

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

Tuesday 15th January 2019, 19.00-21.00

HDDT Office, Brander Building, The Square, Huntly

Present Jamie Wilkinson, (JW, Chair), Bruce Murray (BM), Rosemary Munro (RM), Graeme Ralph (GR), Claire Newman (CN), Mary Scott (MS), Carole Small (CS)

In Attendance Donald Boyd (DB), Debbie Haefner (DH, Minutes), Stuart Masson (SM), Carolyn Powell (CP)

Apologies None

Ref	Item	Action	By when
1	Welcome, Apologies, Introductions & Declarations of Interest		
	JW welcomed all to the meeting and noted the apologies. BM noted a change to his declaration of interests, DH to amend accordingly. The Board were introduced to newly appointed Town Centre Development Manager, Carolyn Powell, who is due to start her role at HDDT on Monday 21 st January.	DH	
2.	Minutes of Previous Meeting		
	The minutes of the Board meeting held on 27 th November were agreed. Proposed MS, second BM. Matters arising: <ul style="list-style-type: none"> • After a meeting between CS, BM, DB Ice Cream Architecture, Nick Wright Associates and Willie Miller Urban Design, ICA have been confirmed as the lead consultants on the Huntly Learning and Leisure Campus Project, co-funded by the Scottish Government's Making Places Fund. Work is due to begin imminently. • HDDT's subgroups, powers, responsibilities, financial requirements are to be discussed at the next board meeting. All involved to prepare. • Deveron Projects no longer require HDDT's involvement in their bid to the Scottish Land Fund to purchase Square Deal. • RBS / SLF decision is due on 24th January. Thanks were conveyed to BM for all the work he had put into this. 	ALL	19/02

Building a resilient, inclusive and enterprising community

3.	Finance Report, including Cash Flow		
	<p>DB presented a summary of the HDDT financial position, showing reserved/committed funds. Key points:</p> <ul style="list-style-type: none"> • Current bank balance £59,597 • Restricted funds amount to £25,123 <p>Other points discussed: BM queried the correlation between the end of current year position and the starting point of the multi-year projection. BM/DB to resolve. CS asked for the cash flow forecast to be up to 5 years. BM would prefer 3 years.</p>	<p>DB</p> <p>DB</p>	<p>19/02</p> <p>19/03</p>
4.	Development Manager's Update		
	<p>DB had 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"> • Greenmyres turbine experienced some technical issues during the Christmas / New Year break, MS liaised with Enercon to correct these problems as turbine • communications were not operational and no one else was available. DB thanked MS for her help in the matter. • The 2019 Room to Ride Audax has been launched, it's set to take place on Saturday 13th April. • Wheedlemont contracts have been finalised and signed by developer/community representatives. • Staff appraisals are to be held at the beginning of February. • DB plans to progress the business plan. <p>Requests/Proposals:</p> <ol style="list-style-type: none"> 1. Agree to deal by email with decisions required re RBS, depending on SLF bid outcome YES 2. Ask Ritsons to start preparing quarterly management accounts for HDDT YES 3. Approve reinstatement of the Room to Roam Green Travel Hub Project Manager role to full-time YES 4. Approve a level of expenditure to allow development of communication plan and activities to celebrate/mark 10 years HDDT YES, but level to be agreed 5. Revisit the monthly board meeting schedule – it really is too much with all the other commitments we have. After March we will move to every two months with sub-groups meeting in between. 		

5.	Room to Roam Green Travel Hub		
	<p>DB briefed all on the paper circulated prior to this meeting. The Board agreed to underwrite the full cost of the Green Travel initiative in 2019/20, this being a figure of ca £50,000, on the understanding that:</p> <ol style="list-style-type: none"> 1. Bids are made to other funders (initially the Smarter Choices, Smarter Places fund) to minimise HDDT's funding contribution 2. Clear targets are established against which project progress and future funding can be regularly monitored 3. Any other conditions the board feels appropriate <p>Changes in staffing have been discussed and agreed with our HR advisors. Dave Simpson does not want to continue the role on a full time basis so will leave us at the end of January and Stuart Masson will step into this role once his contact with CoMo comes to an end on 31st January. The Board were in full agreement with this.</p>	DB/SM	31/01
6.	Issues flowing from adoption of or new Articles		
	<p>In December 2018, the HDDT membership agreed to adopt a new set of Articles of Association to allow HDDT the opportunity to take advantage of developments in legislation and accompanying funding programmes. The new set of Articles however bring with them the requirement for HDDT to review how it carries out some ways in which it operates. The key ones were set out in DB's paper sent out prior to the meeting, the Board read through all these issues and agreed to implement them.</p> <p>It was noted that the Board still need to officially approve BM and MS's re-appointment to the board. Both are to submit a short written request, outlining why this wish to carry on and what they would bring to the board if re-appointed. Their application will be considered either at the next board meeting or via secret ballot by email.</p> <p>Other matters:</p> <ul style="list-style-type: none"> • We need to advertise for a Finance Director • Appoint a Vice-chair at the next board meeting 	BM/MS	19/02
		DB	19/02
		ALL	19/02
7.	Management Accounts Preparation		
	<p>DB suggested HDDT move to quarterly management accounting and therefore is seeking approval to ask our accountants (Ritson's) to do so with immediate effect, thereby incurring the quarterly fee of £895 (ex VAT). The Board were in agreement but asked DB also to clarify:</p> <ol style="list-style-type: none"> 1. Reduced cost of preparation of the annual accounts 2. Whether Ritson's would help us prepare cash flow projections. 	DB	19/02
		DB	19/02

8.	Communication Plan and HDDT's 10 Year Anniversary		
	<p>It is HDDT's 10 year anniversary on 1st May 2019, how do we plan to mark this occasion? Ideas from the Board:</p> <ul style="list-style-type: none"> • Social media plan/blogs • Town website re-vamp • Mailchimp plan for communication with HDDT members • Mail drop • HE articles • Exhibition of our past / present / future work • Ceilidh • Window visuals <p>Ideas from staff (discussed prior to this meeting):</p> <ul style="list-style-type: none"> • Sponsorship of the Room to Run 10K • Photo gallery of projects • Walk/cycle to Greenmyres • New HDDT website • New Huntly.net website • Symposium on all things Development Trusts • Community open day/walk/minibus run for all things HDDT (car club, Greenmyres, Finnish shelters, Portsoy Road,) • Launch Tour d'Aberdeenshire Cycle route • Film about HDDT's first 10 years and ask people to imagine the next 10 • Establish an award • Establish a charity of the year for donations • Establish a community of the year for donations • Open the RBS • Eat cake <p>DB and staff to propose a plan, inc budget, for the board to discuss.</p>	Staff	19/03
9.	Meeting Dates / Frequency		
	After the March board meeting we will change to meeting every second month with subgroups meeting as necessary in between		
10	AOCB		
	<ul style="list-style-type: none"> • CS noted that the inaugural Town Centre sub-group meeting will be held on Tuesday 29th January, 19.00-21.00 at HDDT office. • DB was approached by Anna Wilson, Hairst organiser, who has stepped down from her role. The remaining committee members are requesting HDDT support to find funds to employ someone to take over Anna's role. DB/BM to find out more information. 	DB/BM	19/02
11.	Close of Meeting		
	JW thanked everyone for their input and closed the meeting at 21.00. The next meeting date will be the 19 th February.		