

**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 30<sup>th</sup> April 2018 at 4.00pm.

PRESENT: Trustees  
Brian Lang  
Jeremy Chittleburgh  
James Garden  
Cllr Neil Gardiner  
Mark Hopton  
Jim MacDonald  
Julia Miller  
Chris Watkins  
David Williamson  
Dorothy Wright

*Chairman*

IN ATTENDANCE: Jenny Bruce, CEC

EWH staff

Adam Wilkinson  
Kay Marwick  
Nicholas Hotham  
Mary Stones

*Director*

*Business & Office Manager*

*Head of External Relations (item 5)*

*Learning & Engagement Officer (item 5)*

APOLOGIES: Cllr Maureen Child

Action

**Chairman's introduction**

1. The Chairman welcomed everyone to the meeting, especially the new CEC appointment to the Board, Cllr Neil Gardiner. His appointment was formally agreed by the Board.
2. The Chairman thanked Jeremy Chittleburgh and Chiene + Tait for the use of their board room.
3. Declaration of interests:
  - Standing declaration of interest: Jim MacDonald, James Garden, Mark Hopton, Brian Lang (Old Town Projects Ltd); Cllr Neil Gardiner (CEC)

**Minutes of Board meeting 12<sup>th</sup> February 2018 (circulated)**

4. The minutes of the Board meeting of 12<sup>th</sup> February 2018 were approved and signed by the Chairman. The minutes were also approved for the website, reserving paras 20-27, 29-32 and 37-40 as confidential, under EWH's agreed definition of "confidential business".

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

5. The report on matters arising was noted and reported elsewhere on the agenda with the exception of the following:
6. Trustees were to provide confirmation of ownership of contacts on the target donor list. All

Paragraph 7 reserved as confidential

8. A fundraising campaign for the Royal High School legal costs would be launched on Friday 4<sup>th</sup> May at the Canongate Kirk concert.

**Summary of funding position** (*circulated*)

9. Verbal confirmation had been received from HES that EWH would receive funding for the three-year period 2018-21 at the higher level of revenue funding requested. Written confirmation was awaited, as well as any conditions of grant. The Board congratulated the Director on a successful negotiation.
10. A joint announcement with HES would be made in the few weeks and this would include a celebration of the achievements of the past three years.
11. The Chairman and the Director would meet with the Chief Executive and Chair of HES in the next few months. BL/ AW
12. The Grants & Projects Committee would be looking at funding priorities for the period 2018-21 to ensure that EWH would be spending the capital grant funding in the most effective way. The maintenance strategy would form a key part of this discussion. A paper would follow for the next Board Meeting G&P
13. The forecast deficit for 2018/19 had been reduced to £62,300, approximately 10% of total income. Fundraising targets had been set to fill this gap.

**Finance report** (*circulated*)

Management accounts at 31/03/18

14. The finance report was noted. A surplus of £14,170 had been achieved for the year, largely due to the contribution of the CPF and AtlaS.WH projects.

Finance & GP minutes for 09/04/18 (*circulated*)

15. The minutes were noted.

**Sub-Strategy: Learning & Engagement** (*circulated*)

16. The development of sub-strategies was part of the ongoing organisational change at EWH. The Learning & Engagement Officer presented the Learning & Engagement Sub-Strategy. This was a key document as it cut across the whole organisation and was key to most activities. It was tied into EWH strategic objectives and the World Heritage Site Management Plan.

17. The Action Plan within the strategy was a working document which set out the priority of activities over the next five years. Only some activities were currently funded and resourced so further decisions would be required over the next couple of years regarding delivery.
18. Partnership working was key. Offers were made to contact the College Development Network and the Vice-Convenor of Education. DWr/  
NG/ MS
19. The Board commended the Learning & Engagement Officer on the Sub-Strategy and approved it.

**Sub-Strategy: Planning** (*circulated*)

20. The Director presented the Planning Sub-Strategy which was a recap of EWH's role within the planning system. EWH provided CEC with expert advice on the impact of large planning applications on the Outstanding Universal Value of the World Heritage Site. Much of the work was reactive, informal and advisory. EWH was not a statutory consultee.
21. The provision of advice was governed by a planning protocol, currently in draft format but to be agreed with CEC and HES. Once finalised, it would be circulated to the Board. JB
22. The action in the World Heritage Site Management Plan to set up "place briefs" would provide some opportunity for EWH to be more proactive.
23. The Board expressed concern that the expertise in providing this advice rested in one individual (the Director). The F&GP Committee would consider succession planning to reduce this risk. F&GP

**CEC Service Provision** (*report circulated*)

24. The provision of service by EWH to CEC was discussed. It was noted that the cost of providing this service was partly paid for through the CEC grant, but also through HES funding as well as being subsidised by EWH. The request for rent on Acheson House would increase the subsidy by EWH.
25. It was noted that the report included revenue costs only, not capital costs. Capital costs would be included in future reporting.
26. It was agreed that the Director would seek to leverage international relations, seek permission to use restricted shopfronts funding for revenue and negotiate with CEC over the rent. The Director would report back to the Board on progress. AW

Paragraphs 27-30 reserved as confidential

**Organisational risk register** (*circulated with covering report*)

31. The organisational risk register was noted.

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

32. The Director's report and action plan was noted.

**Project Updates** (*report circulated*)

33. The reports were noted.

**Any other business**

34. Grants & Projects Committee

Chris Watkins was confirmed as Chair of the Committee.

35. Related Party Transactions

No related party transactions were noted for the accounts 2017/18. Trustees' register of interests had been updated.

KM

36. A paper on the communications strategy would be tabled at the next Board meeting.

NH

**Date of next meeting:** Monday 9<sup>th</sup> July 2018 at 4pm. Venue: Chiene + Tait, 61 Dublin Street.