

Tomintoul & Glenlivet Development Trust

Directors Board Meeting

23rd March 2013. Glenlivet Estate Office, Tomintoul

PRESENT	ACTIONS
John Shewan, David Toovey, Mike Drury, Mike Fletcher, Charlie Ironside, Sean Marshall, Steve Smith, Steve Sacks, Lindsay Robertson	
APPROVAL OF MINTUES	
Minutes were approved by Mike Fletcher and seconded by Charlie Ironside.	
MATTERS ARISING	
The initial pilot areas for the Broadband scheme were queried, it was confirmed that the Broadband project would cover the Morinsh area as a number of properties had below 2Mbps.	
FINANCE REPORT	
<ul style="list-style-type: none"> a) David confirmed that a finance report had been issued to all directors. A copy to be issued to the LDO. b) Steve Smith queried if the surplus was an actual income surplus or cash flow surplus, this was confirmed as a cashflow surplus as the trust are operating a very tight margin at the moment between funding payments and claims. 	David
PROJECT UPDATES & ACTIONS	
Youth Hostel	
<ul style="list-style-type: none"> a) Three candidates have been shortlisted to be interviewed for the Managers role on 28th March. The interview panel will be Steve Smith, Steve Sacks, Sean Marshall and Lindsay Robertson. b) The Environmental Health have undertaken a site visit to the Hostel and confirmed that it is fine to allow both guests and staff to undertake catering in the Kitchen. A number of small upgrades are required for this to be implemented and will be put in place if the successful candidates wish to pursue the catering option. A Elementary Food Hygiene Certificate will be required. c) Risk Assessments are being finalised by Sean and Mike F, SYHA have provided guidance. d) Cameron McNeish is confirmed as opening the hostel officially for us, Mountaineering Council of Scotland are able to run a piece within their newsletter and also promote a special offer to their members. e) There are 2 electric bikes available to the Hostel through the CNPA network, Sean and Lindsay both agreed they would be a great addition and confirmed that we would need approximately 20 hires to cover the costs of the annual fee that the hostel would pay. f) The contents of the building need to be confirmed with SYHA re hanover as this is vital to the agreement, Lindsay to finalise an inventory with them. g) The maintenance of the building has now been confirmed as the responsibility of the Development Trust under the lease going forwards so the directors felt it was vital that SYHA were responsible for all outstanding maintenance required on the building at handover. LDO to finalise. h) Business plan to be finalised after all above points clarified and further meeting held to sign off prior to assignation being progressed. 	<p>Steve/Steve/ Sean/Lindsay</p> <p>Steve/Lindsay</p> <p>Mike F/Sean</p> <p>Mike F</p> <p>Lindsay</p> <p>Lindsay</p>
Broadband	
<ul style="list-style-type: none"> a) We are currently waiting for feedback from CBS on mapping of the area. However it will be possible to deliver a satellite broadband system from the current infrastructure by bonding 3 lines together. Alternatively if it is confirmed that the fibre optic cabinet will be installed at Ballindalloch we may be able to bring fibre as far as the Glenlivet exchange. b) We need to identify individuals within the community who may have technical experience in both satellite dish installation and desk based network 	Lindsay/John/

