

Tomintoul & Glenlivet Development Trust

Board Meeting

DATE: 15/7/15

VENUE: Glenlivet Estate Office, Tomintoul

Attendees

Steve Smith (Chair, TGDT), Steve Herschell (Vice Chair, TGDT), Mike Terry (Finance Director, TGDT), Callum Dingwall (Communications Director, TGDT), Mark Finnie (Director, TGDT), Sandra White (Director, TGDT), Tilly Smith (Director, TGDT), Oliver Giles (Local Development Officer, TGDT), Eilidh Hamilton (Business Development Manager, TGDT), Fiona Robb (HIE), Lee Haxton (CNPA)

Apologies:

Katie Taylor (outgoing Company Secretary, TGDT)

Fiona Durno (incoming Events Director, TGDT)

Previous Minutes	ACTION
The minutes from the previous Board Meeting were proposed by Tilly Smith and seconded by Mark Finnie.	
Board Update	
Steve Smith apologised there was no written report board update for this meeting, just with the transition of Lindsay leaving post and Oliver coming into post and both being on holiday but there will be for the next meeting.	SS/OG
Rock & Road	
<p>SS noted that it would be useful to have a general discussion regarding the Rock & Road cycling event and any feedback as this was the first time the Board had met since the event.</p> <p>MF noted that there had been complaints from local businesses over the weekend regarding parking but that actually by the end of the weekend most businesses had realised the benefits of the event.</p> <p>A general consensus was made by the Board that it would be useful to gather feedback from the community and local businesses about the event and its impact, ideally sooner rather than later.</p> <ul style="list-style-type: none"> Oli agreed to take an action on putting together a survey in order to gather this feedback. 	OG

<ul style="list-style-type: none"> SS noted that it would be good to get feedback from a representative sample. <p>Tilly suggested it might be useful to have a template survey which can then be used to monitor any future events and their impacts.</p> <p>Other feedback from the event was that the Community Associations thought it was a positive event for the area and would like to see it continue next year.</p>	
Website Development	
<p>SS noted that the TGDT website is perhaps not being used to the best of its capacity and that it is maybe seen more as a Trust website rather than a community noticeboard.</p> <ul style="list-style-type: none"> SS suggested arranging a meeting with TGHH and Jess Greaves to discuss website development as Jess has offered her services to help us with this. <p>LH queried if there was going to be a cost involved with the website development and if so there might be some financial support available from CNPA for this.</p>	SS/OG/EH/CD
Landscape Partnership Update	
<p><u>Museum</u></p> <p>SS noted that meetings were underway with the design consultants for the Museum Project and that Marion was keen to know any updates or news for any Landscape Partnership projects.</p> <p><u>Oral History</u></p> <p>SW mentioned that the 5 volunteers who attended the first training session for Oral History interviewing on 14/7/15 found it to be an interesting and useful training session. SW also noted that the second training session would focus on recording/editing and will take place on 28/7/15. CD queried if more people wanted to get involved after these first training sessions would this be possible and SW confirmed that Marion has more budget set aside for second training sessions if required but that it has been a struggle to get more volunteers.</p> <p>SS suggested having another public meeting in September in order to update the community on all the different projects.</p> <p><u>Events</u></p> <p>SS noted that the Events project still has work to be done on it. SS suggested for everyone to have a think about what events could be done annually and bring these ideas to the next Board meeting for these then to be finalised for the public meeting in September.</p> <p>SW suggested a quiz night at the Glenlivet Hall on St Andrew's Day.</p> <p>SS also noted thanks to CD and MF for setting up Marion's office space in the Museum.</p>	ALL
Strategy Workshop Report/Feedback	
<p>The general consensus from the Board was that the Strategy Workshop had been a very</p>	

<p>useful day as it gave everyone the same outlooks and information and those that couldn't make the workshop were able to follow the report from Kirsty. It was noted that the roles & responsibilities section was particularly useful. FR noted that it was especially useful to funders to see that someone external had come in to speak with the Board.</p> <p>SS noted that what came out of the Strategy Day was a do-able list of projects and also with Katie Taylor resigning as Company Secretary, SS noted that a new Company Secretary would need to be appointed.</p> <ul style="list-style-type: none"> MF volunteered to be the new Company Secretary and this was agreed by the rest of the Board. <p>SH suggested putting the information from the Strategy Workshop on the website for others to see.</p>	<p>MF/SS</p>
<p>Finance Report</p>	
<p>OG updated the Board regarding Bank Account authorisations and noted that OG, SS, MF, MT and CD are the current authorised signatories.</p> <ul style="list-style-type: none"> It was also noted that LR is still on as a signatory but will be taken off when she is back from holiday. <p>SS queried who the primary contact was for bank/finance information and where any mail was being sent. OG confirmed that he was the primary contact and that all mail was being sent to the Trust at the Estate Office and that OG was scanning across copies to MT and MT noted that he was happy with this arrangement.</p> <ul style="list-style-type: none"> SS and MT queried the internet banking and noted that it still needs to be set up for OG and MT as it would be better for the Trading Subsidiary to be able to see banking day to day. <p>SS queried what was happening with the Trust's credit card? OG confirmed that the Trust's credit card had been transferred to him. MF suggested getting a Trust debit card instead of credit card although LH noted that a debit card might not necessarily have the same online protection as a credit card.</p> <p>It was agreed that OG should have either a company credit or debit card and not have to use his own card.</p> <p>Handover Actions</p> <ul style="list-style-type: none"> OG and MT agreed to meet before meeting with Arlene to go over finances. 	<p>OG/LR</p> <p>OG/MT</p> <p>OG/MT</p>
<p>Funding Applications</p>	
<p>SS updated the Board that the funding application for the Local Development Officer and</p>	

