

# The Glendale Trust

SC327627 - Charity SCO38741

## MINUTES OF DIRECTORS' MEETING

Saturday 8<sup>th</sup> December 2018 at 16:00

Glendale Community Hall

**Present:** Tim Davies (TD); Clare Gray (CG); Graham Davies (GD); Andrew Kiss (AK)

**Also Present:** Rowena MacKinnon; Greg Lane; Sam Thorburn; Alex Robinson; Gordon Thomson

### 1. APOLOGIES - None

2. **ADOPTION OF MINUTES** - Minutes from 27<sup>th</sup> October accepted with inclusion of reference to handover. n.b. Future minutes will be published in draft format within 48 hours of the meeting.

### 3. MATTERS ARISING

#### Meanish Pier project

- a. Lease with Kames to be finalised - meeting to be arranged with Stuart Cannon of Kames (AK w/c 10-Dec-18)
- b. Lawyers have made the recommendation that land is secured to protect the trusts interests and ease contract compilation
- c. CG presented a summary of the project proposal. Statement made that HIE are there to support economic development
- d. Heads of terms indicate that slipway refurbishment/improvement is contained therein; but the source(s) of funding are ambiguous.
- e. £10k from Kames (?) should still be there to be used (minus perhaps ~£400 according to GT)
- f. Solicitors to be consulted on whether Glendale Trust or trading subsidiary owns the Meanish assets. Issue with Glendale Trust owning assets and leasing to Glendale Trade (would a commercial rate be payable by the trade for such a lease)
- g. Check that public liability insurance is in place (CG)
- h. 2<sup>nd</sup> stage funding application to be compiled/submitted by 24<sup>th</sup> January 2019. This will include a business plan (apparently previously omitted) (CG)
- i. Invoice outstanding to accountants for project- (business-?)Plan appraisal. Pending RBS transfer of signatories. Check HIE for funding. (CG)
- j. Parcel of land to be included in proposal. Generally agreed by those present to be a positive element of the project.

- k. Greg Lane requested that the Trust investigates slipway refurbishment/ improvement, bearing in mind point d., above. The Trust has undertaken to investigate.

#### Membership

- a. GDPR compliance plan proposal shown to meeting.
- b. Set of standard operating instructions to be developed (TD)
- c. SLCVO-supplied privacy policy guidelines to be followed (AK)
- d. Subject access request process to be developed (TD)
- e. Review of third-party contracts required (TD)
- f. Decision required on whether a data protection officer is required (All)
- g. The Community Hall committee requested that it be allowed to piggy-back the Trust's activities with regards to GDPR and related activity. Agreed.

#### LDO

- a. Advert to be generated for LDO. For expediency this will be discussed outwith board meetings (GD)
- b. Create an LDO task-list (CG/AK)

#### **4. AOB**

1. Finance
  - a. Current balance at bank £8,464.30.
  - b. Donations jar in post office £19.72
  - c. Pier donations are with Brian Smith
  - d. Request for Trust to continue to support Broadband provision at the Community Hall. Proposed TD, seconded CG.
2. Glendale Highland Market
  - a. Query received over what insurances are in place. Investigate. (CG)
3. Glendale Trade Ltd (GTL)
  - a. Registered address. To be changed to the Trust's treasurer's private address (AK)
  - b. In future GTL activity will be communicated via Trust meetings
  - c. GTL articles of association to be reviewed (GT and GTL directors)
4. Community Council
  - a. The Trust thanked the Community Council for the use of the Council's notice-board.

#### **5. DATE OF NEXT MEETING**

- Saturday 12<sup>th</sup> January 2019 16:00 at Glendale Community Hall.

The Chair thanked the members for their attendance; meeting closed