

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 61 Dublin Street, Edinburgh EH3 6NL on Monday 12th February 2018 at 4.00pm.

PRESENT: Trustees
Brian Lang
Cllr Maureen Child
Jeremy Chittleburgh
James Garden
Mark Hopton
Chris Watkins
David Williamson
Dorothy Wright

Chairman

IN ATTENDANCE: Jenny Bruce, CEC

EWH staff
Adam Wilkinson
Kay Marwick
Nicholas Hotham
Rosalee Ross

Director
Business & Office Manager
Head of External Relations (items 6 & 7)
Membership & Fundraising Officer (items 6 & 7)

APOLOGIES: Jim MacDonald
Julia Miller

Action

Chairman's introduction

1. The Chairman welcomed everyone to the meeting and invited the trustees to stay on afterwards for informal drinks.
2. The Chairman thanked Jeremy Chittleburgh and Chiene + Tait for the use of their board room.
3. Councillor Lewis Ritchie had resigned from the Board. CEC had appointed Councillor Neil Gardiner as his replacement but Councillor Gardiner did not wish to take up the appointment. The Board agreed that observer status was not appropriate.
4. Declaration of interests: Dorothy Wright, Jenny Bruce – Lothian Pension Fund, Councillor Maureen Child – Lothian Pension Fund trustee.

Minutes of Board meeting 4th December 2017 (circulated)

5. The minutes of the Board meeting of 4th December 2017 were approved and signed by the Chairman. The minutes were also approved for the website, reserving paras 12-19 and 28-29 as confidential, under EWH's agreed definition of "confidential business".

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

6. The report on matters arising was noted and reported elsewhere on the agenda with the exception that discussions with CEC regarding the annual rent request continue.

Summary of funding position (*circulated*)

7. The summary of funding for 2017-18 continued to be reasonable.
8. The initial forecast for 2018-19 was also encouraging, assuming HES and CEC funding agreements could be reached. The Director reported that there had been a change in delegation of authority at HES and this had caused a delay in responding to our business case. The HES Head of Grants was positive however a decision was required at Board level. The Chairman would write to HES urging a quick response. BL
9. The fundraising target for 2018-19 was approximately 10% of income, which was a more manageable sum than previous years.

Finance report (*circulated*)

Management accounts at 31/12/17

10. The finance report was noted. The forecast was to achieve a small surplus at year end. On this basis, the Finance & General Purposes Committee had approved the use of the contingency on equipment requests from the 2018-19 budget.

Finance & GP minutes for 22/01/18 (*circulated*)

11. The minutes were noted. It was noted that the preparation of the statutory accounts would be taken in-house which would reduce the scope of the external audit.

Budget 2018-19 (*circulated*)

12. A cost centre approach had been taken to the budget, showing income and expenditure against the three strategic objectives which was a more sustainable model.
13. The income and expenditure assumptions were noted. There were no issues regarding equal pay as there was ongoing monitoring of this.
14. The Board approved the Budget for 2018-19 without amendment.

Stewardship plan 2018-19 (*report and target donor list circulated*)

15. The Head of External Relations presented the stewardship plan for 2018-19. It was noted that the gala dinner would not take place but this would free capacity to target donors and corporates and explore alternative options such as private dinners.
16. It was agreed that all trustees would review the target donor list and identify 5-10 contacts to own. Trustees would confirm these to the Head of External Relations who would then develop an approach. All / NH

17. The Chairman offered to host a private dinner. Other options, such as local restaurants, would also be explored. BL / NH
18. The Membership & Fundraising Officer presented the membership strategy for 2018-19. A review of membership in 2017 had informed the approach. Events were key to the strategy and a 2018 events programme including dates would be circulated to the Board by the end of February. RR
19. Chiene + Tait offered a direct debit service which would be investigated as a way of improving rates of renewal. JC / RR

Paragraphs 20-27 reserved as confidential

General Data Protection Regulations (*policy circulated*)

28. The Data Protection Policy was approved and next steps agreed. KM

Paragraphs 29-32 reserved as confidential

Organisational risk register (*circulated with covering report*)

33. The organisational risk register was noted.

Director's report & action plan 2017-18 & 2018-19 (*circulated*)

34. The Director's report was noted. The SMT would be focused on pipeline once new projects were up and running.
35. The new action plan for 2018-19 was circulated and the new format acknowledged. New ways of reporting would follow. AW

Project Updates (*report circulated*)

36. The report was noted. Control Risks had provided a security update for the CPF which noted recent developments in Turkey / Syria but security levels remained unchanged.

Paragraphs 37-40 reserved as confidential

Any other business

41. None

Date of next meeting: Monday 30th April 2018 at 4pm. Venue: Chiene + Tait, 61 Dublin Street.