

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 25th February 2019 at 4.00pm.

PRESENT:	<u>Trustees</u> Brian Lang Jeremy Chittleburgh James Garden Cllr Neil Gardiner Paul Jardine Julia Miller Chris Watkins David Williamson Dorothy Wright	<i>Chairman</i> <i>Vice-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 (items 6-9)</i>
APOLOGIES:	Cllr Maureen Child Mark Hopton Jim MacDonald	

Action

Chairman's introduction

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

Minutes of Board meeting 3rd December 2018 (circulated)

3. The minutes of the Board meeting of 3rd December 2018 were approved and signed by the Chairman. The minutes were also approved for the website, reserving paras 15, 23-27 and 33 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. Progress on the actions from the Away Day Conservation Funding Programme discussions will be reported to the Grants & Projects Committee going forward.

Summary of funding position (*circulated*)

6. The forecast deficit for 2018/19 had been reduced to £1,300. This was due to a range of measures including cost savings, implementation of the fundraising strategy and the expansion, plus additional claim for staff costs, of the KORU project. The Board acknowledged the efforts made. The Board recognised that although a breakeven position was desired, a small deficit was acceptable.
7. Efforts on fundraising and donations continued and would be carried into the next financial year to enable a positive start to 2019/20.
8. The forecast for 2019/20 was discussed. The transfer of HES capital funding to revenue to cover staff costs on Project Basil had been confirmed, further reducing the deficit.
9. The CEC World Heritage Site Co-ordinator advised that the CEC funding had been agreed in principle at the October Committee meeting but the method of contract had not. EWH had submitted a Service Level Agreement proposal in January but it had since been decided that a grant funding agreement was more appropriate. This change would delay the final Committee decision until 15th May. However, a three-year agreement maintaining the current level of funding was expected.

Finance report (*circulated*)Management accounts at 31/01/19

10. The finance report was noted. The aim was to get as close to breakeven as possible.

Finance & GP minutes for 28/01/19 (*circulated*)

11. The minutes were noted. Discussions were ongoing with the LPF regarding the proposed funding agreement. Julia Miller's input into this matter was appreciated.
12. The draft lease for Acheson House was still awaited from CEC although they had raised invoices for the rent. Payment of 50% had been made as a goodwill gesture.

Budget 2019-20 (*circulated*)

13. The Budget for 2019-20 was discussed. It had been examined in detail by the Finance & General Purposes Committee who recommended it.

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| 14. The Board noted that no pay rises for staff were proposed. However, employer pension contributions would rise by 2% for most staff to cover statutory minimum increases. This would keep the budget affordable. | |
| 15. Staff training amounted to 1% of staff costs. Individual needs were identified during the performance management process. Opportunities to work with partners such as HES to develop staff would be identified. | AW |
| 16. Fundraising targets were realistic and in line with previous years outturns. | |
| 17. The Board approved the Budget for 2019-20 without amendment. | |

Paragraphs 18-26 reserved as confidential

Health & Safety Policy (*circulated*)

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| 27. The Health & Safety Policy was discussed. It was noted that an office risk assessment and a fire risk assessment had been carried out. The risks had been identified as low, with the exception of site visits where construction site health and safety rules applied. | |
| 28. It was noted that Lone Working procedure did not account for the last person in the office and this was a potential risk. It was agreed that the procedure would be updated. | KM |
| 29. The Construction (Design and Management) Regulations 2015 did not apply as EWH was not a client or designer, however this situation would be reviewed regularly as circumstances could change, particularly with the Tron project. | KM |
| 30. The Policy was approved, subject to the amendment to the Lone Working procedure. | KM |
| 31. It was noted that staff training on the Policy would be provided. | KM |

Fundraising Strategy (*circulated*)

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| 32. The Fundraising Strategy was discussed. A corporate members event was planned at the Edinburgh Grand in May which all trustees were encouraged to attend and bring potential corporate supporters. Details would be circulated shortly. | All |
| 33. The date for the gala dinner was being finalised and was likely to be in November. | |
| 34. It was agreed that information on the EWH website aimed at potential corporate members would be improved so as to encourage support. | NH |
| 35. The Director had arranged mutual free membership with the Edinburgh Chamber of Commerce and ways to tap into any potential opportunities would be explored. | AW / NH |

Action**Sustainable Tourism Update** (*circulated*)

- 36. The update on sustainable tourism was noted. The potential implementation of the transient visitor levy in 2020 could create an opportunity to invest in the historic built environment.
- 37. A 30 minute discussion with the ETAG strategy consultant would take place at the next Board meeting.
- 38. The Chairman reported that the tourism management conference was on hold.

Project Updates (*report circulated*)

- 39. The report was noted. It was agreed that one strategy area would be represented at each Board meeting.

AW

Organisational risk register (*circulated with covering report*)

- 40. The organisational risk register was noted.

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

- 41. The Director's report and action plan was noted. Jacob's Ladder was reopening on 26th February.
- 42. There would be focus on developing the pipeline for capacity building and sustainability in the next few months.

AW

Paragraph 43 reserved as confidential

Any other business

- 44. The last meeting of the Grants & Projects Committee was not quorate. Another 1-2 members of the Committee were required. This would be arranged via email.

KM

CHANGE OF DATE of next meeting: Monday 13th May 2019 at 4pm. Venue: Chiene + Tait, 61 Dublin Street.