

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/Trustees

Tuesday 17th October 2017 19.00-21.00

HDDT Office, Brander Building, The Square, Huntly

Present Neil Angus (NA), Bruce Murray (BM, Chair), Alastair Ross (AR), Carole Small (CS), Jamie Wilkinson (JW)

In Attendance Donald Boyd (DB, Minutes),

Apologies Les Allan (LA, Chair), Mary Scott (MS), Debbie Haefner (DH)

Ref	Item	Action	By When
1	Welcome, Apologies, Introductions & Declarations of Interest		
	BM welcomed all to the meeting, especially CS at her first full Board meeting as a Director. The Register of Interests was circulated and approved.		
2	Minutes of Previous Meeting		
	The minutes of the Board meeting of 19 th September were approved. Matters arising were: <ul style="list-style-type: none">• Ice Cream Architecture have won the Town Team LEADER tender. DB held an initial meeting with them on 12/10. Inception meeting with Town Team planned for 31/10. CS and DB to attend.• Funding bid for the path from Bothwellseat to Greenmyres and on to Insch submitted to Clashindarroch Wind Farm Fund. Decision due at the end of October.	CS/DB	31/10

<p>3</p>	<p>Finance Report</p> <p>DB presented the financial report. Key points were:</p> <ul style="list-style-type: none"> • Room to Run – DH to transfer all associated funds from Paypal to HDDT, then it will be split with NoW. • Work ongoing with accountant/Clydesdale Bank to agree first distribution from the Greenmyres turbine. This is expected in November. Future distributions should be smoother/quicker once it is clearer what information the Bank requires and in which format. We also need to be clear on the Gift Aid process to ensure that no corporation tax is paid. • AR, DH and DB have started setting up Quickbooks. Bank transactions from this year have been imported and coding to projects has started. It looks like a useful tool and more will be done before the next meeting. 	<p>DH</p> <p>DB</p> <p>AR/DB/DH</p>	<p>ASAP</p> <p>ASAP</p> <p>21/11</p>
<p>4</p>	<p>Development Manager's Update</p> <p>DB had provided an update on developments since the previous Board meeting via email prior to this meeting.</p> <p>Key points:</p> <ul style="list-style-type: none"> • DB has met with a possible volunteer Finance Director and will continue discussions with her. • A new funding bid to the Climate Challenge Fund (CCF), in collaboration with NoW, is underway and due for submission on 27/10. • The draft Cairnborrow wind farm fund management agreement with Cairnie Glass Community Trust (CGCT). The draft agreement had been circulated prior to the meeting. The main point of discussion was that the agreement proposes that HDDT will hold the funds on behalf of CGCT and pay them out to applicants as and when instructed to do so by CGCT. The Board questioned why HDDT did not just pay over the 25% due to CGCT immediately the income from the developer was received (next payment due in February/March 2018). JW and DB explained the background to this (CGCT is a new group and does not want the responsibility of holding/administering the funds until it has found its feet). The Board agreed that the funds could be held by HDDT for the time being as long as they can be clearly identified as CGCT's. The same situation already exists with the AB54 Health and Wellbeing account and may arise with the Wheedlemont turbine funds. • DB to identify fund-holding options with RBS • DB also to forward BM's revised version of the Cairnborrow agreement to AR for review prior to it being signed. 	<p>DB</p> <p>DB/DS</p> <p>DB</p> <p>DB/AR</p>	<p>Next meeting</p> <p>27/10</p> <p>ASAP</p> <p>ASAP</p>
<p>5</p>	<p>Update from Working Groups</p> <p>Sports Hub</p> <ul style="list-style-type: none"> • No further update on the physical sports hub. BM agreed to provide a full update for all interested parties, especially other sports groups who had attended the initial meeting in the Golf Club, on where our work has got to. The Board felt that this may enable them to help us find a solution and will counter the charge of 'lack of communication' encountered at the AGM. <p>Greenmyres</p> <ul style="list-style-type: none"> • The Bats, Moths and Stars night on Friday 13th October was apparently a success with closed to 20 people attending. From JA's report however it seems that future events need to be better organised in terms being clear on where HDDT's responsibilities end and those of the organiser begin e.g. end times, H&S, checking that people have left the site etc. DB, DH and JA to discuss. 	<p>BM</p> <p>DB/DH/JA</p>	<p>15/12</p> <p>ASAP</p>

6	Greenmyres Meeting Preparatory Discussion		
	<ul style="list-style-type: none"> The meeting to discuss the future plans at Greenmyres will be held on Tuesday 21st November from 17.00-21.00 at the HDDT office. Food will be available. The Board agreed that all Directors and relevant staff should have the opportunity to input to the discussion. Each will be given 5 minutes at the start of the meeting to state what they think should be done at Greenmyres and why. It was also agreed that a facilitator should be brought in to help us get the most out of the meeting. DB to approach Kevin McDermott again. He had helped us well in January at the Away Day. DB to liaise with JA to circulate to Board again the key information gathered/developed for Greenmyres over the past few years. 	ALL	21/11
		DB DB/JA	ASAP ASAP
7	AGM Review		
	All agreed that AGM on 26 th September had been a success. BM was thanked for producing another excellent newsletter.	ALL	26/09
	The exercise to elicit feedback from our members on our proposed plans for the next 5 years delivered the information contained in Annex 1. DB proposes to incorporate this into the HDDT Business Plan after the Directors have had a chance to review and discuss the comments.	ALL	12/12
8	Skills Audit		
	Those on the Board who had not yet provided their Skills Audit sheet agreed to do so ASAP.	ALL	21/11
9	AOCB		
	None		
10	BM thanked everyone for their input and closed the meeting at 21.15.		