

**Tomintoul & Glenlivet Development Trust**

**Directors Board Meeting**

**10th July 2013. Glenlivet Estate Office, Tomintoul**

<b>PRESENT</b>	<b>ACTIONS</b>
John Shewan, David Toovey, Charlie Ironside, Steve Smith, Steve Sacks, Lindsay Robertson. Kerry Greaves for Hostel Report.	
<b>APOLOGIES</b>	
Mike Drury, Sean Marshall	
<b>MINUTES OF THE PREVIOUS MEETING</b>	
<b>Proposed:</b> Steve Smith <b>Seconded:</b> David Toovey	
<b>MATTERS ARISING</b>	
<ul style="list-style-type: none"> <li>a) David reported that HIE had confirmed that the Bowling Club Caravan Site was not able to access funding from the monies HIE currently held for the Trust. David has spoken to Mike regarding this and they have already made other plans to implement for this year without the funding.</li> <li>b) Transform Team, Lindsay had spoken to CNPA who felt the transform team meeting should be used for us to present our next 3-5 year plan and get feedback and engage with other stakeholders on how this can link into their plans. Lindsay to seek approval from other stakeholders that we would present in Sept/Oct.</li> </ul>	Lindsay
<b>HOSTEL REPORT</b>	
<ul style="list-style-type: none"> <li>a) The numbers for June at 207 were just marginally under the projected target of 210, however income exceeded the target for bednights. Current position for July is 132.</li> <li>b) Kerry to promote bookings through website more now that this is in place.</li> <li>c) The need to charge for catering onsite was queried by Kerry given that they are currently only doing breakfasts onsite and no additional electricity being used.</li> <li>d) Steve Smith requested that the actions from the marketing workshop be formalised and assigned to individuals to implement.</li> <li>e) Steve Smith requested approval that he act as Company Secretary in the interm period to manage any formalities such as Companies House, etc, he does not need to be a director of the hostel to do this. Directors approved this proposal.</li> <li>f) Marketing going forwards; Lindsay will finalise a marketing strategy and review all marketing activity. The hostel is to liaise directly with Lindsay on marketing.</li> <li>g) Finance going forwards; Lindsay will account manage the finances and deal directly with hostel on any finance matters. Lindsay to work with Fiona to set up book keeping system to have independent monthly checks. David to provide support in wages and provide wording for Fiona offer of employment.</li> </ul>	<p>Kerry</p> <p>Steve</p> <p>Steve</p> <p>Lindsay</p> <p>Lindsay</p> <p>Lindsay</p>
<b>UPGRADES</b>	
<ul style="list-style-type: none"> <li>a) Kerry requested that if possible sound proofing be put in place between the common room and current office space as once this is reinstated as a bedroom the sound will become an issue.</li> <li>b) Kerry queried if there would be space for a bed within the office, given space restrictions it is unlikely that this would be possible but will be taken into consideration.</li> <li>c) The Biomass quotes were discussed and a number of queries were raised which need to be clarified with the companies.</li> <li>d) If we are to go forwards to claim RHI over 20 years we would need to access loan funding for the installation of the biomass system.</li> </ul>	<p>Lindsay</p> <p>Lindsay</p>

<p>e) The asset transfer of the hostel was discussed from Moray Council to TGDT and the directors felt that given the current lease agreement owning the building added no additional financial implication and had a number of benefits in terms of accessing funding. It was agreed to explore the asset transfer of the hostel.</p>	
<p><b>FINANCE REPORT</b></p>	
<p>a) It was agreed that David and Lindsay would meet once a month to go over finances and grants prior to the board meeting.</p> <p>b) It was acknowledged that the new finance reporting was easier to understand but requested that the Finance report be broken down slightly further to show underspends and overspends in different budget lines.</p> <p>c) It was agreed that the annual accounts would need to be condensed to include within the Annual report, also to be as straight forward as possible for everyone to understand.</p>	<p>David/Lindsay</p> <p>David</p> <p>David</p>
<p><b>AGENDA ITEMS</b></p>	
<p><b>AGM</b></p>	
<p>a) Venue and date confirmed for 18<sup>th</sup> September at the Glenlivet Distillery.</p> <p>b) The Directors role description was discussed and amends approved, this is to be updated and issued.</p> <p>c) Each director is to prepare their stand material and man this during the AGm, where members and community can ask directors questions about the projects.</p> <p>HLF (David) Hostel (Steve) Gateway (Charlie) Broadband (Steve) Feasibility (Lindsay) General (Graduate)</p>	<p>Lindsay</p> <p>Directors</p>
<p><b>GATEWAY PROJECT</b></p>	
<p>a) It was noted that a number of community members had expressed concerns regarding the Toulter update and the brash/stumps not being removed. As this had been wrongly presented John to contact KATCA and Toulter directly to ask for this to be corrected.</p> <p>b) The initial designs for the gateway to Tomintoul were presented to the directors and it was queried if this should read "Open to Adventure" or "Open for adventure". It was discussed that the signage proposed was not very aspirational and could local designers do a better proposal given the £7k budget for the markers.</p> <p>c) It was highlighted that the maintenance of the area post development needed to be discussed with the Crown Estate in further detail, Lindsay and Charlie to have a site meeting with Vicky Hilton next week to clarify the situation.</p>	<p>John</p> <p>Lindsay</p> <p>Lindsay/Charlie</p>
<p><b>VIC/MUSEUM</b></p>	
<p>a) The next steps in exploring the future operation of the Museum and VIC were discussed, including additional income streams, staffing, grant funding and upgrades required.</p> <p>b) It was felt that the flat above the Museum offered good office space for the trust going forwards and the Museum and VIC were a resource and visitor touch point that we couldn't afford to lose as a community.</p> <p>c) An independent survey of the building should be explored and confirm with HIE if this funding can be used from the project funding budget. Steve/David to provide contacts for the survey.</p> <p>d) Lindsay to contact Alex Burrell to find out if Moray Council can contribute towards the upgrades either financially or in kind as the flat is a liability to take on in its present state.</p> <p>e) Lindsay to contact Gillian Bailey regarding the asset transfer process and also get the current documentation relating to the property.</p>	<p>Lindsay/Steve/David</p> <p>Lindsay</p> <p>Lindsay</p>

f) 3 quotes to be obtained for the work required to the flat.	Lindsay
<b>A.O.C.B</b>	
<b>MEMBER COMMUNICATIONS</b> It was discussed how we can keep our members more up to date with the work of the trust, a monthly update is to be issued each month with a summary of progress and link to minute on website. This will be coordinated by Graduate once in post.	Lindsay
<b>DATE OF NEXT MEETING</b>	
To be confirmed.	