

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 13th May 2019 at 4.00pm.

PRESENT:

Trustees

Brian Lang
Jeremy Chittleburgh
James Garden
Cllr Neil Gardiner
Mark Hopton
Paul Jardine
Jim MacDonald
Chris Watkins
David Williamson
Dorothy Wright

Chairman

Vice-Chairman

IN ATTENDANCE:

EWB staff

Adam Wilkinson
Kay Marwick
Yann Grandgirard

Director

Business & Office Manager

Project Manager (Basil) (item 8)

Jenny Bruce
Melanie Sensicle

City of Edinburgh Council

Melanie Sensicle Consulting Ltd

APOLOGIES:

Cllr Maureen Child
Julia Miller

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)
 - Paul Jardine (HES, Waverley Masterplan)

Edinburgh Tourism 2030 Strategy (*circulated*)

3. Melanie Sensicle from Melanie Sensicle Consulting joined the meeting for a 45 minute session as part of her stakeholder consultation on the new 2030 Tourism Strategy for Edinburgh, to be launched in January 2020.

Action

4. The session covered two topics: 1. what future success looks like for Edinburgh as a visitor destination and 2. image and reputational impacts. Each Board trustee gave their view. These would be summarised and circulated by Melanie Sensicle. They would also be publically available on the ETAG website.

Minutes of Board meeting 25th February 2019 (*circulated*)

5. There was one amendment to the minutes of the Board meeting of 25th February 2019. Under item 2, Paul Jardine's declaration of interest should read Waverley Masterplan, not Waverley Mall. Subject to this change, the minutes were approved and signed by the Chairman. The minutes were also approved for the website, reserving paras 18-26 and 43 as confidential, under EWH's agreed definition of "confidential business".

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

6. The report on matters arising was noted and reported elsewhere on the agenda with the exception of the following:
7. The corporate members launch would take place on 16th May. A briefing note to trustees attending would be circulated ahead of the event.

NH

Summary of funding position (*circulated*)

8. The final surplus for 2018/19 (subject to audit) was confirmed at £16,100. The Board thanked the team.
9. The decision on CEC funding for 2019/20 would be made on 15th May.
10. The date for the fundraising gala dinner had been confirmed as Saturday 23rd November. The Vice Chairman had secured the venue at no cost. The focus for the next couple of months would be on selling tables and securing auction items.

Finance report (*circulated*)Management accounts at 30/04/19

11. The finance report was noted. It had been a good start to the year but it was early days.

Finance & GP minutes for 08/04/19 (*circulated*)

12. The minutes were noted. The LPF funding agreement had been agreed and signed on 2nd May.
13. The draft lease for Acheson House was still awaited from CEC.
14. The auditors had carried out their fieldwork in the EWH office during the week commencing 6th May.

Action**Grants & Projects Committee** (*circulated*)

Paragraphs 15-16 reserved as confidential

17. There was a wider discussion of governance of EWH activities, particularly around planning. The Director advised that the Senior Management Team was taking steps to address transparency and accountability. It was also noted that EWH's role in the planning system was formally governed by the planning protocol agreed with the City of Edinburgh Council and Historic Environment Scotland. It was agreed that the Director would provide a paper on these issues for the next Board meeting. AW

18. It was agreed that all Board Committee remits would be reviewed on an annual basis. KM

Paragraphs 19-23 reserved as confidential

Project Basil Update

24. Yann Grandgirard joined the meeting to present the Board with an update on Project Basil.

Project Updates (*report circulated*)

25. The report was noted.

Organisational risk register (*circulated with covering report*)

26. The organisational risk register was noted.

Director's report, action plan 2018-19 and IBP quarterly outcomes 2019-20 (*circulated*)

27. The Director's report, action plan and IBP quarterly outcomes were noted.
28. A funding proposal, including a request for unrestricted funding, had been put to Baillie Gifford.
29. The planning issues were noted. The Director provided a verbal update on the workshop that he and Jenny Bruce had attended on 7th May on the Waverley Masterplan. The Board was supportive of the Director's approach.

Any other business

30. Dorothy Wright provided an update on the appointment of a new Chair, on behalf of the Appointments Committee. The closing date for applications was Monday 27th May. All trustees were encouraged to provide suggestions. All

Date of next meeting: Monday 8th July 2019 at 4pm. Venue: Chiene + Tait, 61 Dublin Street.