Tomintoul & Glenlivet Development Trust

# TGDT Board Meeting

Date: 10th June 2020

## Video Conference (5-7pm)

## Minutes

**Present:** Doug Nisbet (DN, TGDT Director & Chair), David Toovey (DT, TGDT Director & Treasurer), 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:**

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

| **Actions carried over from previous meeting** (updates in *italics*) |
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| **Minutes** | | |
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| **Minutes of previous meeting** | TGDT Board minutes from 13th May were approved.<br>Proposed by Tilly Smith<br>Seconded by Andy Wallace | |
| **Matters arising from previous actions** | OG confirmed that the cashflow forecasts for THL and TGDT were complete and would be discussed in the finance section of this meeting. FR asked if the unrestricted income associated with COVID could be included in the forecast<br><br>TITP meeting was held on 28th May and all agreed to cancel 2020 TITP and hope to work with GICA on Wild in the Park in October. TS asked if we would get the numbers to justify WITP, all agreed this was unknown and that we'd tailor the event to the prevailing circumstances.<br><br>Oli confirmed Locogens Phase 3 report is being finalised and will be | OG to update cashflow with unrestricted income figures<br><br>OG to circulate |

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| | circulated on completion<br><br>OG confirmed school site owner has been informed of the likely delay to the purchase. | Locogen Phase 3 report |
| **Conflict of interest and governance** | No conflicts of interest were raised<br><br>No governance issues were reported | |
| **COVID – 19 update** | **Staff**<br>The current status of TGDT staff is as follows<br><br>Discovery Centre Assistants x3 and DC Supervisor – Furloughed until further notice. DCS covered by HMRC Grant and this is being paid monthly. 3 x DCA on a £50 p/w retainer<br><br>**Hostel & Discovery Centre**<br>The Hostel and Discovery Centre remain closed.<br>Latest guidance suggests Discovery Centre retail could re open from 29th June and exhibition can reopen from 15th July. OG outlined a proposal to bring Jules back from Furlough part time from 1st July to prepare the centre for re opening by the 15th July.<br>AS asked if it made sense to open retail earlier? JP suggested that our area is unlikely to be busy until travel restrictions are eased and self catering reopens on 3rd July and LH suggested it could be later.<br>TS asked if the toilets would be reopening? OG confirmed that the toilet re opening would be risk assessed and if it's practical to re open we would.<br>The Smugglers Hostel can re open as a self catering unit from 3rd July and OG will make the necessary changes to our booking system to allow guests to book from 03/07/20. All agreed the hostel board should be reconvened to discuss and agree a strategy for re opening as lockdown is lifted<br><br>**Community helpline and response**<br>TGDT is coordinating volunteers in Tomintoul and working closely with GICA on volunteers on Glenlivet. After a peak in mid May requests for support and calls to the community helpline have reduced. The community larder continues to be well used and we continue to access supplies from Moray Food Hub. We have had one application to the Supporting Communities Fund and a lot of marketing has been done for this fund.<br><br>**CNPA Update**<br>LH gave an update on CNPA activity which includes appointing seven rangers on temporary contracts until October.<br>Toilets and the effects of their continued closure remain a major issue | OG to speak to other business owners in the village and feedback wider re opening<br><br>OG to arrange a THL board meeting |
| **Finance report** | OG presented the Hostel and Trust finance reports and the board reviewed the statements that were circulated in advance of the meeting.<br>OG presented the cash flow forecasts for THL and TGDT and all approved the forecasts. | |

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| | FR highlighted that TGDT had taken full advantage of the grants available and our community will benefit as a result.<br><br>Invoice £6,387.60 for 90% of Locogens Phase 3 report was approved for payment and a claim for 100% of this costs will be submitted to CARES | OG to pay Locogen invoice |
| **Development Projects** | **Affordable Housing**<br>OG advised the board that the tendering exercise produced 4 bids. Three bids have been checked by the QS as one was not considered valid. All three checked bids were over our Business Plan estimate and contained various clauses regarding COVID which significantly complicate the process. The QS tender report will be circulated when it is available.<br>AS expressed reservations about whether the original demand and need survey were still valid and asked if they could be repeated? OG confirmed that we would have to pay for any further survey work as our Rural Housing Fund Development Grant has be fully utilised.<br>TS expressed reservations about the project and wondered if TGDT would achieve the business plan figures for the three house sales.<br>All agreed to discuss the housing project in more detail at the next board meeting<br>**Campsite**<br>The board considered the proposal from a member of TGDT to locate the campsite off the Lecht Road.<br>LH highlighted that this is outside the development boundary for Tomintoul<br>AS highlighted that the proposed site had a high visual impact and that it seemed there had been a positive meeting about the Lying In Field<br>All agreed to thank the member for their proposal and feedback the board decision to continue to pursue the Lying In Fields proposal. | OG to circulate the QS tender report when it's complete<br><br>OG to provide feedback to member |
| **Charitable Status** | OG referred to the letter from OSCR asking for more information and to his draft response that has been drafted with Edward from TSi Moray. All agreed that the response covered the points and could be sent with no amendments. | OG to send response to OSCR |
| **TGLP** | DT confirmed that prices have been received from Neil Shearer and Leslie Dingwall for the Discovery Centre Garden. Awaiting confirmation from WBW that we can go ahead.<br>All agreed that this would be welcome especially as outdoor spaces are more COVID secure than indoor. | |

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| **AOB** | AS asked if anyone knew if Sacha Dench had been successful in her flight with the Ospreys<br>OG highlighted Dorenell and encouraged everyone to consider possible project ideas<br>OG advised the board that Malcolm MacGarvin has had some health issues – all sent their best wishes to MM<br>DN advised the board that AW has expressed a desire to step down from the board of TGDT at the AGM in November. All thanked AW for his contribution to the board. | |
| **DONM** | 8th July – Board meeting 5-7pm<br><br>Email reminder to be sent out in advance before the next meeting (and the day before).<br><br>Topic: TGDT Board Meeting<br><br>Time: Jul 8, 2020 05:00 PM London<br><br>Join Zoom Meeting<br><br>https://us02web.zoom.us/j/82109881984?pwd=NWJFSFBCNFZua0JoZzBKQ285ZHFvQT09<br><br>Meeting ID: 821 0988 1984<br><br>Password: 195631<br><br>One tap mobile<br><br>+442030512874,,82109881984#,,,,0#,,195631# United Kingdom<br><br>+442034815237,,82109881984#,,,,0#,,195631# United Kingdom<br><br>Dial by your location<br><br>+44 203 051 2874 United Kingdom<br><br>+44 203 481 5237 United Kingdom<br><br>+44 203 481 5240 United Kingdom<br><br>+44 203 901 7895 United Kingdom<br><br>+44 131 460 1196 United Kingdom<br><br>Meeting ID: 821 0988 1984<br><br>Password: 195631<br><br>Find your local number: https://us02web.zoom.us/u/kdv9zyXwl7 | |