

EDINBURGH WORLD HERITAGE TRUST

(Incorporated in Scotland and limited by guarantee, Registered Number: SC195077 Scottish Charity No. SC037183)

MINUTES of the MEETING of the BOARD of DIRECTORS of EDINBURGH WORLD HERITAGE TRUST held at 1 Charlotte Square, Edinburgh EH2 4DR on Monday 4th December 2017 at 4.00pm.

PRESENT: Trustees
Brian Lang
Jeremy Chittleburgh
James Garden
Mark Hopton
Jim MacDonald
Julia Miller
David Williamson
Dorothy Wright

Chairman

IN ATTENDANCE: Jenny Bruce, CEC

EWH staff
Adam Wilkinson
Kay Marwick

Director
Business & Office Manager

APOLOGIES: Cllr Maureen Child
Colin Morrison
Cllr Lewis Ritchie
Chris Watkins

Action

Chairman's introduction

1. The Chairman welcomed everyone to the meeting, especially Julia Miller. Her appointment was formally agreed by the Board.
2. The Chairman thanked Walter Scott and Partners for their support in hosting the Board meetings over the years. Board meetings would be held at Chiene + Tait's offices in 2018 and the Chairman thanked Jeremy Chittleburgh for this generous offer.
3. Trustee end of year reviews would be postponed until early February. BL
4. Declaration of interests: None

Minutes of Board meeting 2nd October 2017 and 17th November 2017 (*circulated*)

5. The minutes of the Board meetings of 2nd October 2017 and 17th November 2017 were approved and signed by the Chairman. The minutes of 2nd October were also approved for the website, reserving paras 20-26 as confidential, under EWH's agreed definition of "confidential business". The minutes of 17th November were reserved as confidential in their entirety.

Progress report on matters arising from Board minutes (*circulated*)

6. The report on matters arising was noted and reported elsewhere on the agenda.

Summary of funding position (*circulated*)

7. The summary of funding for 2017-18 continued to be positive.
8. The success of the dinner was noted, not just for its fundraising but also the contacts made and the opportunity to spread the message.
9. The initial forecast for 2018-19 was discussed. The Chairman expressed his surprise at the CEC request for an annual rent of £22,000. The Director would continue his discussions with CEC on this issue as part of the wider SLA negotiations. AW

Finance report (*circulated*)Management accounts at 31/10/17

10. The finance report was noted. The management accounts were broadly in line with expectations.

Finance & GP minutes for 13/11/17 (*circulated*)

11. The minutes were noted.

Paragraphs 12-19 reserved as confidential

Business Cases (*circulated with covering report*)

20. The Director presented the draft HES Business Case. The Board noted the amount of work that had been put in. It was agreed that further evidence was required in section 4.1 HES Outcomes to demonstrate, using facts and figures, how EWH had achieved these. The HES Business Case was agreed, subject to that addition. AW/ KM
21. The Director presented the skeleton CEC Business Case. The final report would be completed by the end of December, for submission to CEC Committee in February. It was agreed that the final version would be circulated to the Board by email for approval before submission. It was agreed that options should be presented to CEC regarding the decrease in EWH service provided without an increase in grant, or a reduction in rent demand, with the WHS Management Plan in mind. AW

General Data Protection Regulations (*report circulated*)

22. The proposed steps to comply with the new GDPR were noted and approved. A draft Data Protection Policy would be presented to the Board for approval on 12th February 2018.

Repaid Grants (*report circulated*)

23. The Board approved the following:
- Repaid grants should only be used to make repayable grants.
 - Repaid grants should not be used for over-commitment, public realm projects or non-repayable grants.
 - The Grants and Projects Committee should lead on the use of repaid grants.

World Heritage Site Management Plan (*circulated with covering report*)

24. The Board commended the work carried out by all involved and approved the WHS MP.

Organisational risk register (*circulated with covering report*)

25. The organisational risk register was noted.

Director's report & action plan 2017-18 (*circulated with covering report*)

26. The changes to the Director's report were noted, with the focus now on programme level activities.

27. The first trip to Turkey had been completed without incident. The requirement for Key Man Insurance would be checked and considered if appropriate.

AW/ KM

Paragraphs 28-29 reserved as confidential

Grants & Projects reports (*circulated*)

30. The grants and projects reports were noted. The increased spend was encouraging.

Any other business

31. None

Date of next meeting: Monday 12th February 2018 at 4pm. Venue: Chiene + Tait, 61 Dublin Street.