

**Approved Minutes of the Meeting of the Board of Directors/Trustees**

**Tuesday 21<sup>st</sup> August 2018, 19.00-21.00**

**HDDT Office, Brander Building, The Square, Huntly**

**Present** Jamie Wilkinson, (JW, Chair), Rosemary Munro (RM), Claire Newman (CN), Mary Scott (MS), Carole Small (CS)

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

**Apologies** Les Allan (LA), Bruce Murray (BM), Graeme Ralph (GR)

Ref	Item	Action	By when
<b>1</b>	<b>Welcome, Apologies, Introductions &amp; Declarations of Interest</b>		
	JW welcomed all to the meeting and noted the apologies. The declarations of interest sheet was circulated. An amendment from CN was noted to show that she is employed by Aberdeenshire Council. GR confirmed prior to the meeting that he wished to become a director. The other directors approved his joining of the board. DH to complete the necessary paperwork for Companies House.	DH	05/09
<b>2.</b>	<b>Minutes of Previous Meetings</b>		
	The minutes of the Board meeting held on 19/06/18 were agreed, proposed by RM, seconded by MS.  Matters arising: <ul style="list-style-type: none"> <li>• Quickbooks is training on hold until feedback is sought from Ritsons Accountants on a more appropriate software package.</li> <li>• DH to get a price from the Gordon Arms for a venue for the AGM.</li> </ul>	DH DH	18/09 05/09
<b>3.</b>	<b>Financial Report</b>		
	DB presented a summary of the HDDT financial position, showing reserved / committed funds. Key points: <ul style="list-style-type: none"> <li>• Current bank balance £133,524</li> <li>• Unrestricted funds amount to £96,950</li> <li>• Restricted funds amount to £54,277</li> </ul> Other points discussed: <ol style="list-style-type: none"> <li>1. £2,500 ring-fenced for Greenmyres, this included an amount for water issues which need to be resolved.</li> </ol>		

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	<p>2. DH noted that payments can be made directly from the additional bank account held for Cairnborrow to recipients of the CGCT funds.</p> <p>3. It was observed that it would be useful to have the Clydesdale loan and GRE income noted in the finance report.</p>	DB	18/09
<b>4.</b>	<b>Development Manager's Update</b>		
	<p>DB provided an update on developments since the last Board meeting via email prior to this meeting.</p> <p>Points discussed:</p> <ul style="list-style-type: none"> <li>• CARES Innovation Fund support secured for hydrogen study at Greenmyres. DB to prepare and issue tender documents.</li> <li>• Planning consent has been received for the Huntly to Greenmyres path and the Greenmyres Ecobothy.</li> <li>• Procurement for the Ecobothy redevelopment work has begun and will be used by JA and DB to prepare a LEADER application.</li> <li>• Two case studies related to our green transport projects, each with possible funding attached, are being progressed with Aberdeenshire Council and CoMo. DS/DB to progress</li> <li>• There is a Vattenfall meeting on 4<sup>th</sup> October re community ownership opportunities around Clashindarroch II. JW/DB to attend.</li> </ul> <p>Requests/Proposals:</p> <ol style="list-style-type: none"> <li>1. Approve proposal in Item 6 re Town Centre Building Options – <b>YES see Item 6 for details.</b></li> <li>2. Approve repayment plan for Greenmyres tenants – <b>YES see Item 5 for details.</b></li> <li>3. Approve commencement of recruitment process for Greenmyres and Town Centre Development Managers - <b>YES</b></li> <li>4. Approve Requirements Capture proposal for Huntly Express archive project – <b>More info required – see Item 7.</b></li> </ol>	<p>DB</p> <p>JA/DB</p> <p>DS/DB</p> <p>JW/DB</p>	<p>18/09</p> <p>31/08</p> <p>27/08</p> <p>04/10</p>
<b>5.</b>	<b>Greenmyres Rent Arrears Repayment Plan</b>		
	<p>DB referred to the paper emailed to the Board in advance detailing various repayment options for the debt built up by our tenants at Greenmyres. After discussion of various pros and cons, option 3 was agreed: 58% of the arrears paid back to HDDT in 6 monthly instalments, and the rest repaid in kind by the tenants through completion of agreed tasks / rates to be concluded, if possible by the end of 2018 or end of March 2019 at the latest. Their horses may stay on site until the end of September 2018. DB to inform the tenants of this decision.</p>	DB	31/08

