

“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 21st March 2017 19.00-21.00

HDDT Office, Brander Building, The Square, Huntly

Present Les Allan (LA, Chair), Neil Angus (NA), Bruce Murray (BM), Alastair Ross (AR), Sharon Scapens (SS), Mary Scott (MS),

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

Apologies Elaine Murray (EM), Jamie Wilkinson (JW)

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. 		
2	Minutes of Previous Meeting		
	<p>The minutes of the meeting of 21st February 2017 were approved, subject to changing the Room to Roam Project Manager’s funded hours to “16” in section 3.</p> <p>Matters arising from last Minutes:</p> <ul style="list-style-type: none"> Repairs to the Elgin Bridge will be progressed by its owners, the proprietors of the Castle Hotel. LA and DB had met with them to offer HDDT support but they will deal with this through their own funds. LA and DB have offered them help in the future if they changed their mind. Replacement of the Pirriesmill bridge: HDDT will support any group willing to fundraise to reinstate a new footbridge over the River Bogie at/near Pirriesmill. HDDT could be the ‘vehicle’ to help make it happen but our time commitment to the project will have to be limited, unless funded. Members’ meeting on 28th February was successful. 	DH	22/3
3	Finance Report		
	<p>DB presented the financial report in EM’s absence. Key points were:</p> <ul style="list-style-type: none"> EM has recommended HDDT look into a software accounting package called QuickBooks. After some discussion the Board agreed this to be useful and staff/EM should set up a trial account to start from 1st April. There was a query around whether QuickBooks would be able keep tabs on individual projects and grants. DB/DH/EM to research this in more depth. The Greenmyres wind turbine has come in under budget so we are working with GRE and the Clydesdale Bank to recover funds that HDDT paid out on GRE’s behalf. The final report should be produced 	DB/DH/EM	ASAP

	<p>by the bank's technical advisors shortly, perhaps still containing a couple of 'green flag' issues. When the bank has reviewed it they should hopefully be able to release funds (£20k). DB to keep chasing.</p> <ul style="list-style-type: none"> • £11,269 arrived in the bank account today from Scottish Government's for the final quarter of the Strengthening Communities programme. Next year's (reduced) payments have been requested to be spread over 2 payments in April and July. • In order to help understand future financial dealings between HDDT and GRE, it was agreed that GRE accounts and minutes should be circulated to HDDT board on a regular basis. LA and DB to meet with Richard Hammock, Chair of GRE, to discuss two HDDT board members joining the GRE Board. <p>DB explained the figures in the cashflow spreadsheet. After lots of discussion the main points/issues were:</p> <ul style="list-style-type: none"> • We need a clearer way of tracking current project spend, esp in relation to restricted funds. • The payment of £170.20 to Scottish Water relating to Greenmyres other. What was this for? DH to confirm to SS. • Other Trust liabilities and the income streams being pursued were dealt with point by point and are clearer to all now. <p>DB also noted that HDDT have a PayPal account for funds received for Room to Run and Room to Ride Audax and this can be transferred at any time. Current balance is around £3,500.</p>	<p>DB</p> <p>LA, DB</p> <p>DH</p>	<p>31/03</p> <p>26/04</p> <p>22/03</p>
	Development Manager's Update		
	<p>DB provided a brief update on developments since the previous Board meeting. (See appendix for full presentation.)</p> <p>Main points:</p> <ul style="list-style-type: none"> • Recruitment for the post of Room to Roam Green Travel Hub Project Manager is live. • Aspiring Communities bid is under preparation. This is to create a 'charity/community hub' in the Square Deal building on The Square and involves NoW, Deveron Projects and Gordon Rural Action. Deadline is 7th April. • There has been an encouraging response from the Heritage Lottery Fund to an initial enquiry DB submitted re the Huntly Hotel. We must decide on whether/how to prioritise this in line with other emerging opportunities. • Dates for Diaries (these events will have an HDDT presence): <ul style="list-style-type: none"> • Rhynie Gala – 15th August • Room to Run – 2nd September • Hairst Sunday at Greenmyres Turbine – 3rd September • Due to school holidays / Easter weekend the next Board meeting is to be held on Wednesday 26th April. 	<p>DB/DH</p> <p>DB</p> <p>ALL</p> <p>ALL</p> <p>ALL</p>	<p>07/04</p> <p>26/04</p> <p>ASAP</p> <p>26/04</p>
5	Update from Working Groups		
	<p>Greenmyres – MS/SS</p> <ul style="list-style-type: none"> • Volunteers from the working group have been busy planting trees with 72 going on the island and a couple near the new pond area. • An application has been submitted for a Biodiversity award – the winner is to be announced later this week. • Project planning re the pallet build is ongoing. • The next working group meeting (30/03) is being held on-site to celebrate the 3rd birthday of the farm. 		

	<p>Sports Vision – BM</p> <ul style="list-style-type: none"> • A letter from SEPA has confirmed that the Meadows site is not suitable for building on due to the flood risk. • Visuals are to be created for 2 other potential site – Market Muir and Christie Park. 		
6	Pensions		
	<p>DB and DH left the room to allow the Board to discuss staff benefits in private.</p> <p>Pension - HDDT contribution The Board agreed that staff would be offered access to a pension from the beginning of the financial year in April 2017. The employer's pension contribution will be 3%. The Board expressed an ambition to increase that to 5% when the Board considers that the organisation is financially sustainable in the long term.</p> <p>Staff Pay Increase The Board recognised the impact of inflation on the cost of living and noted the pay rises awarded to Aberdeenshire Council employees in recent years. It therefore agreed a staff pay increase the details of which will be intimated to each member of staff in writing. The pay rise will be implemented from the beginning of the financial year at the beginning of April 2017.</p> <p>DH and DB were invited back in to the room after the discussion.</p> <p>LS agreed to confirm in writing the agreed position to each staff member.</p>	LA	ASAP
7	Away Day Review		
	Given time constraints this item will have to be discussed at the next meeting.		26/04
8	AOCB		
	<p>The Board agreed that new Trust signatories should be as follows and DB to inform funders accordingly:</p> <ul style="list-style-type: none"> • Climate Challenge Fund: LA/MS/DB • Strengthening Communities: LA/BM <p>• Our register of Interests requires updating due to the new Directors who have joined us recently. It was also agreed that Director interests should be declared at the start of each meeting.</p>	DB ALL	ASAP 26/04
9	Close of Meeting		
	LA closed the meeting at 21.15		