

# Huntly and District Development Trust

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SC 358964 • Registered Scottish Charity SC043353



*"Working with others to build a resilient, inclusive, enterprising community capable of dealing with ongoing change."*

## HDDT Board Meeting 9<sup>th</sup> December 2014

### Minutes

**Present** Richard Hammock (RH, Chair), Stuart Thomson (ST, Finance), Fiona Manson (FM), Bruce Murray (BM), Sharon Scapens (SS), Mary Scott (MS), Claudia Zeiske (CZ)

**In Attendance** Donald Boyd (DB), Debbie Haefner (DH, Minutes)

**Apologies** Fraser MacDonald (FMac)

Ref	Item	Action	By When
<b>1</b>	<b>Welcome &amp; Apologies</b>		
	RH welcomed all to the meeting and noted the apologies		
<b>2</b>	<b>Minutes of previous meeting</b>		
	FM proposed amendments to the minutes of the previous Board meeting and the AGM. It was agreed that Directors would consider these and discuss them at the next Board meeting.	<b>ALL</b>	<b>Next meeting</b>
<b>3</b>	<b>Finance Report</b>		
	ST will present the new finance report at the next Board meeting (February). This will be more visual document with additional detail, such as Profit & Loss information. Current cashflow situation (not presented) will be distributed to Directors with the minutes of meeting The audit is almost complete. It has discovered that through an error DB has been underpaid for 4 years. This error has been corrected and the Chair now signs off payment of salaries. The draft audited accounts will be sent out with minutes	<b>ST</b>  <b>DH</b>  <b>DH</b>	<b>Next meeting</b>  <b>ASAP</b>  <b>ASAP</b>
<b>4</b>	<b>Development Manager's Update</b>		
<b>4.1</b>	<b>Greenmyres Wind</b>		
	Ongoing objection from NATS. Decision expected tomorrow re whether they think a resolution is possible. Aberdeenshire Council looking for us to withdraw if NATS objection not resolved shortly. Solar PV tender almost ready for issue, a feasibility study will be carried out once tender is received. Alternative power export options moving into new phase with HDDT participation in Community Microgrid Accelerator Consortium.		
<b>4.2</b>	<b>Greenmyres Non-Wind</b>		
	Winter grazing resolved. All ideas scored via matrix – Jill to give update to Board at next meeting	<b>JA</b>	<b>Next meeting</b>

<b>4.3</b>	<b>Cairnborrow</b>		
	RH/DB have met with West Coast Energy. The basis of a commercial agreement with them is in place. Aim is to agree it finally by end of Feb 2015. WCE looking to commission the project by Dec 2016 at latest, with the first income to HDDT and community 6 months later. WCE also exploring possibility of a turbine being added back to the scheme to replace the one lost during the planning process. WCE and RH/DB to call together a meeting of the Community Liaison Forum in Jan 2015.	<b>RH/DB</b>	<b>ASAP</b>
<b>4.4</b>	<b>Room to Roam Green Travel Hub</b>		
	Car Club discussions with Co Wheels ongoing. The Board asked for more financial information and further sensitivity analysis, also considering 2 and 3 car options. ST offered to assist.	<b>OG/ST</b>	<b>15/01/15</b>
	Fuel Good sessions ongoing – sign up now for January NoW agreed to undertake Bike Shack operational review by end of March 15	<b>ALL</b>	<b>20/01/15</b>
	DB has investigated the possibility of purchasing the store in Gordon Street for the project but cannot present a robust business case at the moment. Under spend re-profile to be submitted to allow re-use of underspent funds	<b>OG</b>	<b>12/12/14</b>
	Cycle Friendly Employer Status for HDDT Commonwealth Games Legacy Bike Shack secured for Jubilee Hospital Aberdeenshire Council have agreed to contribute £10,000 to the overall Room to Roam project in 2014/15.		
<b>4.5</b>	<b>Aberdeenshire Council Cycling</b>		
	Positive discussion with AC re HDDT contractor role in delivery of Sustrans ITT project. DB to conclude.	<b>DB</b>	<b>Next meeting</b>
<b>4.6</b>	<b>Huntly Cultural Fund</b>		
	Final report collection from winners ongoing. Report to Creative Scotland to be submitted by 19 <sup>th</sup> December	<b>DB/DH</b>	<b>19/12/14</b>
<b>4.7</b>	<b>Other</b>		
	Audit virtually complete Name change aftermath – stakeholders to be informed and publicity material to be adapted Improvements to premises / IT infrastructure ongoing Glens of Foudland admin bid unsuccessful DB has joined the Board of Community Energy Scotland on behalf of HDDT Publicised high speed broadband availability in some of Huntly and surrounding area Hosted visit of Norwegians from a rural university possibly seeking to collaborate Supported the Christmas in Huntly & Santa in the Woods events		
<b>4.8</b>	Recommendation for bi-monthly meetings in 2015 Decision to go bi-monthly was agreed but all agreed to retain the 3 <sup>rd</sup> Tuesday of the month date as available for HDDT if needed		