<p>Local Development Assistant positions had been submitted on time by the deadline of 14/7/15 and thanked LH and FR for their help. It was noted that it will be the 14/8/15 when the application will go to approval from Moray Council.</p> <p>However it was noted that the funding application that had gone in was actually just for the LDO position and didn't include the LDA post. LH gave apologies from the CNPA funding as it hadn't been realised both posts would be funded from the one pot but noted that funding is agreed in principal for this financial year.</p> <p>LH noted that if Moray Council don't contribute towards the funding there will still be funding from CNPA either way. FR is going to submit her paper from HIE but noted that it would be good to know if Moray Council is out before submission. FR noted that the best case scenario would be to have funding from the three key funders; HIE, CNPA & Moray Council as well as a little from Scottish government.</p> <p>FR felt confident the application would have a good outcome and that by the end of August the Board will receive more of an indication of how things are progressing.</p>	
<p>Trading Subsidiary Report</p>	
<p>SS noted that he was happy with the layout for the finance report as it gave the Board a clearer picture of what was happening with the Hostel and VIC but it would also be useful to have a small piece of text with it in future with regards bed nights etc.</p> <ul style="list-style-type: none"> MF noted that one of the biggest problems had been cutting costs especially with the Museum and that Eilidh and Mike are going to look at re-forecasting figures for the Museum going forward and monitor electricity and heating costs. <p>SW queried if more was being done to push hostel bookings. EH confirmed that the hostel had now been put on Air bnb and several bookings had already come through this and that EH and Kerry had also started targeting groups for group bookings.</p> <p>MF noted that the Electrician's bill was still being queried and Steve Smith noted that Lindsay had paid the Trust back the money owed by the Trading Subsidiary. SH queried the £654 heating bill for the VIC and MT noted that but this figure was picked out of the statements as that but could potentially be for something else. CD queried if there were grants available for insulating the Hostel and if it was worth getting a few quotes from this and LH noted that CNPA might be able to help with this. SH noted that it might be worth keeping Kerry up to date with the expenditure so she is aware of the outgoings.</p>	<p>EH/MT</p>
<p>AOB</p>	
<p>There was a general consensus that more could be done to communicate with the community. SH suggested using the public notice board in the Square and TS suggested putting out a newsletter or update about OG now being in post.</p>	

<p>TS also suggested putting out a thank you to other people like Fiona Durno and Tony Birchall and their teams for running their events.</p> <p>TS queried the Broadband in the Braes and where this would go in the future and if more facts and information can be taken from meeting with Sarah on the 29th July.</p> <p>Oli noted that he was invited to attend the Cairngorm LAG meeting at the Lecht on 16th September, 3pm-6.30pm and all the directors are invited to attend too.</p> <p>Oli also noted that the Trust have been invited to sponsor Tomintoul Primary School for the Highland Show.</p> <ul style="list-style-type: none"> • It was agreed by all that £50 would be good sponsorship. <p>OG also wanted to thank everyone for welcoming him in his first week.</p> <p>CD queried if Fiona Durno is still happy to get involved as a director for events? SS noted that she was but it had been hard to arrange a meeting time.</p> <p>Callum queried if the back-up system for files was now in place? Steve Smith noted that the kit had arrived but there had been a fault in one of the hard drives so we are still waiting for a replacement.</p> <p>Callum suggested changing future board meeting times from 4pm to 6pm. Lee and Fiona noted that 4pm was an unusual time for a Board to meet.</p> <ul style="list-style-type: none"> • Everyone agreed that 6pm would suit them. 	<p>OG</p> <p>ALL</p>
<p>Members for approval</p>	
<p>SW noted new ordinary members for approval:</p> <ul style="list-style-type: none"> • Mr Powell • Mr Wallace <p>And also new associate members for approval:</p> <ul style="list-style-type: none"> • Mr & Mrs Bond • Mr & Mrs Dalton • These members and associate members were all approved by the Board. <p>Sandra queried if the membership list was up to date and an action was taken to check the list with OG and EH.</p>	<p>SW/OG/EH</p>
<p>Date of next meeting</p>	
<p>It was agreed that the next meeting would take place on Wednesday 19th August, 6pm at the Glenlivet Estate Office.</p>	