

Huntly and District Development Trust

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SC 358964 • Registered Scottish Charity SC043353 SC 358964



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

Approved Minutes of the Meeting of the Board of Directors

Tuesday 19th April 2016 19.00-21.00

HDDT Office, Brander Building, The Square, Huntly

Present Neil Angus (NA), Richard Hammock (RH, Chair), Bruce Murray (BM), Sharon Scapens (SS), Mary Scott (MS)

In Attendance Staff: Jill Andrews (JA), Donald Boyd (DB), Debbie Haefner (DH, Minutes)

Apologies Les Allan (LA), Ronald Pittendrigh (RP), Iain Ralston (IR), Stuart Thomson (ST), Claudia Zeiske (CZ)

Ref	Item	Action	By When
1	Welcome & Apologies		
	RH welcomed all to the meeting and noted the apologies.		
2	Minutes of Previous Meeting		
	Approved, no amendments		
3	Finance Report – Donald		
	In the absence of ST, DB presented the financial report "highlights". <ul style="list-style-type: none">• Wheellemont cash has been secured - £25k + £5k VAT• An Awards for All grant has been secured from the National Lottery to cover costs for Greenmyres building warrant and paths with the FCS• Funds (£15,000) have been secured from Car Plus to fund Naomi's position for 2 days per week. Work is ongoing to find a funder for the remaining funds.• AJA have been paid for their sports consultancy work• Our first VAT return has been submitted to HMRC		

4	<p>Greenmyres Renewable Energy – Richard</p> <p>The Feed in Tariff (FiT) pre-accreditation application for Greenmyres (and Wheedlemont) has been approved by Ofgem. In addition, we have:</p> <ul style="list-style-type: none"> • Secured the wayleave with the Dummuies landowner to allow cabling to be laid on his land for our grid connection • Progressed various technical, legal & financial elements of due diligence to allow construction of the turbine for September 2016 • Secured in principle a loan from Social Investment Scotland for £450,000 as a subordinate loan to that of the main lender, the Clydesdale Bank. The loan would be to HDDT and then used by HDDT to invest in GRE. Richard explained the loan conditions and answered questions that arose. He then asked the Directors to confirm that they are happy for HDDT to accept a loan from SIS for £450,000. <p>After due consideration of all of the circumstances and on being satisfied that it is for the benefit of, and in the interests of the Company for the purpose of carrying on its business to enter into the Loan Agreement in the form now produced (the "Loan Agreement"), the Standard Security to secure all liabilities to Social Growth Fund, and the Bond & Floating Charge in the form now produced (together the Security Documents).</p> <p>IT WAS RESOLVED that the Loan Agreement and the Security Documents and all documents and notices to be signed or dispatched thereafter should be executed on behalf of the Company by any one or both of:</p> <p style="margin-left: 40px;">Richard John Hammock and Donald Murray Gordon Boyd</p> <p style="margin-left: 40px;">(Director/Authorised (Director/Authorised</p> <p>and that it be duly registered in the Books of the Company and where appropriate, with the Registrar of Companies.</p>		
5	<p>Greenmyres Non-Energy Business Plan – Jill (see attached)</p> <p>Jill presented the Greenmyres business plan to the Board.</p> <p>The feedback from Directors was that more income needs to be identified and that a more refined focus needs to be identified for marketing the project.</p> <p>Jill agreed to work with the Directors on this in the next couple of weeks. It was agreed that a sub group of Directors be set up to develop the business plan with an aim to identifying higher income and defining the unique selling point of this project.</p> <p>The Board agreed to let Jill know who would like to be part of this process.</p>	<p>JA</p> <p>ALL</p>	<p>ASAP</p> <p>ASAP</p>

6	Development Manager's Update – Donald (see attached) <ul style="list-style-type: none"> • Cairnborrow Signed commercial agreement with Engie (ex West Coast Energy) • Room to Roam Green Travel Hub (R2RGTH) Ongoing marketing and promotion of Car Club EV difficulties End of project report Huntly Audax 2016 "Room to Ride" a success Winter Walking and Cycling Challenge complete • Aberdeenshire Council Cycling Project Support to AC bid to Sustrans Community Links programme 		
7	Update from Working Groups <ol style="list-style-type: none"> 1. Greenmyres (Mary, Sharon) <ul style="list-style-type: none"> • Trees have been planted on the island – thanks to all who helped • Wildcat Action have been doing a survey and have a camera at Greenmyres. They shared their findings on 6th March (the 2nd anniversary of HDDT's purchase of the site) – one wildcat (possibly a hybrid) was spotted, as was evidence of otters • Techfest event planned for the Hairst • 25 sheep have been purchased and are in field 5 until the end of next week when they will be sold 2. Sports, (Health and Wellbeing?) (Bruce) <ul style="list-style-type: none"> • AJA consultation report is now available – BM to forward a copy to all directors. Basically it reports that the all-weather pitch would be the best place to start. • The next stage is a full needs analysis and business plan – this is due for completion by September 2016. 3. Promoting Huntly (Neil) Neil recently attended a meeting re the Princes' Trust and Enterprise Scotland. If we can make folk aware of these opportunities they might encourage new business to the area. This should also be explored with regards to Greenmyres business plan 4. Membership Development (Sharon) No update – but HDDT members are up by 3 since the Board papers were circulated. More work needs to be done to increase our membership. 		
8	Board / Governance Matters - Richard <p>Follow Up on Away Day After some discussion, it was concluded that the Away Day was useful however too much time was spent on the Balanced Scorecard and not the longer term future of the Trust. A meeting is to be arranged after the AGM with new Directors to address this.</p> <p>Risk Register DB to produce a first draft to show at the next Board meeting</p> <p>Director Recruitment We will need to recruit at least 4 new directors at or around the AGM in June. One should have a strong financial background. Two potential new directors have been identified however a clear advertising campaign needs to be pursued.</p>	DB	21/06

9	AOCB		
	Broadband survey done – the report is to go on HDDT’s website.	DH	ASAP
	The next stage is for RH to write to local MSP & MP to put some pressure onto BT.	RH	ASAP
10	Close of Meeting		
	RH closed the Board meeting at 20.50		