Tomintoul & Glenlivet Development Trust

TGDT Board Meeting

Date: 12th October 2022

Held in-person and online in Tomintoul and at TGDT (5:00 -7:00pm)

Minutes

Present: Tilly Smith (TS, TGDT Director & Chair), Sam Robinson (SR, TGDT Director), PR Rogers (PR, TGDT Director),). David Toovey (DT, TGDT Director & Treasurer), Alastair Sharp (AS, TGDT Director)

Apologies: Laurence Prime (LP, TGDT Director), Fiona McInally (FM, CNPA), Rebecca Irons (TGDT), Fiona Robb (FR, HIE)

In attendance: Oli Giles (OG, TGDT), Lydia Fisher (LF, TGDT) minutes.

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

Minutes		
Conflict of interest and governance	None	
Minutes of previous meeting	TGDT Board minutes from 14th September were approved. Proposed by PR Seconded by SR	

Development Plan Projects	**Affordable Housing** OG - SSE connection in progress. This will alow all the electrical and mechanical work to be carried out. TS -What is the timescale? OG -Hopeful for two first weeks of November. Dependent on paving and landscaping. Three remaining properties, Clerk of works was there today inspecting. DT -Properties should be almost there apart from the electrics. PR - Queried whether there are people on site regularly? OG -Yes, 6 or 7 people on site today.	

	DT -Made the point that some of the landscape jobs are going to be weather dependent. OG - £4000 for whole site for seeding and turfing. DT -Queried timescale. OG -Shall he raise viability of turfing? One year for defects and snagging? PR -Queried weather and install. DT -If we don't turf it, it will need something to cover it over the winter. OG -Confirmed that the EPC rating in, houses score high Bs and As. PR -EPC rating is very formula driven. It assumes many things. OG -Reported that there has been no pull outs despite current mortgage challenges. He has spoken to everyone about it. DT and TS -Commented that the houses are well-priced. OG -Weekly meetings continue. Concerns have been passed to the contractor such as about the boards and the render finishes. Alistair (AS) joined the meeting via Zoom. AS -Querying who is responsible for the lawn. OG - The contractors are responsible for the front. Cost of £4000 to the back lawn. Turfing will be more viable over the wintertime. OG -Next invoice to pay is £60,000. Will need to renew bridging money, about £30,000. Straightforward renewal. OG- Emphasised the need to be in a strong position over the coming few weeks as houses near completion. PR- Queried when will the report be done? OG -Will circulate when available. **Campsite** New drawing plans for campsite were discussed by the Board. PR queried whether the site layout could better utilise space, whether the turning circles drawn on the plan waste space? DT -Thinks the roads are still required. OG -Highlighted that part of the layout has been designed for privacy reasons. PR-suggested a fence or hedging could be used for privacy. TS- Suggested having a conversation with the bowling club about the campsite plans. PR -Trust could offer to help run the site or help manage? DT -Proper conversation needed with Bowling Club. TS -Follow up with conversation Board discussed whether 22 sites is enough? PR -Queried the size of the sites, length, depth? Don't have round areas for turning but have a road all the way around, suggested nothing in the middle with less road overall. AS - queried where the campers would go. TS -A continuous road all around, bays off the road. Increases number of pitches. Queried car and caravan sites. PR- Users have to back into the space. 50/50 cars & campervan vs. motorhomes. TS -Queried pricing. PR thinks 10-20 for tents, 20-30 for motorhome.	**OG -to clarify viability, make sure it is covered in snagging. Subject to being covered by defects.** **OG -Have a conversation with Bowling Club about campsite plans**

	PR -There is still have room for approx 30 pitches and some camping. OG -Confirmed that Callum Ferguson is in the other two units. TS -limiting factor will be toilets. Suggested basing the plan on the toilet provision, with camping. Agrees that there should be one road around. OG -This plan allows space for future development. DT -Queried cost and timescale. OG - Craig keen to be in planning for Christmas. The area has been zoned for economic development. Suggests submitting and then see what comments come back. Then we can adjust as necessary DT -Made the point that the council should tidy up the area. TS -Go back to Craig with a new design AS -Is there provision for laundry, toilets etc? TS -Yes, one unit is available as Callum is in the other two units. PR -Queried whether there would be an issue as the building was originally funded by EU money, check? **Glenlivet** **Glenlivet Hall** OG - Planning AGM, 60 responses to the survey. Looking at a new direction. Hugh is keen to have another meeting. They need a plan. No one is taking bookings. They have taken away the cost of bookings and have withdrawn charges for booking the hall. DT -Doesn't think the Trust should take it over, but ok with Rebecca supporting it. TS -It will be up to the trustees need to decide what they want to do. **Auchnarrow** RI has arranged a defibrilliator and is currently getting quotes from electricians. **Braes Hall** DT- The hall is cold. Suggested a small extension. Struggling with the cost, £2 million. Could build a small extension. OG -Made the point that we should go after funding anyway in this economic environment. PR -pointed out that hall is very expensive to heat, which is a justification for improving EPC. DT -the observatory needs to come together with the hall for a strong pitch. PR-queried combining with Speyside way? Heritage Horizons? OG - Project funding has probably been allocated. PR -there is money in campsites, but it has to be commercial. Off-set with debt, make attractive to funders. **Dark Skies** TS -Meeting held before this, not much more to say. Important to focus on positives such as the popularity of the astrophotography and aurora events. SR -First time holding a Star Party, many lessons and learning. PR-Made the point that we need to build base, tourists will come. TS -Suggetsed a smaller event next time, perhaps one day next time. OG -Perhaps it should have been two events. May have been better as a conference of profesionals and interested parties.	**OG - go back to Craig for an adjusted design.**

