Tomintoul & Glenlivet Development Trust

TGDT Board Meeting

Date: 11th November 2020

Video Conference (5 - 7pm)

Minutes

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

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

Apologies:,

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

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

Minutes		
Conflict of interest and governance	No conflicts of interest issues were raised DN highlighted the fantastic work representing the interests of the business communities of Tomintoul and Glenlivet done by John Polak and Andy Wallace who are standing down at the AGM. All agreed John and Andy's insights and perspective would be missed and wished them both well with their businesses in this challenging time. The co opting of Phil Rogers was concluded under governance and Phil was nominated by Tilly Smith and seconded by Doug Nisbet. Everyone thanked Phil for his offer to join the board and welcomed him to the meeting.	OG to conduct a full induction before the next meeting
Minutes of previous meeting	TGDT Board minutes from 14th October were approved. Proposed by Andy Wallace Seconded by Tilly Smith	
Matters arising from previous actions	Liz Henderson raised the Snow Cam which CNPA have provided funding for and dismissed the idea of a dark skies cam put forward at the last meeting. Liz went on to state CNPA have invested the snow cam funds for the Snow Roads promotion and if TGDT aren't able to deliver an alternative way of delivering the project needs to be found.	OG and LH to discuss further

	OG reported that he's chased CES regarding the valuation and that Simon Ovenden has reported that quotations for the valuation have been received and are being reviewed. DN reported that the Glenlivet project working group meeting hasn't happened but given the feasibility contract option being pursued by FR this may be better being addressed in tandem with the consultant support. OG updated the board that the Dorenell decision has been made but not officially communicated	
Development Plan Projects	**Affordable Housing** OG updated the board on the status of the project and asked the board to consider the cost savings identified in the value engineering exercise and circulated in advanced of the meeting. The savings set out in the paper were agreed. OG highlighted that the site purchase was almost complete and clarified acceptance of the continuation of the informal access arrangements for No. 47 Main Street. All agreed that this was acceptable and that the purchase should proceed. OG confirmed that the legal undertaking for the HIE funding has been received. All thanked Fiona and Paul Harrington for their support. **Campsite** DN thanked OG for keeping up the pressure on CES to progress the valuation and looked forward to some more positive news at the next meeting **Glenlivet Projects** FR reported that bids for the support package are due on Thursday 12th November and that tenders will be scored W/C 16th November. OG reported that TGDT have received a request from GICA to adopt two red telephone boxes in Glenlivet. The board were supportive of the proposal and keen to hear more details. **Community Larder** The board were asked to consider a paper outlining options for continued operation of the community larder following a complaint that the larder is being abused. The board opted for option 4 for MFP to help with eligibility. DN asked if access to the boiler house is restricted can the book exchange could be relocated? All felt this is reasonable and the phonebox was put forward as a suggestion.	**OG to feedback to the QS** **OG to complete the purchase of the secondary school site with board oversight** **OG to report back with more info at the next meeting** **OG to progress with MFP**
COVID – 19 update	**Staff** OG updated the board that the Discovery Centre is now closed for the season and that the three seasonal staff contracts have ended. The DC Supervisor is working 16hours per week as per her contract. TS asked if we're making use of the furlough scheme? OG confirmed that TGDT currently has no staff on furlough. It was suggested that we look again at this. OG highlighted that we are set to make two members of TGLP staff redundant on 31st December. OG will be doing redundancy consultations over the next four weeks to ensure we comply with HR good practice. **Hostel & Discovery Centre** The board discussed hostelling post covid and all agreed that there would still be a market for budget, sociable	**OG to look again at furlough** **OG to meet archietect**

	accommodation beyond the pandemic. OG outlined some options that have been discussed with the THL board including alterations to the kitchen and the addition of an extra ensuite bathroom. PR highlighted that more bathrooms would always be appreciated by guests and that the communal dining area could be re arranged. DN suggested an architect who could offer advice and OG agreed to meet them. All agreed to pursue an application to HIE Tourism Infrastrucutre und for the additional bathroom.	
Finance report	OG presented the Hostel and Trust finance reports and the board reviewed the statements that were circulated in advance of the meeting. The invoice from Ogg QS for the school site was agreed and authorised for payment. The board agreed an extra board meeting to sign off accounts and discuss the AGM. OG to send an invite for 12th November 5pm	**OG to pay affordable housing QS invoice**
Dorenell	OG confirmed that the decision on our applications has been made but not officially communicated. OG confirmed he's helping Glenlivet Hall Committee with an application for various hall improvements. Submission date 14th December.	**OG share the Dorenell decision as soon as he has it**
TGLP	OG confirmed the Digital Archive is now live and has received positive feedback. Rebecca is working on the next phase of material including editing the image metadata and getting consent from contributors. The proposal for the trust to take on operation of the community store was discussed. OG and DT expressed reservations about committing to operating the store as there's little spare resource to administer the store. OG reported on a good meeting with the observatory development group and highlighted that CNPA are holding a small surplus from the development phase of the SNH application which they're looking to pass back to the community. OG has offered TGDT services as banker for this money. A development plan for a new DS experience has been developed by David Newlands and Sam and OG agreed to share with the board	**OG to circulate the DSE paper**
AOB	JH highlighted the dark nights and visibility of pedestrians in the village. OG said the trust has high vis vests used for events that could be offered on loan over the winter. All agreed this was an excellent idea.	**OG to email members offering the vests on loan over winter**
DONM	**9th December 2020 5 – 7pm via Zoom** Topic: TGDT December board meeting Time: Dec 9, 2020 05:00 PM London Join Zoom Meeting https://us02web.zoom.us/j/82896773474?pwd=Um1UdGwwZy9JVzJRYkN0SHhyVDQyUT09 Meeting ID: 828 9677 3474 Passcode: 750903	

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