

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 3rd December 2018 at 4.00pm.

PRESENT:	<u>Trustees</u> Brian Lang Cllr Maureen Child Jeremy Chittleburgh Mark Hopton Paul Jardine Julia Miller Chris Watkins David Williamson Dorothy Wright	<i>Chairman</i>
IN ATTENDANCE:	<u>EWH staff</u> Adam Wilkinson Kay Marwick Nicholas Hotham Jenny Bruce, CEC	<i>Director</i> <i>Business & Office Manager</i> <i>Head of External Relations (item 6.2)</i>
APOLOGIES:	James Garden Cllr Neil Gardiner Jim MacDonald	<i>Vice-Chairman</i>

Action

Chairman's introduction

1. The Chairman welcomed everyone to the meeting.
2. Declaration of interests:
 - Standing declaration of interest: Mark Hopton, Brian Lang (Old Town Projects Ltd)
 - Dorothy Wright (Lothian Pension Fund)
 - Cllr Maureen Child (CEC, Lothian Pension Fund)
 - Paul Jardine (HES, Waverley Station)

Minutes of Board meeting 17th September 2018 (circulated)

3. The minutes of the Board meeting of 17th September 2018 were approved and signed by the Chairman. The minutes were also approved for the website, reserving para 11 and 16-19 as confidential, under EWH's agreed definition of "confidential business".

Action**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 Board comments on the Capacity Building and Resilience Strategy had been incorporated.
6. The draft lease for Acheson House was awaited from CEC.

Summary of funding position (*circulated*)

7. The forecast deficit for 2018/19 had been reduced to £50,600. However, the Director advised that since the paper had been produced, a review of the AtlasWH project had identified that project income would be reduced. This would have a negative impact on 2018/19, as well as 2019/20. Work was ongoing to mitigate this risk. AW
8. Efforts on fundraising and donations continued but there was limited time remaining in the financial year. The Director asked for Board help in making this a success. All
9. It was agreed that dates for the HNWI dinners would be circulated to the Board. KM
10. The forecast for 2019/20 was discussed. It was likely that the REDIAPRO2 project would not proceed but this would be confirmed in due course. Discussions were ongoing regarding the CEC Service Level Agreement.
11. The Board had concerns about significant budgets against fundraising, including the gala dinner, for 2019/20, given the issues experienced in 2018/19.
12. It was noted that a draft budget would be put to the F&GP Committee in January which would include a range of options. AW/ KM

Finance report (*circulated*)Management accounts at 31/10/18

13. The finance report was discussed. The challenges regarding income were noted and the executive was well aware of these. The aim was still to breakeven.

Finance & GP minutes for 12/11/18 (*circulated*)

14. The minutes were noted.

Paragraph 15 reserved as confidential

16. The reduction in Communications team resource and the associated capacity challenges were noted.

Action**Safeguarding Policy** (*circulated*)

17. The Safeguarding Policy was discussed. It was agreed that reference to the disciplinary procedure should be added. The Policy was approved, subject to this addition. KM

Away Day Summary: 1. Conservation Funding Programme (*circulated*)

18. The Director presented the paper summarising the discussions at the Away Day regarding how to measure the success of the CFP. KM
19. The Board commended the changes that had been made in the CFP this year although these needed to continue. The CFP was moving from reactive to proactive.
20. It was agreed that the relationship with HES was key and that an early meeting should be arranged with the new HES Grants Manager. AW
21. The strategic approach to the CFP should also tie into city outcomes and the World Heritage Site Management Plan. AW
22. The actions in the paper were approved. AW

Paragraphs 23-27 reserved as confidential

Tron update (*circulated*)

28. The finance report was noted.

Project Updates (*report circulated*)

29. The report was noted. The conservation funding programme had re-opened, and over 20 applications had been assessed against the new criteria.
30. Ongoing problems with the contractor on Jacobs Ladder had caused completion to be delayed. It was noted that the Grants & Projects Committee would be looking at the WHS projects in the next six months to consider what has been achieved as well as the strategic objectives of the programme. G&P
31. Project Basil had been extended to 31st December 2019 and match funding had been secured.
32. The Board was content with the level of information provided in this update report.

Paragraph 33 reserved as confidential

Organisational risk register (*circulated with covering report*)

34. The organisational risk register was noted.

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

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

Any other business

36. The Chairman advised that he was in discussions with the Cockburn Society and the AHSS regarding a tourism management conference in 2019. BL

37. The Chairman confirmed that he would be meeting with every Board member for their annual appraisal. It was agreed that Dorothy Wright would formulate a proposal to formally appraise the Chairman. DWr

Date of next meeting: Monday 25th February 2019 at 4pm. Venue: Chiene + Tait, 61 Dublin Street.