements that were circulated in advance of the meeting An income and expenditure summary for the 2019 / 2020 financial year was included and reviewed by the board. Locogen Stage 2 invoice, Rod Munro asbestos survey and insurance renewal invoice were presented to the board for approval Tilly asked if a discount could be negotiated on the insurance as there would be significantly less activity and risk this year.	OG to check if a discount is due on the insurance due to the lack of activity

	Payment of all invoices was approved by the board The status of various applications for funding were discussed. TGDT was unsuccessful with the Third Sector Resilience Fund. TGDT and THL should receive the £10k business rate grant and expressions of interest have been submitted for two Scottish Gov't COVID response funds.	OG to pay invoices
Development Projects	**Affordable Housing** The Clients Agent recommended extending the tender period to the end of May top accommodate contractors who are struggling to price the job in the current climate. Refurbishment asbestos report received and does not show any additional asbestos than the original management report. Report sent to interested contractors. Locogen work continues and Phase 3 report is due 13/05/20 Macloed & Maccallum progressing the purchase An allocations policy needs to be developed to accompany our Stage 2 RHF application. We had an open meeting scheduled for 26th March to start the conversation but this was cancelled	
TGLP	Oli raised the TGLP options paper for discussion. They have set out three options for their response to COVID – 19 1. Do nothing 2. Apply for a 3 month extension (recommended) 3. Apply for a 6 month extension TGDT board agreed option 2 struck a balance between delivering the remaining outputs and relieving the pressure on staff and contractors during the lockdown. TGDT board saw an opportunity to deliver last event towards the end of the season possibly Wild in the Park 2020	OG, TS and DT to feedback to TGLP
AOB	TITP was raised for discussion and all felt that given the target customers and likelihood of social distancing measures remaining in place cancellation or postponement was the most sensible option OG to convene a project group meeting.	OG to get the TITP project group together for a meeting
DONM	13th May – Board meeting 5-7pm Email reminder to be sent out in advance before the next meeting (and the day before).	