<p>maintenance that would be willing to support the development of the Community Broadband Service. Royan Stuart and Kevin Simpson were suggested and could be approached once we have more definite plans.</p> <p>c) It was confirmed that the equipment that is installed is still owned by TGDT so if a contract is terminated this would be removed.</p> <p>d) There is potential to connect the CBS system with the pioneer community at Corgarff and Glenbuchat using the Lecht as a relay point. Their project is further behind ours so they may take a lead from the technology we implement.</p>	Steve Smith
<p>Feasibility study</p> <p>a) GLM and Natural Retreats attended a meeting with the Directors responsible for this project to present their ideas and thoughts regarding the Hotel and any potential development. If they were to consider the project they would not be full investors and would need other partners.</p> <p>b) The Directors are to discuss with HIE next week and then present back to the board before making any decision on next steps.</p>	Lindsay / Steve/ Steve
<p>Landscape Gateway</p> <p>a) A number of queries were raised regarding the Landscape Gateway initial designs, the LDO highlighted that there had already been a lot of feedback from the community and this would be collated and submitted to the consultants the following week.</p> <p>b) It was agreed that the current design was lacking and further development was required, the LDO was also going to feedback that the brief required options to be presented and we would still like to have choices between different elements depending on costs, etc so we could see what was achievable within the budget.</p> <p>c) Mike Drury queried who had been able to get the Donside signage in place at the Lecht as we were not able to get on the Tomintoul side. LDO to confirm.</p>	Lindsay Lindsay Lindsay
<p>Heritage Lottery Fund</p> <p>a) The application development has been delayed until a consultant is appointed, the tender brief has been circulated and the consultant should be appointed in April.</p> <p>b) It was agreed that the TGDT Directors needed to finalise a comprehensive list of all local heritage that could be referred to and used as a basis for the bid development.</p>	John/David
<p>Community Transport</p> <p>a) The directors responsible met last week to discuss the options and have since clarified a number of points regarding the development of a community led transport scheme.</p> <p>b) General feedback from other accommodation providers outwith the area that we could potentially link up with for day trips, etc was that very few visitors come to the area by car or bus as there are not good transport connections available.</p> <p>c) The LDO is continuing to pursue the option of the Whisky festival transport links and this being funded by the festival to encourage people to stay locally and get to events within the area.</p>	Lindsay
HOUSE KEEPING	
<p>Policies and Procedures</p> <p>a) It was agreed that we needed to progress the development of policies and procedures for the trust, the key ones being an employee handbook, health and safety and finance. LDO and Steve Smith to address.</p>	Lindsay / Steve Smith
<p>Reporting</p> <p>a) The board were updated on the fact that Lindsay was now being line managed by Steve Smith as a result of the number of projects that had to be addressed and the support Lindsay needed. John is to remain in the role of Chairman.</p> <p>b) The Chairman suggested that a password controlled document that is web based had been proposed by Charlie to allow all Directors to update projects on</p>	

an ongoing basis, this would be created with password protection.	Lindsay
Trust Membership <ul style="list-style-type: none"> a) The Chairman proposed that at the AGM we amend the memorandum of articles to have a one of joining fee of £1 to save the administration of getting an annual fee. b) It was agreed that the membership list should be sense checked for errors in contact details given that it had been created and maintained by a number of people and we wanted to ensure all details were correct going forwards. 	John
Trust Branding <ul style="list-style-type: none"> a) The Chairman proposed having a competition locally to design the logo and strapline for the Development Trust, however it was confirmed by the LDO that we did have budget to get this designed professionally at the same time as the website and we could present options back to the community. It was agreed that the Chairman would collate Directors opinions on what they wanted to see represented and then a brief could be developed for the designers. b) The LDO asked for feedback on the website sitemap before getting quotes from designers, sitemap to be circulated again to Directors for feedback. 	John All Directors
Museum & Visitor Information Centre <ul style="list-style-type: none"> a) Moray Council is looking to transfer the Museum and VIC to a community led trust. The LDO has discussed the current position with them and received running costs for the previous 3 years. The main issue re costs would be the staffing costs as there is insufficient income to cover these at present and we would obviously be keen to maintain jobs within the community. b) There is a lot of work required on the flat upstairs if this was ever to be office accommodation, meeting space, etc. c) It was agreed that the opportunity needed to be explored further and Charlie Ironside and Steve Sacks were appointed as the directors for this project. 	Lindsay/Charlie /Steve Sacks
Misc Activities <ul style="list-style-type: none"> a) Steve Sacks is to attend the Woodfuel Seminar and the Creating Exceptional Community Hostels Seminar b) The LDO attended the Community Fuel Stations Seminar in Helmsdale, it was indicated that there is funding available to implement a fuel station however this is not a money making venture unless established alongside a community shop. Best option for all communities is to install 24 hour pump systems. 	Lindsay
A.O.C.B	
<ul style="list-style-type: none"> a) David queried if the survey monkey fee was still required to be paid, the LDO confirmed that this had now been cancelled as all Broadband /Transport surveys had been inputted. b) The Chairman requested that in future if anyone had any urgent issues that they phone instead of emailing as not everyone checked emails daily. 	ALL
DATE OF NEXT MEETING	
<p>It was agreed that a short Board Meeting was required the following week to confirm the appointment of staff for the Youth Hostel, finalise the budget and funding and discuss the Feasibility Study. Confirmed as Wednesday 4th April at 4pm. The Board meetings would then be held monthly on the 1st Wednesday of the month at 7pm.</p>	