Tomintoul & Glenlivet Development Trust

TGDT Board Meeting

Date: 8th July 2020

Video Conference (5-7pm)

Minutes

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

In attendance: Oli Giles (OG, TGDT), Liz Henderson (CNPA), Ronnie MacRae (HSCHT), Joe Gribben (HSCHT)

Apologies: John Polak (JP, TGDT Director), David Toovey (DT, TGDT Director & Treasurer), Fiona Robb (HIE)

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

Actions carried over from previous meeting (updates in *italics*)

Minutes		
Development Plan Projects - Affordable Housing	The board agreed to take the Affordable housing item first allowing Ronnie and Joe to leave the meeting early. DN introduced the item highlighting the two COVID related issues of future demand for housing in Tomintoul and the impact of COVID on the Design and Build contract. The board had received the Quantity Surveyors interim report on the tendering process in advance of the meeting. RM gave an overview of the impact of COVID on demand and contract indicating that HSCHT expected demand for rural housing to increase as a result of COVID. The impact on the contract is hard to predict given the start date is 2021 Q1. The increased costs arising from the tender process were discussed and RM felt that there was scope to increase the RHF grant per unit and that the project still represented an acceptable level of risk. JG summarised the two lowest bids and highlighted the differences which were mainly in the layout and quality of build and finish. HSCHT	

Campsite	have experience of both bidders and would be happy to recommend either. JG added that public sector and community led work was seen as a way of re starting the construction industry and that additional funds to cover COVID related risks would have to be part of this. AS asked when the houses would be completed and marketed. JG indicated that the build project would be complete Q1 2022 and AS stated that was sufficiently far in the future that anything could happen and that as long as we're properly covered by contracts and insurance it shouldn't prevent the project going ahead. RM suggested the next step is to decide a bidder to take to preferred bidder status. LH asked what the status is with the private finance element of the funding, OG stated that three ethical finance companies have been approached and all expect to be 'last in' bridging any gap between grant funding and project cost. The board agreed to continue to pursue the affordable housing project, JG stated that a recommendation on preferred bidder will be circulated to the board in advance of the next board meeting DN and JH stated that due to the restrictions associated with COVID neither the Games Committee or Hill Committee have met to consider the trusts proposal. OG suggested that we could ask Crown Estate Scotland to provide a valuation for the site, all felt this was a good idea	OG and JG to circulate the preferred bidder in advance of the 12 Aug board OG to speak to Simon Ovenden regarding a valuation on the Lying In Field
Minutes of previous meeting	TGDT Board minutes from 15th April were approved. Proposed by Tilly Smith Seconded by Alastair Sharp	
Matters arising from previous actions	Discovery Centre garden – Neil Shearer has been appointed and will start on site on 20th July the works will take approximately three days School site owner has been informed of the delay and remains supportive og the trust and our plans	
Conflict of interest and governance	No conflicts of interest were raised The trusts change in status to a registered charity was raise as a governance issue and everyone expressed delight at the news. OG highlighted that he would be forwarding on charity guidance that applied to running TGDT	
COVID – 19 update	**Staff** The current status of TGDT staff is as follows Discovery Centre Assistants x3 and DC Supervisor – Furloughed until	

	Discovery Centre reopens on 16th July. Jules will return one day and stay on furlough one day per week. **Hostel & Discovery Centre** The Hostel is open and bookable as a self contained self catering unit. We have three bookings in July and August. Discovery Centre will reopen on the 16th July and be open Thursday, Friday, Saturday and half day Sunday. **Community helpline and response** The foodbank continues to see good use and is being supplemented by the village shop. OG asked whether the board would consider extending the foodbank offer to Glenlivet and Marypark, all agreed this would be good but that we should establish need. OG presented the paper outlining a project to provide IT equipment to households to address the digital divide during lockdown. The board discussed the merits of the project. OG stated that there is sufficient funds in the SC budget to complete the project and all agreed that it should proceed. OG advised the board that a National Lottery Emerging Futures Fund application had been submitted for a community volunteer and participation project. The outcome would be known in advance of the next meeting and OG will circulate the decision	OG to assess the feasibility of extending the project OG to purchase the equipment and distribute to the households identified OG top circulate the EFF decision when we know
Finance report	OG presented the Hostel and Trust finance reports and the board reviewed the statements that were circulated in advance of the meeting Purchases of IT equipment and software for the Supporting Communities project were approved up to the figure in the board paper	
Dorenell	The board discussed the short paper outlining potential projects to submit for Dorenell funding after discussing the best way forward it was agreed to schedule a meeting between representatives of the hall committee, GICA, TGDT and Foundation Scotland to establish consensus around a project idea that would benefit the whole Glenlivet and Inveravon community.	OG to set up a meeting between Hall Committee, GICA and Foundation Scotland
TGLP	OG confirmed TGDT TGLP staff contracts have been extended. OG asked for the board to confirm that the extension to the Business Centre use agreement would not involve a fee being charged and the board confirmed TGLP could continue using the centre FOC until 31st December 2020.	
AOB	TS asked about WITP 2020 and Doug asked that events are an agenda item for the next board meeting DN confirmed he would be on Skye on the 12th August and TS offered	

	to chair. DN also highlighted the up coming AGM as an opportunity to bring new directors on to the board, all agreed to consider candidates.	
DONM	12th July TGDT Board meeting 5-7pm Email reminder to be sent out in advance before the next meeting (and the day before). Oliver Giles is inviting you to a scheduled Zoom meeting. Topic: TGDT Board meeting Time: Aug 12, 2020 05:00 PM London Join Zoom Meeting https://us02web.zoom.us/j/82897345654?pwd=ZVhhZFdNZ3QrNnZJQVRqMEM5QUZ0QT09 Meeting ID: 828 9734 5654 Passcode: 396639 One tap mobile +13126266799,,82897345654#,,,,,,0#,,396639# US (Chicago) +13462487799,,82897345654#,,,,,,0#,,396639# US (Houston) Dial by your location +1 312 626 6799 US (Chicago) +1 346 248 7799 US (Houston) +1 646 558 8656 US (New York) +1 669 900 9128 US (San Jose) +1 253 215 8782 US (Tacoma) +1 301 715 8592 US (Germantown) Meeting ID: 828 9734 5654 Passcode: 396639 Find your local number: https://us02web.zoom.us/u/kce7j1DXzU	