



Action

5. Weekly calls had been taking place between the Chairman and the Operations Manager, as well as between SMT and Jenny Bruce. Monthly sessions had been established to discuss planning matters with the first meeting taking place on 23<sup>rd</sup> June.

**Audited consolidated accounts 2019-20**

6. The F&GP Chairman provided a verbal update on the progress of the audited consolidated accounts for 2019-20. These had been delayed, in part due to the impact of COVID-19 and because this was the first year that Whitelaw Wells had been in post.
7. The F&GP Chairman and Operations Manager had met with Whitelaw Wells on 26<sup>th</sup> June 2020. No substantive concerns had been raised with regard to the accounts but there was some further work to be done to finalise the reports. These would be circulated to the Board in due course for formal approval.

KM

**Summary of funding position (circulated)**

8. The summary of funding report was noted. There was a forecasted deficit for the year of £32,700 but there were a number of potential sources of income to be confirmed and the aim was for a breakeven position by the end of the financial year.
9. The initial forecast for 2021-22 was noted. It was likely that HES funding of £235,000 for the additional year of 2021-22 would be secured and that application was due for submission on 31<sup>st</sup> August 2020. This left a forecasted deficit of £110,500 which would be largely addressed through fundraising efforts.

**Finance report (circulated)**Management accounts at 31/05/20

10. The finance report was noted. After two months of the year, the management accounts were ahead of budget although ongoing effort would be required for the remainder of the year.

Finance & GP minutes for 16/06/20 (circulated)

11. The minutes were noted.

**Director recruitment (report circulated)**

12. There was a confidential session with the Trustees and the Operations Manager in her capacity as Company Secretary, during which an update on Director recruitment was provided.
13. The Board thanked the panel of James Garden, Paul Jardine, Dorothy Wright and Mark Hopton, as well as Kay Marwick, for their considerable efforts in progressing the recruitment.

Paragraphs 14-19 reserved as confidential

**Historic Environment Scotland 2021-22 Funding Application** (*report circulated*)

20. The Head of External Relations provided an update on the HES 2021-22 funding application. HES had confirmed that City Heritage Trust funding would be for a one-year period for 2021-22 as a result of the disruption caused by COVID-19. The full three-year funding cycle would resume for the 2022-25 period. The approach was to treat both funding periods as one to ensure strategic consistency.
21. The working group including Trustees and the executive team had met on 23<sup>rd</sup> June 2020 to review progress against the three key themes of 1. delivering difficult, people-centred conservation projects; 2. reaching more people through a wider range of communication channels; and 3. action associated with the climate emergency. The working group was also reviewing how employment, skills and apprenticeships could be incorporated.
22. The draft application would be presented to the working group at the next meeting on 28<sup>th</sup> July 2020. The final application would be circulated to the Board electronically for approval ahead of the HES submission date of 31<sup>st</sup> August 2020.

NH

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

23. The report was discussed. The impact of COVID-19 on all projects was noted, in particular the closure of construction sites for three months. The executive was managing and mitigating project risks. The forecast remained that the total HES capital funding of £1,950,500 would be drawn down by the end of the funding period of 31<sup>st</sup> March 2021. The Grants & Project Committee would review this at the next meeting on 31<sup>st</sup> August 2020.

G&P

**COVID-19** (*report circulated*)

24. The Board noted the likely impacts of COVID-19 on EWH and the summary of mitigating steps being taken. The Digital Strategy would be added to the list of impacts.
25. There was a discussion of Fiona Rankin's proposed secondment to CEC, which had been delayed by COVID-19. It was noted that clear outcomes on the effectiveness of this secondment were required in order to measure impact.

KM

FR

Updated fundraising strategy (*circulated*)

26. The report on the updated fundraising strategy was discussed. It was anticipated that the "in conversation with..." online events would have been attended by over 1,000 people by August. The events were also generating some income via donations.
27. Messaging on EWH's recent and future initiatives on diversity would be prepared ahead of the Black History Matters event on 16<sup>th</sup> July 2020.

NH/ KM

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| 28. The Chairman and Head of External Relations would meet separately to discuss HNWI stewardship  | JG/ NH        |
| 29. It was noted that more people were reviewing their wills at the present time due to COVID-19 and as such there was an opportunity to increase awareness that EWH can receive legacies. | NH            |

**Organisational risk register** (*circulated with covering report and governance document map*)

30. The organisational risk register was noted.

**SMT report and IBP quarterly outcomes 2020-21** (*circulated*)

31. The SMT report and IBP quarterly outcomes for 2019-20 were noted. SMT was in the process of reviewing the Integrated Business Plan.

**Any other business**

32. None

**Date of next meeting:** Monday 7<sup>th</sup> September 2020 at 4pm, venue TBC