<b>5.</b>	<b>Update from Working Groups (Greenmyres and Green Travel Hub already covered above)</b>		
<b>5.1</b>	<b>Sports Vision (BM/ST)</b>		
	Ladies Open Day on Saturday 24 <sup>th</sup> January at the Linden Centre Contacts database has been updated Sports bid for financial support – applied for £25k grant. Delay encountered at Scottish Government end and no clarity on when ‘approval’ will be forthcoming		
<b>5.2</b>	<b>Promoting Huntly (FM/CZ)</b>		
	Film about Huntly being made through Huntly Cultural Fund monies Sub-group meeting to be organised to discuss what has been done to date to promote Huntly, who we should be promoting Huntly to and how we should best do it. CZ/FM agreed to present results at the next meeting	<b>FM/CZ</b>	<b>Next meeting</b>
<b>5.3</b>	<b>Membership Development</b>		
	According to our Mem & Arts, if we put an Ordinary Resolution to the Members Meeting in January we can remove the £1 membership charge for Junior members. All agreed to this. DB/DH to action along with invitation to members re meeting. School to be informed in January re this change in availability of Junior membership and the opportunity to provide a Junior Director. DH/DB to check whether Board/staff need to undergo a PVG check in this case. A suggestion was made that we could put on a road show next year to publicise ourselves and increase membership numbers.	<b>DB/DH SS/ST</b>	<b>19/12/14 31/01/15</b>
		<b>DB/DH</b>	<b>ASAP</b>
<b>6</b>	<b>Director Recruitment – list of potential directors</b>		
	Ronald Pittendrigh has expressed an interest in becoming a Director. DB to circulate his details to the Board. Other names brought to the table were: <ul style="list-style-type: none"> <li>o Christine Sell (or another teacher)</li> <li>o Claire Newman</li> <li>o Philip Morrison</li> <li>o David Easton</li> <li>o Steven Hutcheon</li> <li>o Les Allan</li> <li>o Colin Forsyth</li> <li>o Stuart Anderson</li> <li>o John Swan</li> <li>o Julie Wright</li> <li>o Trish Barron</li> <li>o Tom McWilliam</li> <li>o Les McArthur</li> <li>o Siobhan Ingram</li> <li>o Jane Craigie</li> <li>o Raye Marcus</li> </ul> DB to approach each person on behalf of the Board	<b>DB</b>	<b>ASAP</b>
		<b>DB</b>	<b>ASAP</b>
<b>7</b>	<b>Memorandum &amp; Articles of Association/Charitable Objects</b>		
	SS reminded the Directors that we need to assess projects against the articles and our charitable objects to ensure they fit	<b>ALL</b>	

<b>8.</b>	<b>AOCB</b>		
	Strategic review – February – DB/RH to suggest dates in Feb 15 RH to circulate some strategic questions to the Board over the next few weeks	<b>DB/RH</b> <b>RH</b>	<b>ASAP</b> <b>Next</b> <b>meeting</b>
<b>9.</b>	<b>End of meeting at 20.30</b> Followed by a meal at Cafe India for those who wished to go		

Next Board meeting: 17<sup>th</sup> February 2015

Meeting with members: 21<sup>st</sup> January 2015