

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 17th September 2018 at 4.00pm.

PRESENT:	<u>Trustees</u> Brian Lang Jeremy Chittleburgh James Garden Cllr Neil Gardiner Mark Hopton Paul Jardine Jim MacDonald Julia Miller David Williamson Dorothy Wright	<i>Chairman</i> <i>Vice-Chairman</i>
IN ATTENDANCE:	<u>EWB staff</u> Adam Wilkinson Kay Marwick Krzysztof Chuchra Nicholas Hotham	<i>Director</i> <i>Business & Office Manager</i> <i>International Programme Project Manager (items 5-10)</i> <i>Head of External Relations (items 5-10)</i>
APOLOGIES:	Cllr Maureen Child Chris Watkins Jenny Bruce, CEC	

Action

Chairman's introduction

1. The Chairman welcomed everyone to the meeting.
2. Declaration of interests:
 - Standing declaration of interest: James Garden, Mark Hopton, Brian Lang, Jim MacDonald (Old Town Projects Ltd).
 - Dorothy Wright (Lothian Pension Fund)
 - Cllr Neil Gardiner (CEC)

Minutes of Board meeting 9th July 2018 (circulated)

3. The minutes of the Board meeting of 9th July 2018 were approved and signed by the Chairman. The minutes were also approved for the website, reserving paras 24-29 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. The draft lease for Acheson House was awaited from CEC.
6. The maintenance sub-strategy had been discussed at the Grants & Projects Committee meeting on 10th September. A paper to the Board was not required at this time.

Summary of funding position (*circulated*)

7. The forecast deficit for 2018/19 had been reduced to £52,800. A number of fundraising activities, including corporate membership, were planned for autumn.
8. The forecast for 2019/20 was discussed. Funding for the REDIAPRO2 project had been awarded to support traditional skills. CEC may consider a Service Level Agreement approach for 2019/20 but this would be confirmed.

Finance report (*circulated*)Management accounts at 31/08/18

9. The finance report was noted.

Finance & GP minutes for 03/09/18 (*circulated*)

10. The minutes were noted. The Committee was assured that the organisation was in good shape.

Paragraph 11 reserved as confidential

Strategy: Capacity Building and Resilience (*circulated*)

12. The International Programme Project Manager presented the Capacity Building and Resilience Strategy. It was tied into EWH strategic objectives and the World Heritage Site Management Plan.
13. The strategy was discussed. It was agreed that the objectives were too broad and should be more achievable and measurable. In particular, objective 2 should be divided into two – one about Edinburgh and one about the sector. Objective 3 should be removed. KC
14. Measures would be added in order to define and demonstrate the success of the strategy. Those measures which already exist at project level would be pulled through to strategic level. KC
15. The Board commended the progress made on the strategy.

Paragraphs 16-19 reserved as confidential

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

20. The report was noted. The conservation funding programme would re-open this week.
21. It was noted that the British Council wanted to extend the KORU project. Further discussions were required by SMT to ensure the project would continue to benefit EWH and Edinburgh.

KC

Organisational risk register (*circulated with covering report*)

22. The organisational risk register was noted.

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

23. The Director's report and action plan was noted.
24. The Board sent their condolences to Fiona MacDonald. Steve Newsom was providing consultative support to the grants and projects team.
25. The Royal High School public inquiry would begin on 18th September. It would require the Director to be in attendance for at least three days per week for the first two or three weeks. A communications strategy was in place.

Any other business

26. The date for the away day was confirmed as Thursday 18th October with programme to be circulated and start time to be confirmed (estimated 9am).

AW

Away Day: Thursday 18th October 2018, time TBC. Venue: The Dovecot Studios, 10 Infirmery Street

Date of next meeting: Monday 3rd December 2018 at 4pm. Venue: Chiene + Tait, 61 Dublin Street.