

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

**Tuesday 18<sup>th</sup> September 2018, 19.00-21.00**

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

**Present** Les Allan (LA, Chair), Bruce Murray (BM), Rosemary Munro (RM), Claire Newman (CN), Graeme Ralph (GR), Mary Scott (MS), Jamie Wilkinson, (JW)

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

**Apologies** Carole Small (CS)

Ref	Item	Action	By when
<b>1</b>	<b>Welcome, Apologies, Introductions &amp; Declarations of Interest</b>		
	LA welcomed all to the meeting and noted the apologies. The declarations of interest sheet was circulated. No changes.		
<b>2.</b>	<b>Minutes of Previous Meetings</b>		
	The minutes of the Board meeting held on 21/08/18 were agreed.  Matters arising: <ul style="list-style-type: none"> <li>• DB to prepare and issue tender documents for hydrogen study next week and update all at next board meeting.</li> <li>• The Huntly Express archive digitisation actions will be done in the next few weeks.</li> <li>• Thanks to all who attended the DTAS conference, special thanks went to Jill, Cait and Annie for their wonderful performance at the Sunday night dinner reception.</li> </ul>	DB  DB	16/10  28/09
<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 £122,459</li> <li>• Unrestricted funds amount to £98,950</li> <li>• Restricted funds amount to £52,677</li> </ul> Other points discussed: <ol style="list-style-type: none"> <li>1. After further discussion with the Quantity Surveyor the costing for Greenmyres ecobothy is now in the region of £150K.</li> <li>2. It was agreed that we pay off the Clashindarroch loan (£20K) in one lump sum.</li> </ol>		

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	<p>3. Car Club: Aberdeenshire Council may contribute £20K in exchange for a learning experience.</p> <p>4. £60,546 is to be transferred to HDDT from GRE.</p>		
<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. The board also received and read 3 separate proposals; <b>a)</b> CoMo, <b>b)</b> Making Places, and <b>c)</b> LEADER Ecobothy and Town Centre Development Managers.</p> <p><b>a)</b> Proposal to engage support through CoMo (see separate paper) for Car Club and e-bike promotion. The board agreed with this proposal to recruit season worker/temporary support to deliver the project.</p> <p><b>b)</b> Making Places proposal for commitment of between £5,000 and £10,000 to of HDDT funds towards delivery of a masterplan for the north side of Huntly through the Scottish Government's Making Places Fund.</p> <p style="padding-left: 40px;">1) Approve HDDT's participation in leading this work – <b>YES</b>                  2) Commit a sum of cash as noted above – <b>YES</b>                  3) We appoint Ice Cream Architecture as our main contractor to lead the process – <b>YES</b></p> <p><b>c)</b> Funding contributions to two LEADER projects creating employment of; <b>1)</b> Greenmyres Ecobothy Development Manager and <b>2)</b> Town Centre Development Manager as match funding. The board agreed on both accounts.</p>		
<b>5.</b>	<b>Audit Results and Accounts</b>		
	<p>Ritsons have prepared and finalised HDDT and GRE annual accounts and audit. DB to email the papers to the board to look over, any queries to DB by end of the week otherwise they will be up for approval at the AGM next week.</p>	ALL	21/09

<b>6.</b>	<b>Greenmyres – Huntly Rifle Club Proposal</b>		
	Huntly Rifle Club have expressed their interest in creating a shooting area at Greenmyres. They are to be invited along to the next board meeting to present their ambitions and vision for the site.		
<b>7.</b>	<b>Board Matters – Mem &amp; Arts, AGM and Chair</b>		
	<p>DB emailed the proposed changes to the Mem &amp; Arts of Association to all prior to the meeting. The changes will 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. The board were happy and in agreement therefore the proposed changes will be brought to the members at the AGM for approval.</p> <p>AGM is to be held on <b>Wednesday 26<sup>th</sup> September</b> at the Gordon Arms Hotel.</p> <p>A few changes were noted regarding GRE Board as follows, Stuart Thomson is standing down, LA is to take his place (once he has officially resigned as HDDT chair at the AGM). GRE Board is made up of three HDDT board members and two non-board members. JW and MS to remain on the Board however one more HDDT board member would be required, BM offered to join.</p>	ALL	26/09
<b>8.</b>	<b>AOCB</b>		
	<ul style="list-style-type: none"> <li>• BM submitting an RBS Skills &amp; Opportunities funding application for the use of the vacant RBS building.</li> <li>• JW, MS, RM and CN formed a paths sub-group. JW explained that by creating sub groups for all projects may allow the board to meet once every 2 months instead of every month, more info at the next Board meeting.</li> </ul>	BM	21/09
		JW	16/10
<b>9.</b>	<b>Close of Meeting</b>		
	<p>LA thanked everyone for their attendance at this his last Board meeting as Chair. LA was thanked for his commitment and support to the Trust by the board and staff.</p> <p>The meeting closed at 20.45.</p> <p>The next meeting is the AGM on Wednesday 26<sup>th</sup> September, next Board meeting is Tuesday 16<sup>th</sup> October.</p>		