

Tomintoul & Glenlivet Development Trust

Directors Meeting

19th February 2013. Glenlivet Estate Office, Tomintoul

Present: John Shewan, David Toovey, Mike Drury, Sean Marshall, Mike Fletcher, Charlie Ironside, Steve Sacks, Lindsay Robertson.

Apologies: Steve Smith

I. Correspondence

None received.

II. Matters Arising from Board Update

None.

III. Youth Hostel

The LDO circulated the draft business plan for the youth hostel, which had been prepared and discussed by Directors leading the Youth Hostel project. The directors approved the following proposals unanimously:

- a) That a manager would be recruited to run the hostel with remuneration of £800 per month from May to September.
- b) That the managers role would be incentivised, receiving a 10% commission on each group booking they confirm.
- c) Any additional commission offered by other attraction or activity providers would go directly to the manager placing the bookings.
- d) If the manager wishes to offer any activities marketed or booked through the hostel a 10% commission is due to TGDT for each booking made.
- e) That the manager could operate a catering franchise for guest only, with a £50-£100 monthly fee for the use of hostel catering facilities. Guidelines are to be issued to the manager on what they can and cannot offer as part of the catering available within the hostel.
- f) Recruitment for the managers role to commence as soon as agreement in principal is gained from Moray Council for the transfer of the hostel from SYHA. Adverts to be placed locally, on the facebook page for TGDT and on hostel specific websites nationally.
- g) Interview process to include Steve Smith, Lindsay and Youth Hostel project Directors.

Budget spend was approved unanimously by the board for upgrades to the hostel of:

- a) New door entry system to be key fob access of approximately £800+VAT
- b) Lockers for storing valuables within each room of approximately £700 + VAT
- c) Insulation for loft area of approximately £700 +VAT

It was also agreed that the shower and toilet facilities should be upgraded if we can secure funding to do so at the end of the 2013 summer season, along with the wet heating system to enable the wood pellet biomass system to heat the building. 3 quotes are currently being obtained for this system. The directors suggested that it would be prudent to ensure where possible the disabled access was also upgraded as part of the larger scale renovations at the end of the summer.

V. Gordon Arms Hotel

The Chairman noted that the LDO had circulated the six tender submissions that had been received for the feasibility study for the Gordon Arms Hotel, he noted that the submissions are confidential and that the scoring should be undertaken independently. The LDO suggested that as not all the directors had had a chance to score the documents independently that we postponed any discussions relating to the appointment of the consultants until after the scoring had been undertaken. The two directors appointed to the project (Steve Smith and Steve Sacks) are to meet with the LDO to review the scoring and make a recommendation to directors on appointment of consultants.

VI. Structure & Content of Community Meeting

The Chairman discussed the community meeting arrangements that had been in place for the previous date and confirmed directors that would present on project as:

Community Broadband – Steve Smith
Gordon Hotel – Steve Sacks
Youth Hostel – Mike Fletcher
Landscape Gateway – Charlie Ironside
Heritage Lottery Fund – David Toovey
Community Transport – Mike Drury

Sean Marshall put in his apologies that he would not be able to attend the meeting due to prior work commitments.

VII. Budget Cuts

The LDO reported that she had met with Fiona Murdoch to get information regarding the proposed budget cuts that would affect the area. The main cut that has been announced affecting this area is transport, with the proposal by Moray Council that both the Keith and Elgin bus services from Tomintoul would be cut. Fiona is keen to work with us to explore the options and also look at a community service that could potentially gain access to the £70k she has been assigned to further develop other services for the areas affected by cuts.

The LDO also highlighted that the schools estate for Moray would be cut in the June budget review with both Inveravon and Glenlivet Schools potentially begin affected. The Museum and the VIC are under review with the proposal being that these could be transferred to a Trust which can access more funding for the running and development of the facilities, Lindsay to contact Moray Council to get further clarification.

The Mobile Crèche facility is definitely due to be cut in the June budget review as this is not a service that is provided in any other location.

AOCB

a) Directors Hours and Expenses

The LDO circulated the directors volunteer hours and expenses forms, she requested that all hours undertaken by the directors on TGDT business were recorded so that we can monitor the contribution to the project for funders. She also reiterated that if the directors were travelling to meetings on behalf of the trust that they can claim back their mileage expenses.

VIII. Date of Next Meeting

The meeting was closed at 9.40pm. Lindsay to send out a doodle poll to confirm director's availability for next Board of Directors meeting.

Minutes submitted by: Lindsay Robertson

Minutes approved by: John Shewan