

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 9th July 2018 at 4.00pm.

PRESENT:	<u>Trustees</u> Brian Lang Jeremy Chittleburgh James Garden Mark Hopton Paul Jardine Julia Miller Chris Watkins Dorothy Wright	<i>Chairman</i> <i>Vice-Chairman</i>
IN ATTENDANCE:	<u>EW H staff</u> Adam Wilkinson Kay Marwick Waseem Albahri Nicholas Hotham Fiona MacDonald	<i>Director</i> <i>Business & Office Manager</i> <i>Grants Officer (item 6)</i> <i>Head of External Relations (items 7 & 8)</i> <i>Conservation Architect & Grants Manager (item 6)</i>
APOLOGIES:	Cllr Maureen Child Cllr Neil Gardiner Jim MacDonald David Williamson Jenny Bruce, CEC	

Action

Chairman's introduction

1. The Chairman welcomed everyone to the meeting, especially Paul Jardine. His appointment was formally agreed by the Board.
2. Declaration of interests:
 - Standing declaration of interest: James Garden, Mark Hopton, Brian Lang (Old Town Projects Ltd)

Minutes of Board meeting 30th April 2018 (circulated)

3. The minutes of the Board meeting of 30th April 2018 were approved and signed by the Chairman. The minutes were also approved for the website, reserving paras 7 and 27-30 as confidential, under EWH's agreed definition of "confidential business".

Progress report on matters arising from Board minutes (circulated)

4. The report on matters arising was noted and reported elsewhere on the agenda with the exception of the following:

5. Following a consideration of the options, the F&GP Committee had agreed to remain at Acheson House. The Director was in the process of concluding terms with CEC which will include paying stepped rent at an average of £18,000 per year over five years (£12 per square foot). AW
6. The Chairman, the Director and Jeremy Chittleburgh had met with the CEC Chief Executive, Andrew Kerr. They reported that it was a positive meeting and that there would be opportunities for funded partnership working in the future. The Director would be following-up on these opportunities. AW

Audited accounts 2017-18 (*circulated*)

7. Jeremy Chittleburgh reported on the audit. The auditor had raised no concerns. In summary, there was a small operational surplus. The balance sheet was strong.
8. The pension liability had been adjusted to £428,000. This would be further recalculated upon exit from the LPF scheme on 12th July 2018.
9. The Board approved the accounts and authorised the Chairman and Jeremy Chittleburgh to sign them. BL / JC

Letter of representation

10. The Chairman was authorised to sign the letter of representation. BL

Edinburgh Old Town Renewal Trust

11. The accounts for the Edinburgh Old Town Renewal Trust were approved and the Chairman was authorised to sign them. BL

Old Town Projects Limited

12. The accounts for Old Town Projects Ltd were noted as not material for the year 2017-18 but consolidated accounts would be required for 2018-19. The Directors of Old Town Projects Limited present at the meeting approved the accounts and the Old Town Projects Ltd Chair was authorised to sign them. JM

Summary of funding position (*circulated*)

13. The forecast deficit for 2018/19 had been reduced to £60,700. The first members and training events of the financial year had taken place, which made a small profit and fundraising events were being organised which would further close the gap.

Finance report (*circulated*)

Management accounts at 31/05/18

14. The finance report was noted. The operational deficit was more than expected, however the accounts for June would show a slight improvement. There were no issues at this stage but the situation would continue to be monitored.

Finance & GP minutes for 18/06/18 (*circulated*)

15. The minutes were noted.

Sub-Strategy: Maintenance (*circulated*)

16. The Grants Manager and Grants Officer presented the Maintenance Sub-Strategy. It was tied into EWH strategic objectives and the World Heritage Site Management Plan.
17. The strategy was discussed. It was agreed that the scope of activities should be reduced and the focus should be on maintenance on properties which had previously received funding from the EWH conversation grants scheme. There was existing legal leverage in the form of the constitutive deeds which could be used to develop a successful model. An audit could be carried out. FM
18. The model should build on learnings from other such initiatives, including international examples. FM
19. It was agreed that further work was required on how progress would be measured and demonstrated. These measures would be a mixture of concrete evidence such as numbers of properties plus softer measures such as levels of engagement and awareness. FM
20. It was agreed that a further paper on the maintenance sub-strategy would be brought to the Grants and Projects Committee. FM

Sub-Strategy: Communications Update (*circulated*)

21. The Head of External Relations presented an update on the Communications Sub-Strategy which had been presented to the Board on 22nd February 2016 and again at the Board away day on 17th July 2017.
22. The strategy was discussed. It was felt that awareness levels, although improved, remained low, especially amongst particular audiences. This was an issue for the sector in general, as well as EWH. The Tron exhibition would help to increase awareness of EWH and its work and this would be further developed after opening.
23. It was agreed that key messages would be circulated to the Board each quarter. NH

Paragraphs 24-29 reserved as confidential

Project Updates (*report circulated*)

30. The report was noted. The HES grant funding agreement was expected to be finalised at a meeting between the Director and HES on 10th July 2018.

Royal High School (*report circulated*)

31. The Board noted the Director's analysis of the Appellants' assessment of the impact of the two hotel schemes on OUV and was fully supportive of the approach. The full precognition and statement of case would be circulated to the Board prior to the public inquiry. AW

Organisational risk register (*circulated with covering report*)

32. The organisational risk register was noted.

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

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

Any other business

34. The Vice-Chairman had attended the opening of the Ross Fountain on 8th July 2018. There was a lot of positive feedback on the project, EWH and more specifically the Director's role.

Date of next meeting: Monday 17th September 2018 at 4pm. Venue: Chiene + Tait, 61 Dublin Street.