

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 by video-conference on Monday 7th September 2020 at 4pm.

PRESENT:	<u>Trustees</u>	
	James Garden	<i>Chairman</i>
	Cllr Maureen Child	
	Jeremy Chittleburgh	
	Cllr Neil Gardiner	
	Andrew Henderson	
	Mark Hopton	
	Paul Jardine	<i>Vice-Chairman</i>
	Neil Rennick	
	Megan Veronesi	
	Chris Watkins	
	Nick White	
	Dorothy Wright	
IN ATTENDANCE:	<u>EWH staff</u>	
	Christina Sinclair	<i>Director</i>
	Nicholas Hotham	<i>Head of External Relations (items 5-9)</i>
	Kay Marwick	<i>Operations Manager</i>
	Jenny Bruce	<i>City of Edinburgh Council</i>
APOLOGIES	Julia Miller	

Action

Chairman's introduction

1. The Chairman welcomed everyone to the meeting, which was taking place by video conference due to COVID-19, and especially Nick White. His appointment was formally agreed by the Board.
2. The Chairman also welcomed the new Director, Christina Sinclair and thanked the senior management team for managing the organisation during the interim period.
3. The Chairman noted that this was Chris Watkins and Dorothy Wright's last Board meeting and he thanked them both for their immense contribution to the organisation over the years.
4. There remained one vacancy on the Board. The Operations Manager reported that EWH was participating in Arts & Business Scotland's "New Voices, Fresh Perspectives" programme to encourage young people onto boards. It was hoped that, following a trial period, a candidate in this programme would be appointed to fill the vacancy.

5. Declaration of interests:

- Standing declaration of interest: James Garden, Mark Hopton (Old Town Projects)
- Cllr Maureen Child (CEC), Cllr Neil Gardiner (CEC, Edinburgh Architecture Centre), Paul Jardine (Edinburgh Architecture Centre, Waverley Masterplan, NLS George IV Bridge, HES)

Minutes of Board meeting 6th July 2020 (*circulated*)

6. The minutes were approved. They would be signed by the Chairman whenever this was possible. The minutes were also approved for the website, reserving paras 14-19 as confidential, under EWH's agreed definition of "confidential business".

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

7. The report on matters arising was noted and reported elsewhere on the agenda with the exception of the following:
8. The decision to approve the audited consolidated accounts, agreed by email on 24th August 2020, was homologated.
9. The decision to approve the HES 2021-22 funding application, agreed by email on 26th August 2020, was homologated.

Summary of funding position (*circulated*)

10. The summary of funding report was noted. The forecasted deficit for 2020-21 was £27,900 but there were a number of potential sources of income, particularly relating to fundraising. The aim was to breakeven by the end of the financial year.
11. The initial forecast for 2021-22 was noted. The HES application had been submitted with a revenue request of £275,000. This would leave a forecasted deficit of £95,900 which would be largely addressed through fundraising efforts.

Finance report (*circulated*)Management accounts at 31/07/20

12. The finance report was noted. The management accounts remained ahead of budget.

Finance & GP minutes for 24/08/20 (*circulated*)

13. The minutes were noted. Andrew Henderson and Megan Veronesi had been welcomed onto the Committee.

Action

Paragraphs 14-17 reserved as confidential

Project Updates (*report circulated*)

18. The report was discussed. Chris Watkins reported that the Grants & Projects Committee had reviewed the anticipated draw down of the capital grant from HES at the meeting on 31st August 2020. Based on the number of projects in the pipeline, the Committee was satisfied that the full amount of grant would be drawn down by the end of the funding period 31st March 2021. The pipeline also extended into the next funding period 2021-2022.
19. COVID-19 had delayed some projects but constructions sites had re-opened.
20. Work would continue on the World Heritage Site projects criteria, impacts and risks over the next few months. G&P
21. It was noted that there could be an opening to work further with CEC on the graveyards in the near future.
22. The Climate Change Risk Assessment project would create opportunities in Strategic Objective III. Megan Veronesi offered to provide assistance with under-represented stakeholders. MV/ KM

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

23. The SMT report, IBP and quarterly outcomes for 2020-21 were noted. SMT had updated the Integrated Business Plan in line with the new strategies agreed by the Board on 1st June 2020.
24. The update on planning applications, including the Melville Monument plaque, was noted.
25. Wording on EWH's commitment to diversity would be added to the Vision, Missions and Values page of the website. KM

COVID-19 (*report circulated*)

26. The report was noted.

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

27. The organisational risk register was noted.

Any other business

28. None

Date of next meeting: Monday 7th December 2020 at 4pm by video conference