

**Tomintoul & Glenlivet Development Trust**

**Directors Board Meeting**

**6<sup>th</sup> May 2015. Glenlivet Estate Office, Tomintoul**

<b>PRESENT</b>	<b>ACTIONS</b>
Steve Smith, Steve Herschell, Katie Taylor, Callum Dingwall, Sandra White, Tilly Smith, Mark Finnie, Eilidh Hamilton, Lindsay Robertson. Lee Haxton from CNPA.	
<b>APOLOGIES</b>	
Fiona Robb from HIE.	
<b>APPROVAL OF PREVIOUS MINUTES</b>	
Proposed: Steve Herschell	
Seconded: Mark Finnie	
<b>REVIEW OF WORKING PRACTICES MOVING FORWARDS</b>	
<ol style="list-style-type: none"> <li>1. Steve Smith updated the board on the recruitment process, with a closing date of 15<sup>th</sup> June. There has been significant interest in the post, however the length of the contract may be an issue.</li> <li>2. Steve Smith noted that he intended to step down as a Director at this board meeting. He explained that he was still keen to be involved and supportive moving forwards. He was happy to remain involved in the Landscape Partnership Project Board, Museum/VIC Upgrades and Recruitment. Tilly noted that this support was very much welcomed.</li> <li>3. Steve noted that the Asset Transfer team from Moray Council wanted to meet to discuss the feedback on submissions. Meeting date proposed was the 19<sup>th</sup> May at 2-4pm, all directors to attend where possible.</li> <li>4. The role of the Chairman moving forwards was discussed and Steve noted that the role did not require to be onerous and the workload should be shared between all directors and the wider community.</li> <li>5. The board emphasised that they would like to see Steve remain in the role of Chair and they were now all more aware of the roles and responsibilities and acknowledged that these needed to be shared more evenly.</li> <li>6. Steve noted that himself and Callum had met with Mike Terry who was interested in becoming a director. Mike had a finance background and qualification that would allow him to take on the treasurers role and if appointed was happy to start in this role immediately. The board unanimously agreed that Mike would be a good addition to the board and he should be co-opted.</li> <li>7. Steve informed the board that Fiona Robb had circulated the criteria for HIE Intervention and Due Diligence, he will circulate this to the board for feedback and comment. Fiona has offered that a facilitated session could be delivered on roles and responsibilities and future sustainability, the board agreed that this would be very welcome. Lindsay to liaise with her to finalise scope of session and arrangements.</li> <li>8. Tilly noted that the board need to consider what actions or responsibilities that they can take on.</li> </ol>	<p>Lindsay</p> <p>All</p>
<b>MATTERS ARISING</b>	

<ol style="list-style-type: none"> <li>1. Steve Herschell queried the current progress on the Micro-Hydro, Lindsay noted that she had met with Tomintoul Distillery to discuss their abstraction from the burn and views on the development. She also noted that someone would need to speak to Pat Bailey McKay as the owner of the property near to the proposed site to discuss, Tilly agreed to meet with her. Flow rates are required from Tomintoul Distillery prior to the consultant finalising their feasibility study.</li> <li>2. Steve queried if David had transferred the mobile phone contract across to the Development Trust yet, Mark noted he had tried to contact David but not had a response, this is to be followed up by Mark and Steve H.</li> <li>3. Steve noted that Sarah Jones is the new contact at CBS for the area, we have asked her to provide an update on the rollout if possible to try and get a clearer picture of timings as until this is known we can not do anything further with our own community scheme.</li> </ol>	<p>Tilly</p> <p>Steve H/Lindsay</p>
<b>FINANCE UPDATE</b>	
<ol style="list-style-type: none"> <li>1. Lindsay presented a finance update for the Trading Company, all monies outstanding to the Development Trust have been reimbursed leaving a balance of £2225. It was acknowledged that the bookings for the hostel require to be further developed as over £6,000 will be due to be reimbursed to the Development Trust once the renovation invoices have been paid.</li> <li>2. Lindsay confirmed that Arlene Anderson had been appointed as the new accountant for the Development Trust and Trading Company and would be setting up new systems over the next couple of weeks. She had already transferred the Payroll onto an electronic system which was working well to date.</li> </ol>	
<b>CYCLING FESTIVAL</b>	
<ol style="list-style-type: none"> <li>1. Lindsay noted that additional support would be required for the cycling festival, the following volunteers were put forward: <ul style="list-style-type: none"> <li>- Sandra, feed station and baking.</li> <li>- Katie, feed station and baking.</li> <li>- Andrew, lead car for sportive.</li> <li>- Tilly, contact the lecht re skills park.</li> <li>- Mark, evening entertainment and bar.</li> <li>- Callum/Steve, Lindsay to confirm actions.</li> <li>- Steve S, putting out signage for Sportive.</li> </ul> </li> <li>2. Lindsay to circulate a list of volunteer roles and where we still require support so that volunteers can support in approaching others to help.</li> </ol>	<p>Lindsay</p>
<b>A.O.C.B</b>	
<ol style="list-style-type: none"> <li>1. Steve Smith confirmed that he would stay on in the role of Chairman at present.</li> <li>2. The shortlisting and interviewing of candidates was discussed, Katie, Steve H, Callum and Steve Smith to shortlist. Fiona Robb of HIE, Steve Smith and Tilly to interview. Interviews to be held on 28<sup>th</sup> May at the Estate Office.</li> <li>3. The open day on the 27<sup>th</sup> May was discussed in further detail, timings for attendance. Stands to be presented are Museum, Hostel, Cycling Festival and General TGDT. Marion and other project leads from Landscape Partnership also to attend. Timings confirmed as 4-8pm.</li> </ol>	<p>Lindsay</p>
<b>DATE OF NEXT MEETING</b>	
<p>The next meeting will be held on the 3<sup>rd</sup> June 2015 at 4pm at the Estate Office.</p>	