

Board Meeting
17 May 2021. 19.00 hrs.

1. Attendees and Welcome

Directors Present: D Robertson, H Buchan, W Thow, W Levack, A Moffat, C Palmer, B Urquhart

Staff Attending: **S Dawe**, L Manderson, A Warden

2. Apologies

J Lang, H Wood

3. Minutes of Last Meeting

Approved.

4. Health & Safety

There were no health and safety items that required to be raised at this meeting.

5. Strategy & Strategic Review

The Chair thanked staff for their email and recognised the need for the Board to deliver on the items raised.

JL had wished the following to be read and recorded "I took the time to speak with Andy and Lynn and fully support the intentions in the staff's email. I wish this to be recorded in the minutes"

A discussion ensued around the various elements of the review report. SD advised a trading company would require to be set up.

- It was agreed that the order of priority of activities would be:
 - 1) Finalise the job descriptions and submit for Board approval
 - 2) Self-catering project
 - 3) Camp tidy up including tenant's areas
 - 4) Visitor Attraction
 - 5) Events
- The commercial licence submitted for Board approval by staff was approved by all but one the Board members attending.
- Board approved recruitment of:
 - Projects Director (title may change depending on final job description)
 - Visitor Services Officer
 - Estate role to back-fill Estate Manager role

A discussion took place around the type of and level of response from the Board to the consultants. HB will work with SD to co-ordinate a response.

6. Finance Update:

- BT to review billing arrangements/frequency with SD.

- The Board agreed that the requirement to pay by direct debit would be a condition of all future licences and leases.
- Finance system will be changed to Zero.
- CP advised that the Self-catering claim has been submitted to HLF for c. £208K, acknowledged by HLF and usually takes two weeks to process. CP is aiming to submit a lesser value claim to HES by end of this week.

7. Finance Update

- Funding application made that will support the new roles, but this will not hold up recruitment.
- SD provided update on debtors.

8. Estates Update

- Self-catering: meetings arranged on site with management companies
- Cafe: short discussion around steps required to arrange this
- With one exception, Board agreed to adopt the Commercial Licence submitted by CDT staff.
- Small piece of ground near unit 13: Discussion around how much ground is required by purchaser. CP to provide ground size on the drawing. AW to discuss requirements with tenant.
- LEADER filming taking place Tuesday 18th. DR and HC will be interviewed.

9. AOB

- Grass cutting: The current mower is of an age where repairs are more frequent and consideration to be given to purchasing a new mower. The new mower should be able to collect grass.
- On the hillground the Woodland Group put up the shelter framework at the weekend and two small pods have been dug.

10. Date of next meeting

Monday 14 June 2021, commencing 7pm

Meeting closed at 9.20 pm.