	TS -The video looked good. It's a good start. DT -Keep the good bits, dump the bad bits. **Post Office** TS- Important that Oli is supported by the Board as he is acting on their authority and with their mandate. There have been some regrettable issues with staffing during transition. TS – As the postmaster Tilly raised the issue that had been brought to her attention by Oli and the Post Office staff. The board discussed the matter in detail and are satisfied that the matter has been resolved in the best interest of the trust and ongoing operation of the Post Office and Discovery Centre. TS -Impotant to communicate a statement, support the Trust and reinforce that the TGDT have agreed to run the Post Office even if at a loss for the trust. OG -AGM meeting will be separate from the members meeting. We are scheduled to have a member's meeting after the AGM where the Post Office can be discussed. AS -Agrees that a statement is important, as there is no profit or personal interest. PR -Suggests that we need to respect confidentiality. OG - HR advice has been taken and followed before and during the transfer . PR- Advice has also been taken from the PO. DT -Additional training could have been sought for staff who were prepared to stay in post. PR -Made the point that Trust doesn't make profit staff need to work the post as required. AS -Querying qualifications of potential new hire. OG -Individual will come in tomorrow and shadow DC PO staff. Can they be vetted in the two weeks before Claire finishes? The PO will send someone out to run the PO if there is no-one else. PO will be open. The Post Office trainer that was on site was fully booked. OG -May need to emphasise specific job roles in future. Important that staff need to be flexible. Need to recruit earlier, February. PR -Should think about caravan site coming up in future. Look at staffing needs over the longer term. OG -Has communicated with the Post Office that the some staff felt training was insufficient and this in turn has added to the issues we've faced. **Hostel** OG - Income of £5000, £4787 real income generated by Hostel A good proportion of the income was for group bookings. Hostel over winter, continue to sell private rooms. Option to look at combining stays with stargazing tours. OG -Time for a rebrand of the hostel. TS -Agree, never fond of the Smugglers Name. DT -Supportive of rebrand. SR -Suggested Northern Lights Hostel and Aurora Campsite. PR- Suggested combining the new branding of the hostel with the branding of the campsite.	

	TS - Asked whether a sale of the hostel would be considered. PR- Wants to keep hold of hostel. DT -Doesn't want to sell assets. Trust should continue to run the hostel. TS -Look at rebranding as a positive winter project. OG -will work on tidying up hostel and area outside. **Discovery Centre** OG - No specific finance report TS -Suggests drafting a statement for the public and community now that the Post Office is part of the Discovery Centre. DT, PR -There have been challenges getting it going but the Trust have taken on the PO for the benefit of the community. TS- Should look for support for Sandra. Similar people should be approached with potential skills to cover at the DC. DT -Can pass on details for contact. AS -Cathy is amenable. Should be kept on to help out when possible. AS left the meeting. TS -The board would be very happy if AS can attend the SERF awards on behalf of the Board.	
Finance	**Hostel account** OG - £7000 bounceback, £3000 savings OG will ask Fiona about funding for rebranding, dark skies, National Park etc. OG predented finance reports and statements for Tomintoul Hostel Limited and TGDT. Invoices from Macleod and McCallum, Alpha, and the Community Housing Trust were approved for payment	**OG -Will follow up with Fiona about funding.** **OG -to transfer money to current account to pay invoices**
AOB	**AGM - 9th November at the Richmond Hall** OG -doing papers for AGM now, minutes are done, annual report are with auditors. TS -Queried if the members meeting happens afterwards? OG- LF to present dark skies programme, Rebecca will present on community events.	
DONM	November 9th before AGM	