

"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 13th December 2016 19.00-21.00

HDDT Office, Brander Building, The Square, Huntly

Present Les Allan (LA, Chair), Neil Angus (NA), Iain Ralston (IR), Mary Scott (MS), Jamie Wilkinson (JW)

In Attendance Donald Boyd (DB), Debbie Haefner (DH, Minutes), Alastair Ross (AR, Observer)

Apologies Bruce Murray (BM), Elaine Murray (EM), Sharon Scapens (SS)

Ref	Item	Action	By When
1	Welcome, apologies and introductions		
	<ul style="list-style-type: none"> LA welcomed all to the meeting and noted the apologies. Special welcome was given to AR who came along as an observer with a view to becoming a Director. Thanks was noted for Naomi Mason's work as our Room to Roam Green Travel Hub project manager over the past 1.5 years and the Board wished her well in her new role. 		
2	Minutes of Previous Meeting		
	<p>Previous minutes were approved.</p> <p>Updates from last Minutes:</p> <ul style="list-style-type: none"> No date has been set as of yet for the Jubilee path clear up. MS to action. LA attended the Gartly Community meeting with SS. It went well and our attendance was appreciated. 	MS	17/01
3	Finance Report		
	<p>DB presented the financial report.</p> <p>Key points were:</p> <ul style="list-style-type: none"> Situation is largely unchanged since previous meeting. Single Farm Payment for Greenmyres has come in but part will have to be repaid due to overpayment error. DH/DB to action. Other grants funded payments had come in/gone out as foreseen DB working with accountant and HR advisors to get updated 'employment liability' figure AR to liaise with DB and NoW Board to check whether repayment of loan for Greenmyres acquisition could be postponed 	<p>DH/DB</p> <p>DB</p> <p>AR/DB</p>	<p>ASAP</p> <p>17/01</p> <p>ASAP</p>

<p>4</p>	<p>Development Manager's Update</p> <p>DB provided an update on developments since the previous Board meeting and plans for the next period. See appendix for full presentation.</p> <p>Main points:</p> <ul style="list-style-type: none"> • The Greenmyres vision was welcomed and stimulated a lot of discussion. Board clear that any development should be financially self-sustaining and that HDDT should retain control of the overall site, not letting it become fragmented during development. Rifle club plans were found interesting but need further investigation. DB to circulate the rifle club's proposal and, with JA, check with police and Council whether this interest could be progressed at all. • VAT inspection went really well. DH was thanked for her work on this. • NM recruitment plan: DB in talks with someone to come in for (the currently funded) 2 days per week in order to keep the Car Club going until we hear from Climate Challenge Fund. If cars funded for a further year, we'll need to recruit openly. DB/DH to do everything else involved in the project in the meantime. • Wheedlemont: DB/LA/JW to arrange a meeting with the Rhynie area representatives to explain the situation. • Staff pensions to be on the January Board Agenda. • Discussions ongoing with NoW, DP and GRA for a collaborative project to make delivery more (cost) effective. An initial enquiry to the Scottish Land Fund for a joint town centre premises project has been received relatively positively. <p>Approvals/Requests:</p> <ol style="list-style-type: none"> 1. Recruit short-term part-time (2 days/week) replacement for NM until end of March 2017 Yes 2. Views on Greenmyres vision and pallet build? A good start but more options and more detail needed. 3. Approval to continue discussions with LEADER with a view to developing a town (centre) regeneration project Yes 4. Approval to continue discussions with Scottish Land Fund with a view to preparing a property acquisition bid Yes 5. Agree to proposed dates for 2017 meetings Yes 	<p>JA/DB</p> <p>DB/LA/ JW DB</p> <p>DB</p> <p>DB</p> <p>DB</p> <p>DB</p> <p>DB</p>	<p>17/01</p> <p>03/17</p> <p>17/01</p> <p>17/01</p> <p>21/12</p> <p>17/01</p> <p>ASAP</p> <p>ASAP</p>
<p>5</p>	<p>Update from Working Groups</p> <p>1. Greenmyres (Mary & Sharon)</p> <ul style="list-style-type: none"> • Members of the working group have dug out the blockage at the second small pond and done a lot of general clearing. However, a lot of digging remains to be done in order to clear it completely. • More trees to be planted in the springtime. • The drainage around the shelterbelt area will have to be sorted. Eoin Harrold has quoted to do this. DB to discuss with JA. <p>2. Sports (Health and Wellbeing) (Bruce)</p> <ul style="list-style-type: none"> • DB updated the group in BM's absence. The phase 2 study/Business Plan work by Alan Jones Associates is almost finished. A meeting is to be held with Huntly Football Club, Huntly Sports Trust and Aberdeenshire Council on 15/12 to discuss how each organisation sees the projects being taken forward. <p>3. Membership Development (Sharon) No update</p>	<p>DB/JA</p> <p>BM/DB</p>	<p>17/01</p> <p>15/12</p>

6	Proposed Walks Project (Jamie)		
	<p>JW presented his project approval form titled 'AB54 Path Network'. He explained that this would be a long-term project which aims to develop a comprehensive path network in Huntly and District. The plan would largely utilise existing paths/tracks and secure funding to construct missing links. This would include work on the Gordon Way, about which DB had held a recent meeting with Aberdeenshire Council.</p> <p>The Board agreed that this project should be approved and discussed further at the proposed Away Day in January. However JW should check with Deveron Projects Walking Institute (and others including Ron Brander who had developed the Strathbogie and Cabrach Trails concept) what their work in this field entails.</p> <p>DB mentioned that Aberdeenshire Council had been in touch regarding the potential for HDDT to become involved in a discussion about securing the future of the Elgin Bridge over the Deveron at Huntly Castle. Board agreed to await further information.</p>	JW	17/01
		DB	17/01
7	Board / Governance Matters		
	<p>2017 dates:</p> <ul style="list-style-type: none"> • 3rd Tuesday of the month 17/01, 21/02, 21/03, 18/04, 16/05, 20/06, (18/07), 15/08, 19/09, 17/10, 21/11, 12/12 • Open meetings with members 28/02 (T), 27/06 (T), 26/09 (T, AGM) • Greenmyres birthday/turbine opening 05/03 (Sunday) • 'Away Day' 22/01 or 29/01 (Sunday) - DH to organize a Doodle Poll to determine the preferred date. <p>Financial changes: Approval to proposed financial changes presented under item 7 (changes to what was presented in bold):</p> <ol style="list-style-type: none"> 1. Apply for one or more debit/credit cards for HDDT staff/Directors. And investigate a separate sub-account we can maintain with say £200 max in it to allow spend. 2. Move from cheque-based payment system to internet and telephone-based payment system. DH/DB to progress asap. 3. Set formal limits for spend and contractual commitments to 1 & 2, point 3 – "Approval required from two Directors and Development manager for spend/new contractual commitments worth £5,000 or above" and "Approval required from Board for new projects, and their budget if above £10,000" <p>It was resolved that the authorised signatories in the current mandate, for the accounts detailed in section 2, be changed in accordance with section 5, and the current mandate will continue as amended.</p>	DH	21/12
		DB	17/01
		DH/DB	ASAP
		ALL	ASAP
8	AOCB		
	None		
9	Close of Meeting		
	LA closed the Board meeting at 20.45 and everyone who wanted to went along to Café India for the annual Directors curry.		