6.	<b>Town Centre Buildings Update and Options</b>		
	<p>DB talked the board through the paper he had circulated in advance of the meeting which contained the following proposals and board response in <b>BOLD</b> capitals:</p> <ol style="list-style-type: none"> <li>1. Huntly Information Hub (HIH): HDDT to continue as we have previously agreed i.e. be prepared to take on the lease of the proposed space(s) – for £300/mth plus utilities we could create community access for 6 months to both the RBS and the Huntly Hotel, commit up to £2,000 to the overall costs but leave re-fit/curation/management largely to the HTT sub-group. <b>YES</b></li> <li>2. RBS: make a Stage 1 bid to the SLF for the 4<sup>th</sup> September deadline. This will get us in the game with the SLF for Stage 2 support to meet the March 2019 purchase opportunity and convince the RBS that we are serious. The suggested use of the space for the initial bid would be as a co-working Hub, the business case for which we could get investigated with the help of a Social Enterprise Grant from Aberdeenshire Council. <b>YES</b></li> <li>3. Wider town centre bid: agree to undertake some more groundwork as HDDT to inform/lead the HTT discussions on how to proceed with the various ideas that have come up for uses in vacant spaces. This, and the Stage2 work for the RBS, could be part of the initial work of our proposed TCDM and/or a sub-group (see below). Ice Cream Architecture may also have some time to put into this. <b>YES</b></li> <li>4. Commence recruitment of the TCDM (and Greenmyres Development Manager, GDM) in September. <b>YES</b></li> </ol> <p>CS proposed a sub-group to lead on town centre work. The role of the sub-group would be to go and view all the vacant buildings in the Square over the next 6 weeks, then report back to the Board on their suitability to house various uses, including those identified by the Room to Thrive consultation work. Once recruited, the Town Centre Development Manager would then work with these findings and develop more detailed requirements and costings. These could then form the support for a further SLF bid for a number of buildings. Sub group members will include CS, JW, BM and DB, with others from outside HDDT to be invited if appropriate. CS to draw up a vision statement/remit for the group.</p> <p>Other points to note:</p> <ul style="list-style-type: none"> <li>• Scottish Government’s ‘Making Places’ funding stream is open and may prove a suitable vehicle to take forward some of the Ice Cream Architecture work.</li> <li>• Scott Sutherland School of Architecture students in Aberdeen undertake design of urban spaces for their final year project – might be an idea to approach them to use Huntly as a design proposal?</li> </ul>	CS	18/09

	<ul style="list-style-type: none"> <li>Recruitment of the Town Centre Development Manager – JW/DB to put together a LEADER application, including a 2-year work plan. CS to email a preferred skills list to JW/DB.</li> </ul>	JW/DB/ CS	31/08 31/08
<b>7.</b>	<b>Huntly Express Archive Proposal</b>		
	DB explained that whilst some initial work on finding out more about conserving and digitising the Huntly Express has been done to make real progress support from specialists will be required. DB had therefore sought and received (that day) a quote to prepare an appropriate scope for the work from a specialist who is related to him through marriage. The Board agreed with DB the need for him not to be involved in any decision-making around this work but asked him to circulate the document. It was also agreed to get 2 further quotes for comparison.	DB	18/09
<b>8.</b>	<b>Board Matters</b>		
	<ul style="list-style-type: none"> <li>Memorandum &amp; Articles to be amended to make HDDT eligible for funding support and allow us to take advantage of new legislative opportunities. This will require removal of the clause whereby directors may refuse membership. We will also take the opportunity to revise our “5 year rule” for director tenure. Both proposals will be up for approval at the AGM. DB to prepare in liaison with DTAS.</li> <li>DB/DH to arrange AGM and prepare an agenda for the evening. DH to secure a venue. The date for the AGM is <b>Wednesday 26<sup>th</sup> September.</b></li> <li>DTAS conference on 03/09: Attending from HDDT are BM, CS, CN, DB, JA, DH and DS. All (including staff) to attend the October Board meeting with their feedback. DB to provide a format for that feedback ahead of the conference.</li> </ul>	DB DB/DH ALL DB	18/09 18/09 16/10 02/09
<b>9.</b>	<b>AOCB</b>		
	<ul style="list-style-type: none"> <li>MS/JW have drawn up a plan for more native tree planting at Greenmyres, hopefully to be funded by SRDP. This will happen in spring 2019.</li> <li>DH to prepare a £50 cheque for Huntly Fire Brigade for their fundraising pot as a gesture of thanks for watering the trees at Greenmyres in the dry weather.</li> <li>Huntly has been selected for the first Aberdeenshire Environmental Forum Community Green Butterfly Award. HDDT and Deveron Projects have been invited to collect the award, representing others from Huntly.</li> </ul>	DH DB	24/08 12/09
<b>10.</b>	<b>Close of Meeting</b>		
	JW thanked everyone for their attendance and closed the meeting at 21.00. The next meeting is on 18 <sup>th</sup> September.		

